

**USDA Child Nutrition Programs
Administrative Review Summary Report**

School Food Authority: Wisconsin Heights School District

Agency Code: 13-0469

School(s) Reviewed: Wisconsin Heights Middle School

Review Date(s): April 16-17, 2018

Date of Exit Conference: 4-17-2018

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

General Program Reminders/Updates:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts **School Nutrition Skills Development Courses (SNSDC)** each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Wisconsin Heights for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The DPI review team appreciates the eagerness of the staff to accept and ask for technical assistance and to make changes to meet school nutrition program regulations and is confident that Wisconsin Heights will continue to improve their knowledge and operation of child nutrition programs.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Comments/Technical Assistance (TA)/Compliance Reminders

127 eligibility determinations were reviewed, 7 errors were identified, 5.5%.

Free and Reduced Price Meal Applications

- Applications must be reviewed in a timely manner. An eligibility determination must be made, **the application must be signed and dated by the determining official**, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.
- Children are eligible for free or reduced price meal benefits on the date their eligibility is determined by the Determining Official.
- All free/reduced applications and the direct certification runs were available for review. All applications have been approved and students are receiving the benefits they have been determined eligible for.
 - When an application only has one frequency of payment indicated for all of their reported incomes on the application, the income should not be converted to annual, but using the [Income Eligibility Guidelines](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf) one would look at the amount of their income under the column indicating that stated frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf>).
- When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss. A business loss (negative dollar amount) would become \$0 for the income on the application.

Annual Income

- There has been a recent modification to the requirement pertaining to the reporting of annual income on an application. USDA released SP-19, 2017 on March 20, 2017 allowing households to report current income as an *annual figure*. Annual income is typically reported for households with jobs that are seasonal, self-employed, or agricultural work since that is a more accurate representation of *current income*. These applications may now be processed at face value. However, most households that receive regular pay checks, will report income based on what is *currently earned* and the frequency of that pay, i.e. weekly, biweekly, bimonthly or monthly.

Income Eligibility Guidelines

- The current [Income Eligibility Guidelines](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf) (IEGs) are used to determine applications, whether manually or electronically. If done through software, please check that the income levels are updated each year after July 1 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf>).
- **The complete IEG grid may not be sent to the households applying for meal benefits as they include the specific income amounts for free or reduced benefits.** Therefore, the Public Release may not be sent to households, either. The information letter must include the reduced price guidelines and an explanation that households with incomes at or below the reduced price income limit may be eligible for free or reduced price meals. Typically, the information letter is the USDA template entitled [Letter to Parents/Frequently Asked Questions](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/fr-application-parent-guardian-letter-faq.docx) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/fr-application-parent-guardian-letter-faq.docx>).

Other Source Categorical

- If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, or runaway, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency, before meal benefits can be provided. Once confirmed, this eligibility is only available to the designated child and is not extended to other members of the household.
- **Applications that indicate a child is a foster child are categorically eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is not extended to other household members.**

Public Release

- All SFAs are required to distribute a [Public Release](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#apps) before the start of the school year (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#apps>). The purpose is to inform the public that free and reduced price meals are available. SFAs must annually distribute the Public Release to:
 - Local news media
 - Grassroots organizations (local organizations providing services to populations in need)
 - Major employers contemplating or experiencing large layoffs
 - Local Unemployment Office (as applicable)
- SFAs are not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.

Limited English Proficiency (LEP)

- Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with limited English proficiency.
- SFAs must make reasonable efforts to provide household letters and application forms to families in the appropriate languages.
- To assist SFAs in reaching households with limited English proficiency, the SNT provides the Wisconsinized version of the USDA Free and Reduced Price Meal application materials in English, Spanish, and Hmong.
- The USDA Food and Nutrition Service (FNS) website offers many other [foreign language translations of the Application for Free and Reduced Price School Meals](https://www.fns.usda.gov/school-meals/translated-applications) (<https://www.fns.usda.gov/school-meals/translated-applications>).

- The nonprofit food service account may be used to pay for translation services if there is a need to translate materials in a language that is not currently available.

Direct Certification

- As a reminder, you are required to run direct certification a minimum of three times a year: at or near the beginning of the school year, three months after the initial run and six months after the initial run.
- **The effective eligibility date for a DC eligible student is the date of the original output file.**
- Thank you for running the Direct Certification matches in the required time frames, when you receive a new student and other times to pick up any newly eligible students.
- **Direct Certification output (downloaded files) must be saved.**

Transferring Students

- When a child transfers to a new school within the same Local Educational Agency (LEA), the new school must accept the eligibility determination from the child's former school, if the child has an individual eligibility determination.
- A child that transfers within the same LEA from a CEP to a non-CEP school must be given free reimbursable meals for up to 30 operating days or until a new eligibility determination is made, whichever comes first.
- Transferring the eligibility determination between LEAs ensures that qualifying students continue to receive school meal benefits as they transition to new schools, and avoids the possibility of unpaid meal charges. FNS strongly encourages LEAs to immediately accept the eligibility determinations made at a student's previous LEA (if they participated in NSLP) when a student transfers between LEAs during the school year, over the summer, or at the start of the next school year. Wisconsin DPI requires source documentation of the student's previous eligibility. The transfer of eligibility between LEAs for students attending CEP schools will be required by July 1, 2019.

Independent Review of Applications

- **LEAs that have a 5% or higher error rate during the certification review of the Administrative Review will be required to conduct a second review of applications in the following school year.**
- **Wisconsin Heights had a 5.5% certification error rate.** More information on the Independent Review of Applications is found in the Eligibility Manual. An SNT memo will be mailed during the summer with more information for the SFA.

Findings and Corrective Action Needed: Certification and Benefit Issuance

- ❑ **Finding #1:** From the student sample reviewed for benefit issuance, 4 students were found to be receiving free benefits and should have been paid. Three students were found to be receiving reduced benefits which should be free.

Corrective Action Needed: Please notify these households of the reduction in benefits (to take effect 10 calendar days from the date they are notified in writing). **Corrected on-site; no further action necessary.** Fiscal action will be figured for these errors for the review period (March) and the month of on-site review (April). Please submit edit checks for April after you submit the April claim.

Note: aggregate data (just F/R numbers or percentages without a connection to individual names does not require prior parental sign-off before sharing and often times satisfies the request).

Verification

Comments/Technical Assistance (TA)/Compliance Reminders

- When applications are chosen for verification, **the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application.**
- The LEA has a regulatory obligation to verify “for cause” all approved applications that may be questionable. For more information, refer to the current Eligibility Manual.
- **When a benefit eligibility status increases, the change must take place within 3 days. When a benefit eligibility decreases, the change cannot take place before 10 calendar days and a notice of adverse action is sent in writing with appeal rights procedures.**

Findings and Corrective Action Needed: Verification

- ❑ **Finding #1:** On the VCR, the SFA indicated that Alternate Two sample size was used. Per DPI records, Standard Sampling should have been used due to the nonresponse rate last year and notification by DPI of the requirement.
Corrective Action Needed: Please provide a statement of understanding that the correct sampling option will be selected going forward.
- ❑ **Finding #2:** Verification was not completed by November 15th.
Corrective Action Needed: Please provide a statement of understanding of the timeline requirements of the verification process.

Meal Counting and Claiming

Comments/Technical Assistance (TA)/Compliance Reminders

- Meals may only be charged to a student upon receipt of a reimbursable meal to assure proper benefits issuance.
- When entering the claim it is necessary to use the edit check to calculate your reimbursable meals by site for claim submission.
- Meals must be offered to all students each day school is in session a full day, so DPI has created [Field Trip meal resources](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning) to help schools offer student meals (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning).
- The meal counting and claim for the Review Month was conducted perfectly.
- Please note that SFAs may claim visiting students in the paid category or the individual’s category with documentation, unless they are from a CEP school.
- REMINDER: Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components, and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item.
- When entering the claim it is necessary to use the edit check to calculate your reimbursable meals by site for claim submission.

Findings and Corrective Action Needed: Meal Counting and Claiming

- ❑ **Finding #1:** Edit check for Middle School (6-8) is combined with High School (9-12). Separate school meal numbers by school are only available through running activity reports by school. This is not allowed. **U.S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program, prior to**

consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. The prototype daily participation/ edit check form is provided by DPI. However, school agencies are not required to use this particular form but must perform an edit check after completing the calculations shown on the bottom of the form. Those school agencies with computerized meal counting systems or in process of purchasing such a system should ask vendors about the edit check feature.

Corrective Action Needed: Correct POS system (Skyward) to separate the Middle School entity/school from the High School entity/school so each school/site has its own edit check. Send a scan of the corrected edit checks for February and March.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations:

Thank you to the school nutrition professionals of Wisconsin Heights Middle/High School for their time and warm welcome during the Administrative Review. All of the school nutrition professionals were very willing to answer all questions and provide more information while on-site. A special thanks to the Food Service Director for providing documentation prior to coming on-site, as this greatly expedited the review process. Thank you to all of the school nutrition professionals for their hard work and dedication to making the Wisconsin Heights Middle School Child Nutrition Programs shine!

Compliance Reminders:

Meal Pattern

- Because Wisconsin Heights Middle/High School is a middle school (6-8) and high school (9-12), appropriate meal patterns should be followed for each age/grade group for breakfast and lunch.

Whole Grain-Rich Requirement

- All, or 100 percent, of grains offered and credited in school meal programs are required to be whole grain-rich (WGR). Foods that meet the WGR criteria for the School Meal Programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Non-WGR items cannot be credited towards daily or weekly WGR requirements.
- The terms "wheat" or "made with whole grains" on a product label do not necessarily mean that a product is WGR. Always check the ingredient list to confirm the first ingredient is a whole grain (and any other grain ingredients in the list are enriched, if not whole), which qualifies the product as WGR. Alternatively, crediting documentation in the form of a PFS may show that the combined weight of multiple whole grain ingredients exceeds the weight of the enriched grain ingredients. Note, a recipe that includes 50 percent whole grain and 50 percent enriched grain by weight is considered WGR.
- USDA has a very thorough [Whole Grain Resource](http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf) that provides tools and tips for identifying WGR products (www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf).

Grain-Based Desserts

- No more than 2.00 ounce equivalents of grain-based desserts can be offered per week at lunch. Grain-based desserts that are whole grain-rich can count towards the grain component, but grain-based desserts that are not whole grain-rich (made with more than 50 percent enriched grains) cannot count towards the grain component.
- Grain-based desserts contribute towards the weekly grain-based dessert limit regardless of whether they are whole grain-rich or not (e.g., a slice of cake made with enriched white flour cannot credit towards the grain component, but it counts towards the grain-based dessert limit for the week in which it is served).

Technical Assistance:

Crediting of Menu Items

- Foods that are not processed prior to purchase, such as raw meats, beans, eggs, fruits, vegetables, and milk, can be credited using the USDA [Food Buying Guide](#) (FBG). The FBG contains yield and crediting information for foods with standards of identity, in large part unprocessed foods, such as those listed above. Foods that do not have standards of identity are not listed in the FBG and require further documentation such as a Child Nutrition (CN) label or Product Formulation Statement (PFS).
 - Technical assistance was provided on-site on how to utilize the FBG and sample calculations were completed.
- A complete CN label includes the following: CN logo, product name, ingredient statement, and inspection legend. It is important to save actual CN labels from product packaging that includes these four requirements. Simply cutting out the CN logo is not adequate documentation. You may either cut the label off the package, make a copy of the label directly from the package, or take a picture of the label.
- A complete PFS must be directly from the manufacturer and must include the product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern requirements; and an original signature from the manufacturer certifying that the information is correct. It is required that this documentation is printed on company letterhead and signed by an appropriate person (e.g., a quality assurance agent or registered dietitian, rather than a salesperson).
- Grains can be credited based on weight using [Exhibit A](#) of the USDA *Food Buying Guide* (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf). If a product is not on Exhibit A, you must obtain a signed Product Formulation Statement (PFS) from the manufacturer that lists the *grams of creditable grain* in the product. Divide this number by 16 grams per ounce equivalent to calculate the grain contribution for that product.
- If a processed item does not have a valid CN label or PFS and cannot be found in the USDA *Food Buying Guide* for School Meal Programs, it may not be credited when served as part of the USDA School Meal Programs. Additionally, remember to collect new product labels annually and check labels at least twice per year. Update records when new products are purchased and when product formulations change throughout the school year as well. More information about crediting documentation can be found on the [Menu Planning](#) webpage (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning).
 - Technical assistance was provided on-site to the Food Service Director regarding crediting of menu items.

Cereal on Production Record

- Two types of cereal are offered daily at breakfast. On production records, these two options are listed on one line as “cereal.” When items are listed on the menu as a general category, such as cereal, all types of the menu item need to be listed on the production record. For example, Honey Nut Cheerios and Mini Wheats are offered daily at breakfast. These cereals need to be listed on separate lines of the production record with all required production record information filled in.

Signage

- The menu for breakfast was donut holes, string cheese, cereal choices, graham crackers, apple, applesauce, raisins, orange juice, baby carrots, 1% white milk, and fat-free chocolate milk. ****Note this was prior to the discovery that donut holes credit as 0.50 ounce equivalent, so for this section, donut holes credit as the planned 1.00 ounce equivalent.***

- Prior to breakfast service, all menu items that were part of the reimbursable meal were not listed on breakfast signage. The signage listed both milk types, all fruit and vegetable options, and donut holes. The cereal choices, graham crackers, and string cheese were not listed.
- After listing the cereal choices, graham crackers, and string cheese along with the donut holes under the grain component, the grain component said students may select two of the following food items from the grain component. When discussing with the Food Service Director, it was explained that students can select a combination of any of the two grain items except for cereal and donut holes together. Therefore, the signage was no longer accurate.
 - To ensure students understand their options, technical assistance was provided on how to list the options. The following list was how the Food Service Director determined the students could select the breakfast options:
 - Cereal and graham cracker (2 food items)
 - Donut holes and graham cracker (2 food items)
 - Donut holes and string cheese (2 food items)
 - Cereal and string cheese (2 food items)
 - Graham cracker and string cheese (2 food items)
 - Students may select 2 food items from the grain component.
 - Another option is listing each food item as 1 food item and including a statement saying cereal and donut holes may not be selected together:
 - Cereal (1 food item)
 - Graham cracker (1 food item)
 - Donut holes (1 food item)
 - String cheese (1 food item)
 - Donut holes and cereal may not be selected together.
 - Students may select 2 food items from the grain component.
 - Ultimately, it is up to the menu planner how all menu options can be selected. Students must be offered at least four food items and students must select and have the ability to select three food items for the reimbursable meal. Remember, students must be offered and have the ability to select 1 cup of fruit.
- Prior to lunch service, technical assistance was provided that the milk types should be filled in on lunch signage under the milk component. Under the fruit component, it said “see bar.” The Food Service Director was encouraged to write in the fruit that was on the garden bar that day since only one fruit type is offered each day. By including the fruit that is offered each day on lunch signage, this may increase participation because students will be able to know the type of fruit being offered before going through the garden bar.

Garden Bar Portioning Utensils and Signage

- Portion sizes can be communicated to students with signage showing what the intended portion size is, what it looks like, or by using portioning utensils for the intended portion size. Wisconsin Heights Middle/High School has signage on their garden bar, however, it is not all inclusive of all the options offered.
- The FBG should be utilized to determine how garden bar options credit when planning portion sizes for options such as pepper strips, radishes, cucumber slices, cherry tomatoes, etc. since these items do not credit cup for cup when using a spoodle.
- Remember, raw, uncooked leafy greens credit as half the volume served in their fresh forms. For example, if the intended portion size is $\frac{1}{4}$ cup, consider including a photo of what $\frac{1}{4}$ cup of romaine ($\frac{1}{8}$ cup creditable dark green vegetable) looks like or an appropriate portion utensil or boat that fits $\frac{1}{4}$ cup of romaine.

Resources:

Breakfast Participation

- Breakfast participation at Wisconsin Heights Middle/High School is low. We encourage you to consider offering alternative service models such as Breakfast in the Classroom or a mid-morning nutrition break school-wide to aid in increasing student participation. Mid-morning models tend to work well in middle and high school environments where there is a passing time that would allow students to grab a meal between classes. This could be set up in the cafeteria or with mobile carts in the hallways.
- DPI SNT's [Breakfast Resources](#) webpage has information about the different breakfast service and financial models for your reference (dpi.wi.gov/school-nutrition/school-breakfast-program/resources).
- If you ever have questions about breakfast models or would like ideas to increase participation, please contact the Breakfast Specialists listed on the bottom of the [School Breakfast Program](#) webpage (dpi.wi.gov/school-nutrition/school-breakfast-program).

Meal Pattern and Menu Planning

- [Lunch "In a Nutshell"](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-in-a-nutshell.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-in-a-nutshell.pdf)
- [Lunch Meal Pattern](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern-table.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern-table.pdf)
- [Breakfast Meal Pattern](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/breakfast-meal-pattern-table.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/breakfast-meal-pattern-table.pdf)
- [Breakfast "In a Nutshell"](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/breakfast-in-a-nutshell.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/breakfast-in-a-nutshell.pdf)
- [Meal Pattern Components](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/meal-pattern) (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/meal-pattern)
- [Menu Planning Tools](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#menuplanningtools) (worksheets are located here) (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#menuplanningtools)
- [Training Webcasts](http://dpi.wi.gov/school-nutrition/training/webcasts) (dpi.wi.gov/school-nutrition/training/webcasts)

Findings and Corrective Action Required for Meal Pattern and Nutritional Quality:

- ❑ **Finding #1:** Rich's cake donut holes were offered during the week of review and on the day of breakfast service observation. The donut holes are not whole grain-rich, and therefore, do not meet the requirement that 100 percent of grains offered must be whole grain-rich.

Corrective Action Required: Submit labels and/or appropriate crediting documentation for a replacement product that is whole grain-rich.

Please note that failure to meet the 100% whole grain-rich requirement during subsequent Administrative Reviews may result in fiscal action.

- ❑ **Finding #2:** Five non-reimbursable meals were observed during the day of breakfast service observation. These five meals were non-reimbursable because the donut holes offered were only 0.50 ounce equivalents, and therefore, do not credit as one food item. The donut holes do not credit as one food item since they are less than the 1.00 ounce equivalent grain. In order for a menu item to be considered a food item, it must be a specific food offered within the food components in the daily required minimum amount that a student can select (1 cup milk, 1.00 ounce equivalent grain, or ½ cup fruit).

Documentation provided for the week of review and day of on-site observation was for Baker Boy donut holes with a product formulation statement indicating that 1.50 ounces of mini cake donuts, or three donut holes, credits as 1.00 ounce equivalent grain. Prior to meal service, it was discovered that this product was not the one that was planned to be offered during the day of breakfast observation. This was noted when observing meal service, and all reimbursable meals containing the donut holes and two other food items were recorded. After meal service, the product that was offered was able to be looked at further, and it was determined that three Rich's cake donut holes credit as 0.50 ounce equivalents and are not whole grain-rich.

Five meals were recorded as reimbursable meals containing donut holes and two other food items. These five students selected the donut holes and two other food items, one of which was ½ cup fruit and/or vegetable. Because the donut holes do not credit as one food item, these meals are not reimbursable. Under Offer versus Serve for breakfast, students must select three food items, one of which is the required ½ cup of fruit and/or vegetable.

Corrective Action Required: Submit a written statement indicating how this error will be corrected and avoided in the future.

Fiscal action will be assessed for these five non-reimbursable meals.

- ❑ **Finding #3:** One non-reimbursable meal was observed during the day of lunch service observation. This meal was not reimbursable because the student did not have the required ½ cup of fruit and/or vegetable. The student only selected the ¼ cup hot vegetable option for the day.

Technical assistance was provided on different ways fruits and vegetables can be offered to ensure students select or are encouraged to select another ¼ cup of fruit or vegetable when they select the ¼ cup hot vegetable option.

Corrective Action Required: Submit a written statement indicating how this error will be corrected and avoided in the future.

Fiscal action will be assessed for this one non-reimbursable meal.

- ❑ **Finding #4:** Offer versus Serve (OVS) training has not been completed by all school nutrition professionals that are point-of-service (POS) staff. OVS training should be completed with school nutrition professionals to ensure that reimbursable meals are selected at breakfast and lunch.

Corrective Action Required: Complete OVS training with school nutrition professionals. Submit a signed training roster indicating that the school nutrition professionals of Wisconsin Heights Middle/High School have completed OVS training.

There is an [Offer versus Serve](#) webcast on DPI's website that can be used for training (dpi.wi.gov/school-nutrition/training/webcasts#ovs). The [Offer Versus Serve Guidance manual](#) is available on our website as well (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf).

- ❑ **Finding #5:** Documentation provided for Monday's breakfast during the week of review was inaccurate and led to both a daily and weekly grain shortage at breakfast. Please see **finding #2** for more information.

The donut holes offered on Monday during the week of review resulted in a daily grain shortage at breakfast. For the menu option of donut holes and string cheese, there was a daily grain shortage because in order to offer a meat/meat alternate that credits toward the grain component, 1.00 ounce equivalent of grain must be offered first. In this case, only 0.50 ounce equivalent of grain was offered and then a 1.00 ounce equivalent string cheese. Therefore, this menu option is not able to be credited.

The daily grain requirement for K-12 breakfast is 1.00 ounce equivalent. This is considered a shortage and not a missing component since it is evident that grain was served on this day.

The daily grain shortage on Monday led to a weekly grain shortage at breakfast during the week of review. Because the minimum creditable amount a student could select on Monday was 0.00 ounce equivalents of grain, the minimum amount of grain offered during the week of review was 7.50 ounce equivalents. The weekly grain requirement for K-12 breakfast is ≥ 9.00 ounce equivalents.

Corrective Action Required: Submit a written statement explaining how the daily breakfast 1.00 ounce equivalent grain requirement and the weekly breakfast ≥ 9.00 ounce equivalents grain requirement will be met for the Monday of the week of review, the week of review, and for future service weeks. Please include respective portion sizes and labels, if applicable.

Please note, repeat violations of daily and weekly grain shortages during subsequent Administrative Reviews may result in fiscal action.

- Finding #6:** Breakfast production records provided for the week of review were not fully completed. Yogurt, carrots, applesauce, graham crackers, and cereal by type were not recorded on production records.

The specific type(s) of each menu item offered (baby carrots instead of “veg”), along with planned portion size(s), must be included to document each component was planned and served. The production record should reflect substitutions, if any are made.

Corrective Action Required: Submit one week of completed production records for breakfast with all menu items listed and filled in on the production record. Indicate portion sizes and be specific about the type of each food item offered.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Comments/Technical Assistance (TA)/Compliance Reminders

- The consultant addressed financial topics with the Business Manager including how to locate the agency’s Child Nutrition Program report, which provides you with a compilation of meals claimed, your reported revenues and expenditures, amount of federal reimbursement received and per meal costs for lunch and breakfast.
- The Aids Register shows the amount deducted from reimbursement to pay for shipping, handling and processing costs of USDA Foods and to track all program deposits made to the agency’s account. Both resources are accessible from our [Online Services](http://dpi.wi.gov/nutrition/online-services) webpage (dpi.wi.gov/nutrition/online-services).
- SFAs must limit the net cash resources in order to not exceed three months average expenditures.

Annual Financial Report (AFR)

- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. The new [16-17 Annual Financial Report instructions](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf) are located on the DPI website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).
- **When a student deposits funds in their lunch account which will be used for meal purchases, the amount received is not treated as revenue until the meal has actually been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the foodservice fund (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your Annual Financial Report.**
- The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.
- **The ending balance, on June 30, can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00.**
- The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered “Excess Cash Balance”. While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three month average of operating expenses to remain in compliance with a non-profit status.
- **These categories of the AFR that should be addressed when tracking revenues and expenditures include:**
 - Expenses for paper supplies, chemicals, thermometers, etc., should be reported under “Other”. Only expenses for edible food items and beverages should be reported under “Food”.
 - “Equipment” should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under “Other”.
 - Under “Purchases Services” report any time you pay someone for services provides such as equipment repair and health inspections.
 - Under “nonprogram foods”, report the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals, a la carte, and caterings would also be included here.
 - When revenues are recorded from the federal reimbursement payments, make sure that you are recording the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.

FSMC

- Because of the Nonprogram Revenue Rule, expenses must be broken out by actual Labor, Food, Purchased Services, Equipment, or Other, and not all placed into Purchased Services as was previously done for SFAs with FSMC contracts.
- SFAs must annually be provided information on food costs and revenues from Food Service Management Companies (FSMC). The information must include food cost for reimbursable meals, food cost for non-program food, revenue from nonprogram food, and total revenue to determine SFA compliance with nonprogram food revenue requirements.

Allowable Costs

- The nonprofit school food service account is to be used for the operation of the school meal program including food, supplies, equipment and personnel.
- The nonprofit school food service account may not be used to purchase land and/or buildings unless approved by FNS.
- Allowable costs are defined in 2 CFR 200 Subpart E and should be necessary, reasonable and allocable. More information on allowable costs can be found within the [Indirect Costs guidance](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).
- Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. [SP23-2017 Unpaid Meal Charges guidance Q & A](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) may be found our Financial Management webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).

Unpaid Meal Charge Policy

- **USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges.** For a snapshot on what the policy must include, see the [Unpaid Meal Charges In a “Nutshell”](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>). For a more comprehensive overview, see SP 23-2017: [Unpaid Meal Charges Guidance](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf) <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>
 - Best Practices
 - Local meal charge policy checklist
 - Sample outstanding balance letter
 - Sample robo-call script
- Funds in student meal accounts are considered a liability until a meal is purchased. **When the funds are left “unclaimed”, they cannot be used to offset another student’s negative account, unless paid households have chosen to donate those funds to the school food service account. All funds left in any student meal account which cannot be contacted must be turned over to the Wisconsin Department of Revenue (DOR) as unclaimed property.** The DOR has rules concerning [unclaimed property](https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf) that must be followed (<https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf>).

Paid Lunch Equity (PLE)

Comments/Technical Assistance (TA)/Compliance Reminders

- Thank you for completing the Paid Lunch Equity tool each year and adhering to the pricing requirements.
- **Great job running this tool! The SFA’s current weighted average price for 2017-18 SY tool is \$3.11 (with the current price requirement at \$2.85)**
- The Paid Lunch Equity tool must be completed annually and prices raised accordingly with a maximum annual increase of \$0.10 (of the weighted average price) as required by regulation.
- Refer to the [PLE ‘In a Nutshell’](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/ple-in-a-nutshell.pdf) for more information on the PLE tool (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/ple-in-a-nutshell.pdf>).
- Refer to the most recent [PLE memo](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/snt-mail-032917.pdf) from DPI (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/snt-mail-032917.pdf>).
- Refer to [SP 17-2017](https://fns-prod.azureedge.net/sites/default/files/cn/SP17-2017os.pdf) guidance memo from USDA (<https://fns-prod.azureedge.net/sites/default/files/cn/SP17-2017os.pdf>).
- Step by step instructions to completing the PLE tool can be found on our [financial website](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) under Paid Lunch Equity ([https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial)).

Revenue from Nonprogram Foods

Comments/Technical Assistance (TA)/Compliance Reminders

- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines.
- All costs associated with nonprogram foods, including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- Since nonprogram foods include Adult Meals and extra milk, these expenses and revenues must be separated from Program foods.
- The USDA Nonprogram Revenue Tool must be completed yearly, at a minimum. The [DPI Nonprogram Food Revenue Tool/Calculator](#) located on our website feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>).

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} \geq \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$

- SFAs that sell only nonprogram milk and adult meals as nonprogram foods are [exempt](#) from completing the USDA Nonprogram Food Revenue tool (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).

Resources

- [Nonprogram Foods Revenue Rule SP-20-2016](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>)
- [Nonprogram Foods In a "Nutshell"](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>)

Findings and Corrective Action Needed: Revenue from Nonprogram Foods

- ❑ **Finding:** The Nonprogram Foods Revenue Tool was completed for the current school year and shows that the ratio of nonprogram food revenue is not larger than the ratio of nonprogram costs (all nonprogram food costs are not being covered).
Corrective Action Needed: Send the updated nonprogram foods tool for Wisconsin Heights, using a 5-day reference period.
(https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html).

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Comments/Technical Assistance (TA)/Compliance Reminders

Nondiscrimination Statement

- When including the [non-discrimination statement](#) on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was updated in 2015 (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>). However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document.

And Justice for All Poster

- "And Justice for All" posters need to be posted in public view where the program is offered.

Civil Rights Training

- Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.
- Civil rights training had been attended by all staff in the schools and documentation was available for review.

Civil Rights Self-Compliance Form

- The [Civil Rights Self-Evaluation Compliance](#) form is required to be completed by October 31 annually (<https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc>).

Special Dietary Needs

- **All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional.** SFAs may use the [prototype Medical Statement](#) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on [special dietary needs](#) can be found on the DPI School Nutrition Team website (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). This [flow chart](#) gives guidance on special dietary needs, as well (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf>)
- **School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.**
- Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, but an SFA may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. Nutrition information for a fluid milk substitute the SFA wishes to provide for students, must be approved by the SNT office. For more information on [fluid milk substitutes](#), please see our Special Dietary Needs webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>).
- Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program, School Breakfast, and After School Snack Program, but do not apply to the

Wisconsin School Day Milk Program. WSDMP allows juice as a milk substitution and is reimbursable. SFAs may offer lactose-free milk to children who have lactose intolerance without requiring DPI pre-approval for use.

Overt Identification

- The meal counting system must prevent overt identification of students receiving free and reduced price benefits. It was noted that meal prices for student meals (i.e., \$2.25, .40, 0.00) are visible on the computer screen that can be seen by students; this constitutes overt identification.

Processes for complaints

- Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program.
- All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 3 days. You will want to make sure that this is included in the district procedures to ensure compliance.
- All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf) for assistance in filing these complaints (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).

Findings and Corrective Action Needed: Civil Rights

- Finding #1:** The sales screen of POS has individual meal prices showing up on the screen, which constitutes overt identification.
Corrective Action Needed: Correct POS to disable meal price from sales screen and send a screen shot or picture of the corrected breakfast and lunch screens.
- Finding #2:** Incorrect Non Discrimination Statement in use on some materials.
Corrective Action Needed: Please correct the NDS. Send screen shots or pictures of the corrected statement on all materials.
- Finding #3:** SFA does not have a USDA CNP complaint policy in place.
Corrective Action Needed: Please submit a timeline for the development of a USDA CNP complaint policy and submit to consultant.

On-site Monitoring

Comments/Technical Assistance (TA)/Compliance Reminders

- Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP administered by the SFA; this is due by February 1.
- The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our [Administrative Review](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review) webpage under the SFA onsite monitoring section (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review>).

- A CEP specific on-site monitoring NSLP and SBP form is available to compare total daily lunch meal counts against the attendance-adjusted enrollment. The forms are located on our [Community Eligibility Provision \(CEP\)](#) webpage, under the resources for currently participating sites section (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility>).

Food Service Management Company (FSMC)

The following duties may not be delegated to the FSMC:

- **Onsite monitoring** – the annual requirement for the district to evaluate each “site” of the School Food Authority (SFA) for meal compliance, proper Point of Service (POS) and meal claiming, plus other categories. This must be completed for Lunch and Breakfast (at half of the sites) each year. It is due February 1 annually and the documents are kept onsite.
- **Signature Authority** – a representative of the SFA must sign off on the contracts for the SFA
- **Edit Checks**– an SFA person must sign off on the monthly edit checks of meals served before the information is submitted for a claim, even if the edit check is done by the POS software.

Local Wellness Policy

Comments/Technical Assistance (TA)/Compliance Reminders

The local wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017.

At a minimum, SFAs must permit participation by the general public and the school community including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators in the wellness policy process. In addition, SFAs must designate one or more school officials to ensure the SFA complies with the policy.

Content of the Wellness Policy

The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to retain basic records demonstrating compliance with the local school wellness (LWP) requirements. If no LWP has been developed, the SFA must establish a written policy. For assistance in the creation of a LWP, SFAs are encouraged to utilize the [Wisconsin Wellness: Putting Policy into Practice - School Wellness Policy Toolkit](#) (<http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>). At a minimum the wellness policy must include:

- Nutrition education (Recommended goals related to nutrition education include integrating into other core subjects or offering as a stand-alone course for all grade levels.)
- Nutrition promotion (At a minimum SFAs must review smarter lunchroom tools and strategies. Additional promotional activities include contests, surveys, food demonstrations, taste testing, and farm to school programming.)
- Physical activity (Recommended that SFAs offer time for students to meet the 60 minute goal, this could include recess, classroom physical activity breaks, and opportunities for physical activity before and after school.)
- Guidelines for all foods and beverages sold on the school campus during the school day (The LWP must contain guidelines for Federal school meal requirements and competitive food standards [Smart Snacks]).

- Guidelines for all foods and beverages provided on the school campus during the school day (SFAs must develop standards for foods provided to students, this includes classroom parties, schools celebrations, food offered as rewards/incentives.)
- Guidelines for food and beverage marketing (At a minimum, SFAs must restrict marketing to food and beverages that meet competitive food standards on the school campus during the school day.)
- Public involvement and committee leadership (SFAs must invite and allow for a diverse group of stakeholders to participate in the development, implantation, review, and updating of the LWP. SFAs must also identify the official responsible for oversight of the LWP to ensure school compliance.)
- Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP. SFAs must complete a triennial assessment to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).

Resources:

- Please refer to the USDA [summary of the requirements](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf) for local school wellness policies (http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf).
- USDA Food and Nutrition Service has information on the [local school wellness policy](https://healthymeals.nal.usda.gov/school-wellness-resources) process and wellness policy elements (https://healthymeals.nal.usda.gov/school-wellness-resources).
- Wisconsin Team Nutrition has several [wellness policy resources](http://dpi.wi.gov/school-nutrition/wellness-policy) available, including a toolkit, a wellness policy builder, and wellness policy report card (http://dpi.wi.gov/school-nutrition/wellness-policy).

Findings and Corrective Action Needed: Local Wellness Policy

- ❑ **Finding #1: SFA LWP meets some but not all requirements as stipulated above (1000)**
Corrective Action Required: Please provide a timeline for updating your policy to become compliant with the final rule.

Smart Snacks

Compliance Reminders:

Final Rule

- The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption. You can find more information on our [Smart Snacks](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks).

School Day Definition

- All foods (vending machines, school stores, fundraisers, etc.) sold anywhere on school campus, between midnight and 30 minutes after the last bell, must be in compliance with the “Smart Snacks” regulations.

Competitive Food Sales

- There are two situations by which an organization may sell foods and beverages to students during the school day.

1. If they are selling foods or beverages that **meet** the Smart Snacks standards:
 - a. These foods or beverages may be sold at any time and in any location.
 - b. The organization must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the Smart Snacks calculator.
2. If they are selling foods or beverages that **do not meet** the Smart Snacks standards:
 - a. These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two **consecutive** weeks in length.
 - b. Exempt fundraisers cannot occur in the meal service area during meal times.
 - c. Someone in the school must keep track of the exempt fundraisers. Tracking exempt fundraisers is crucial to ensuring that each student organization holding fundraisers comply with the rule. The process of tracking fundraisers simply means keeping a list of each student organization that has had a fundraiser, noting the length of time and location of the fundraiser.

Fundraisers

- The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule, but sales may not occur in the meal service area during meal service times. All exempt fundraisers are required to be documented. While copies of fundraising tracking tools were provided to the principal by the Public Health Nutritionist, electronic versions of the fundraiser tracking tools can also be found on the [Smart Snacks](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage, under the resources heading (dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks).

Technical Assistance:

Beverages

- If multiple grades have access to vending machines with beverages, products must meet Smart Snacks standards for the youngest age/grade group. For example, at Wisconsin Heights Middle/High School, a vending machine with beverages is available to 6th-12th graders, therefore, beverages must meet Smart Snacks standards for the middle school students. Thus, caffeinated beverages, low-calorie (≤ 5 kcal/fluid oz.) flat or carbonated beverages, or no-calorie (< 5 kcal/8 fluid oz; ≤ 10 kcal/20 fluid oz.) flat or carbonated beverages are unallowable. The following beverages would be allowable:
 - Water- all sizes
 - Low-fat milk (unflavored)- ≤ 12 fl oz
 - Fat-free milk (flavored or unflavored)- ≤ 12 fl oz
 - 100% juice (can be diluted with water; flat or carbonated)- ≤ 12 fl oz

Resources:

Smart Snacks Product Calculator

- The Alliance for a Healthier Generation [Smart Snacks Product Calculator](#), found on the Smart Snacks webpage, is an excellent tool to assess product compliance (dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks). Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records.

Findings and Corrective Action Required for Smart Snacks:

- ❑ **Finding #1:** The following products that are sold by food service were found to be non-compliant:
 - Sun Chips Harvest Cheddar, 1 oz- calories from total fat exceed 35%
 - Miss Vickie's Sea Salt Kettle Cooked Potato Chips, 1.375 oz- calories exceed 200, calories from total fat exceed 35%
 - Fritos Corn Chips- first ingredient is not a whole grain
 - Goldfish Crackers Baked with Whole Grain, 0.75 oz- calories from total fat exceed 35%

Corrective Action Required: Submit a written statement explaining your plan for how and when each of these non-compliant products will be discontinued or be brought into compliance.

- ❑ **Finding #2:** There are two beverage vending machines and a food vending machine at Wisconsin Heights Middle/High School. The food vending machine belongs to food service and contains the same products as those sold a la carte. The two beverage vending machines belong to the district, according to food service. Both beverage vending machines contain non-compliant products for middle school students. One of the vending machines is turned off during the school day, however, it is not turned off for the full 30 minutes after the last bell. The other vending machine was turned on during the school day, allowing all age/grade groups to purchase beverages.

Corrective Action Required: Submit a written statement detailing your plan for how these vending machines will be brought into compliance.

Professional Standards

Comments/Technical Assistance (TA)/Compliance Reminders

- The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the National School Lunch and School Breakfast Programs. In addition, the regulations established annual training standards for all school nutrition program directors, managers, and staff which must be tracked.
- Each SFA must designate at least one staff member as a program "director". A program "director" is the person designated to perform or oversee the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, customer service, nutrition education, and general day-to-day program management.
- The [hiring standards for SFA directors](#) are based on the size of the SFA and includes education, school nutrition experience and food safety training requirements (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-chart-by-district-size.pdf>).
- Per SP 38-2016, any School Food Service Director hired after July 1, 2015 that does not meet the minimum education requirements cannot use the nonprofit school food service account to pay their

salary; this would be an unallowable cost and the SFA's general fund may be used to pay the salary of a new director who is actively pursuing the minimum education requirements.

Professional Standards: Training Requirements

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (<http://dpi.wi.gov/school-nutrition/training/professional-standards>).

Annual Training Requirements for All Staff

- Directors: 12 hours
- Managers: 10 hours
- Other Staff (20 hours or more per week): 6 hours
- Part Time Staff (under 20 hours per week): 4 hours
- If hired January 1 or later, only half of the training hours are required during the first school year of employment.

Findings and Corrective Action: Professional Standards

- ❑ **Finding #1:** FSD not listed on training tracker and trackers are not completed correctly.
Corrective Action Needed: Correct current trackers, complete one for FSD and send all to consultant as part of corrective action.

Food Safety and Storage

Comments/Technical Assistance (TA)/Compliance Reminders

[A Flash of Food Safety](#) is a video series designed to help school nutrition professionals understand and apply safe food practices (www.fns.usda.gov/ofs/food-safety-flashes). The [Office of Food Safety](#) website (www.fns.usda.gov/ofs/food-safety) includes food safety resources.

Food Safety Inspections

- Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year: including food safety inspection and a review of the site's Food Safety Plan.
- Food safety inspection reports must be posted in public view. Posting the food safety inspection report in the same location as the "And Justice For All" poster can be a convenient way to have both items publicly visible.

Temperatures

- All cooling equipment must have internal temperatures taken and recorded daily on temperature logs. Posting them directly on the equipment makes recording convenient and a regular part of daily routines.

Food Safety Plans

- The Food Safety Plan was available for review. It was obvious in observing the food service manager/director at work that they are very knowledgeable about food safety practices and safe food handling. All temperature logs, calibration logs, and sanitizing solution logs were up-to-date.
- All schools must have a comprehensive, site-specific food safety plan on-site which includes all process 1, 2, and 3 items, all applicable standard operating procedures (SOP), all equipment, and a listing of food service staff at that site. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the [SNT Food Safety](https://dpi.wi.gov/school-nutrition/food-safety) webpage. (<https://dpi.wi.gov/school-nutrition/food-safety>)
- The site-specific food safety plan should include SOPs for all programs and procedures utilized at the site.
- The procedures detailed in the SOPs included in the site-specific food safety plan should be followed by all food service staff, student workers, volunteers, and any other people involved in the implementation of Child Nutrition Programs at all times.
- SFAs are required to update food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles to cover any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other FNS programs. This means the food safety program should contain standard operating procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria.
- Thank you for maintaining a food safety plan which includes all process 1, 2, and 3 items, all applicable standard operating procedures (SOP), all equipment, and food service staff.

Food Employee Reporting Agreements

- **All food service employees must have a signed [Food Employee Reporting Agreement](https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf) on file (<https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf>).**
- **Employees must sign a new Food Employee Reporting Agreement form if changes are made to the document. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document.**

Storage

- SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)).
- The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas.

Time/Temperature Control for Safety (TCS) Food

Milk and dairy products	Tofu or other soy protein
Shell eggs	Sprouts and seed sprouts
Meat (beef, pork, and lamb)	Sliced melons
Poultry	Cut tomatoes
Fish	Cut leafy greens
Shellfish and crustaceans	Untreated garlic-and-oil mixtures
Baked potatoes	Synthetic ingredients, such as textured soy protein in meat alternatives
Heat-treated plant food, such as cooked rice, beans, and vegetables	

Time as Public Health Control

- When using "Time as a Public Health Control:"

- The internal temperature must be at or below 41 degrees Fahrenheit (°F) at the beginning of the holding period for cold time/temperature control for safety (TCS) food.
- TCS food can be held up to 6 hours at an internal temperature between 41°F and 70°F under monitored conditions. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold TCS food rises above 70°F, or the food is removed from service.
- Hot TCS foods can be held up to 4 hours at an internal temperature greater than 70°F. Provisions must be made to discard product if the 4 hour time limit is exceeded, the temperature of the hot TCS food falls to 70°F, or the food is removed from service.
- **There can be no leftovers and no reuse of the items covered under this plan.** Thus, if any TCS food is held without mechanical refrigeration during service, including TCS foods on garden bars, all leftover TCS food must be discarded.

Findings and Corrective Action: Food Safety

- ❑ **Finding #1:** Most recent food safety inspection report not posted.
Corrective Action Needed: Post most recent inspection, with all pages visible, in a public location, take a picture of it in that location and send picture to consultant.

Buy American

Compliance Reminders:

The USDA requires that a School Food Authority (SFA) purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers, and provides healthy choices for children in the School Meal Programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Furthermore, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

SFAs must monitor contractor performance as required in 2 CFR Part 200.318(b), formerly in 7 CFR Part 3016.36(b)(2), to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- The following products may be exceptions to the Buy American provision: pineapples, mandarin oranges, olives, tuna, bananas and coffee.
- If no country of origin is identified on the label, the SFA must get certification from the distributor or supplier stating, "We certify that (insert product name) was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.," This can be accepted in an email.
- What is acceptable to determine compliance on a label? Labels should indicate if the product is grown, processed, and packaged in the continental U.S. or any U.S. Territory. If the label indicates that the product is distributed or packed in the U.S, but the country of origin is not listed, this product requires the distributor's certification as mentioned above.

- Any substitution of a non-domestic product for a domestic product (which was originally a part of the RFP), must be approved, in writing, by the food service director, prior to the delivery of the product to the school.
- Any non-domestic product delivered to the school, without prior, written approval of the food service director, should be rejected. If non-domestic substitutes that were not pre-approved in writing by the food service director are delivered to and rejected by the school, selected distributor(s) shall be held accountable for all over-claims that result from failure to meet the school's required meal pattern.
- Agricultural products which are processed and produced outside of the U.S. may be accepted with proof from the manufacturer that poor market conditions exist (weather, and/or supply availability of market). This requirement applies to private labels.
- The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American Provision procedures. Sample written procurement contract management procedures and Buy American monitoring procedures can be found in the [Contract Management](#) chapter of the *Introduction to the Procurement Policy and Procedures Handbook* (dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management). Additional Buy American monitoring procedures can be found on the [Buy American Provision](#) webpage (dpi.wi.gov/school-nutrition/procurement/buy-american/monitoring).

There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the "domestic" standard as described above ("non-domestic") in circumstances when use of domestic products is truly not practicable. Refer to SP 24-2016 for more information on the Buy American provision and limited exceptions.

Technical Assistance:

Non-Compliant Product List

- Wisconsin Heights Middle/High School is using Non-Compliant Product List for non-domestic products. Please continue to track these items. The [template form](#) is located on the procurement webpage (dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).

Manufacturer or Distributor Certification

- In USDA Memo SP 38 -2017, any product that does not identify the country of origin now requires certification from the manufacturer or distributor. See the above section for sample certification language. This will be treated as technical assistance for the 2017-18 school year, but work with your distributor/supplier to move toward compliance.
- The following products identified in Wisconsin Heights School District's storage did not have proper labeling to identify the country of origin:
 - Pop Tarts- distributed MI
 - Quick oats- IL
 - Nacho cheese sauce- packed in the USA
 - Mayonnaise- IL
 - BBQ sauce- IA
 - Cinnamon- distributed MN
 - Ranch seasoning- distributed MN
 - Mandarin orange cups- packed in Thailand
 - Lemon juice- marketed TX
 - Sidekicks- OH

- Turkey slices- distributed MN
- Margarine- marketed TX

Resources:

- More information on this new requirement, including a tool to assist with tracking noncompliant products, can be found on the SNT [Procurement](http://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (dpi.wi.gov/school-nutrition/procurement/buy-american).

Findings and Corrective Action Required for Buy American:

No findings or corrective action required.

Reporting and Recordkeeping

Comments/Technical Assistance (TA)/Compliance Reminders

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- There are additional record retention rules for CEP. “LEAs/schools must retain records used in the development of the ISP (e.g., records for the initial approval year and all records from the year any updates are made to the ISP) during the entire period CEP is in effect. In addition documentation must be retained for five years after the submission of the final claim for reimbursement for the last fiscal year of CEP.” Documents would also need to be maintained longer if there were an open audit issue needing to be resolved.
- All free and reduced price applications, including applications from households denied benefits must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year to which they pertain.

School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach

Comments/Technical Assistance (TA)/Compliance Reminders

- At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

Breakfast Promotion

The breakfast participation in the Wisconsin Heights School District is low compared to participation at lunch. Therefore, it is suggested that ideas for increasing participation be considered. One idea would be to look at offering breakfast in the classroom or a mid-morning breakfast model (either out of the kitchen or in the classroom). More information about potential breakfast service models as well as financial models can be found in the [Serving up a Successful School Breakfast Program](http://dpi.wi.gov/school-nutrition/school-breakfast-program) guide (http://dpi.wi.gov/school-nutrition/school-breakfast-program).

A [Breakfast in the Classroom Toolkit](https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources) is also available if that option is considered (https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources).

Parents play an important role in School Breakfast Program participation. A video was developed to help show parents the benefits that the School Breakfast Program provides for them and their children. This video along with a brochure can be found on our [Resources for the School Breakfast Program](https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources) webpage, in the Marketing Breakfast section (https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources).

For more ideas on breakfast menus, visit our On, Wisconsin! Cycle Menu or look up menus for other schools in Wisconsin.

- [Cycle Menu Resources](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/cycle-menu) (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/cycle-menu)
- [School Breakfast Menus on the Web](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/school-breakfast-menus-on-the-web.pdf) (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/school-breakfast-menus-on-the-web.pdf)

National School Breakfast Week is in the spring each year. This is a great time to promote your breakfast program, try new recipes, incorporate activities, etc. to increase participation.

- School Breakfast is promoted in the Back-to-School newsletter, monthly menus and throughout the year in the newsletter.
- Continue to promote participation in the School Breakfast Program with fun menus or promotions.

Summer Meals

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. Even though a summer feeding program is not operated at the Wisconsin Heights School District USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:

- Promotion of the [summer meals locator](https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site) on the DPI Summer Meals webpage (https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site)
- Promotion of calling 211 to locate meals in the area
- Promotion of the ability to text 'food' to 877-877 to locate meals in the area
- Promotion of the USDA [Summer Food](http://www.fns.usda.gov/summerfoodrocks) website (http://www.fns.usda.gov/summerfoodrocks)

Resources:

- To access an inclusive map of all potential participating sites in your area, see the [interactive map](http://www.fns.usda.gov/capacitybuilder) on the SFSP website (http://www.fns.usda.gov/capacitybuilder).
- For more information on Summer Feeding option contact:
Amy J. Kolano, RD, CD, Summer Food Service Program Coordinator
Phone: 608.266.7124; e-mail: amy.kolano@dpi.wi.gov

Findings and Corrective Action: SBP and SFSP Outreach

- ❑ **Finding #1:** School Breakfast Program and Summer Food Service Program Outreach not being done.
Corrective Action Needed: Please submit a statement indicating how Wisconsin Heights will be promoting breakfast and informing families of the Summer Food Service Program.

Wisconsin School Day Milk Program (WSDMP)

Comments/Technical Assistance (TA)/Compliance Reminders

- Wisconsin School Day Milk Program requires the distribution of free milk to students eligible for free and reduced priced meals, but only for students in K-5th grade.
- Point of Service Counts (POS) for the Wisconsin School Day Program must be recorded by who "did" take milk not by marking who "did not" take one.
- Per the Agreement for the WSDMP regarding the points to which the SFA agrees, point #3 states that schools will serve Wisconsin-produced milk. Please check with your distributor to see if they can verify that and perhaps include that stipulation in the SFA's milk bid.

Findings and Corrective Action: Wisconsin School Day Milk Program (WSDMP)

- ❑ **Finding #1:** The half pint milk cost that is used for the WSDMP claim is the highest half pint cost and must be a weighted average half pint milk cost, as white milk is less expensive than chocolate milk and at Princeton, chocolate milk is only offered to students on Fridays.

Corrective Action Needed: Please provide a statement, that going forward, a weighted average milk cost will be used for all WSDMP claims.

Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure student success.

For more information on this initiative, please visit the Wisconsin DPI [Every Child a Graduate](http://dpi.wi.gov/statesupt/agenda-2017) webpage (dpi.wi.gov/statesupt/agenda-2017).



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