

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

School Food Authority: Stoughton Area School District Agency Code: 13-5621

School(s) Reviewed: Kegonsa Elementary

Review Date(s): 2/19/18-2/20/18

Date of Exit Conference: 2/20/18

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 Stoughton Area School District for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. This made for a very efficient review process both on-site and off-site. All were receptive to recommendations and guidance and work well together as the “food service team”. Overall, the district runs a great program and staff should be proud of their efforts.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

380 eligibility determinations were reviewed, 6 errors were identified. The errors will not result in fiscal action or an independent review of applications, as they are below the USDA error percentage threshold. The staff does a great job processing applications and direct certification.

Free and Reduced Price Meal Applications

Household Size Box

The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.

Effective Date of Eligibility

SFAs may establish the date of submission of an application as the effective date of eligibility, rather than the date the application is reviewed and eligibility is determined. This flexibility applies only to complete applications containing all required information. See SP 11-2014 for more information. The SNT must be contacted prior to implementing this flexibility for approval. Contact Karrie Isaacson at karrie.isaacson@dpi.wi.gov for more information and approval.

Direct Certification

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.

Transferring Students

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. The transfer of eligibility *between LEAs* for students attending CEP schools will be required by July 1, 2019. Note: Wisconsin DPI requires source documentation of the student’s previous eligibility.

Disclosure

For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template [Disclosure of Free and Reduced Price Information](#) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

Findings and Corrective Action Needed: Certification and Benefit Issuance

✓ **Finding:** six students were incorrectly determined and are receiving meal benefits.

Corrective Action Needed: For any student incorrectly determined through direct certification, send a letter of adverse action. Encourage the household to apply via application and provide 10 calendar days to appeal prior to changing their status in the point of sale system. For the two applications with a missing or inconsistent household number, obtain clarification from the household. For the one invalid case number, follow up to clarify the case number or obtain income information.

Submit a copy of the completed SFA-1 and SFA-2 forms with the "Date of Completion" filled in. The date of completion is the date the adverse action letter is sent, or the day the application is clarified and initialed/dated. Submit a copy of these application for proof of completion.

Completed onsite. No further action required.

Verification

No errors. Great job.

Meal Counting and Claiming

Technical Assistance (TA)/Compliance Reminders

When entering the claim it is necessary to use the edit check to calculate your reimbursable meals by site for claim submission, not the transaction summary report.

Findings and Corrective Action Needed: Meal Counting and Claiming

❑ **Finding:** Paid meal counts were not correctly used in the claim for reimbursement. The agency is using the *Transaction Summary Report* to claim, rather than the Edit Check, and these reports differ. This is a systemic error, therefore differences in edit check reports and meals claimed online will be calculated back to the beginning of the 2017-18 school year.

Corrective Action Needed: Follow-up with the software provider to resolve the discrepancy. Submit a statement summarizing the plan of action as well as the intent to utilize the edit check reports for claims moving forward. Submit the February 2018 NSLP claim to the consultant with supporting site-based edit checks.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the Food Service Director at Stoughton Area School District and school nutrition professionals at Kegonsa Elementary School for time spent preparing for and cooperating in this Administrative Review. All documentation was sent ahead of time and organized, which greatly expedited the AR process. The cafeteria and service area were decorated nicely and had numerous signage, which makes for a positive dining experience for students and aids in selecting reimbursable meals. Great job to the kitchen staff for preparing three options daily for lunch and two options daily for breakfast. Staff was well-trained in Offer versus Serve (OVS) and no non-reimbursable meals were observed on the day of on-site review. There were also perfect weeks of review for both breakfast and lunch at Kegonsa Elementary School.

The Food Service Director at Stoughton Area School District goes above and beyond by teaching students how to cook from scratch with fresh ingredients in the after school program, [Kids in the](#)

[Kitchen](http://www.taherfood4life.org/schools/stoughton/2016/11/kids-in-the-kitchen-classes-begin-at-kegonsa-elementary/) (<http://www.taherfood4life.org/schools/stoughton/2016/11/kids-in-the-kitchen-classes-begin-at-kegonsa-elementary/>). Exceptional job promoting and teaching healthy eating habits to the students of Stoughton Area School District!

Technical Assistance

Crediting on Recipes

Some recipes sent for the week of review did not contain proper crediting information. Make sure these are updated to align with what is actually being served.

- Munchables:
 - Current crediting: 2 oz. eq. M/MA
 - Correct crediting: 2.25 oz. eq. M/MA
 - Explanation: If using USDA sliced turkey (1.43 oz. = 1 oz. eq. M/MA) with each receiving 2 slices (1.8 oz. = **1.25 oz. eq. M/MA**), plus **1 oz. eq. M/MA** of cheese = **2.25 oz. eq. M/MA** per munchable.
- Chicken Breakfast Biscuit:
 - Current crediting: 2.5 oz. eq. Grain
 - Correct crediting: 3 oz. eq. Grain
 - Explanation: Chicken Patty (**1 oz. eq. grain**) + whole grain biscuit (**2 oz. eq. grain**) = **3 oz. eq. grain** per Chicken Breakfast Biscuit.
- Breakfast Potatoes:
 - Current crediting: 1/3 cup fruit/veg
 - Correct crediting: 1/2 cup starchy vegetable
 - Explanation: Using the Food Buying Guide (FBG), there are 2.225 cups of diced potatoes in 1 pound. If using 37.50 pounds, there are 83.44 cups ÷ 150 portions = 0.55 cups = **1/2 cup starchy vegetable**. Vegetables are also credited based on volume served. Because the portion size is 1/2 cup and there are small amounts of salt, pepper, and olive oil, this will most likely still contain and therefore credit 1/2 cup starchy vegetable.

Production Records - Portion Sizes

One of the requirements on production records is to have a portion size listed for each menu item. Currently, some menu items on production records state, “see recipe” under portion, which is not appropriate nor does it convey to food service staff how much to serve each student. Consider adjusting this to comply with the [Production Record “Must Haves”](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>).

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

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 foods. The [16-17 Annual Financial Report instructions](#) are located on the DPI website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).

- A transfer of non-federal funds to cover Nonprogram Foods losses in lieu of raising nonprogram prices must be recorded on the AFR. Nonprogram foods may not be supported by reimbursable meals (program foods) or have a nonprogram food loss absorbed by the food service account. After review of the district's nonprogram food revenue tool, it shows prices have been evaluated and set in compliance (with the exception of the adult breakfast price), but the AFR has not been allocated appropriately. The district will remedy this as part of this review. After proper allocation, if the agency continues to show a loss in nonprogram foods, the district will want to further evaluate nonprogram food prices and/or make an end of the year transfer from outside funds to cover the loss.

Unpaid Meal Charges

- 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](#) may be found on our Financial Management webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).
- When student meal account 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 that must be followed. Please also refer to the updated [WI Financial Q/A](#) on this topic.

Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding:** The 1617 SY Annual Financial Report has not been allocated properly and does not include the USDA Foods Value. The large majority of costs are reported in purchased services, but must be separated by the expenditure categories labor, food, equipment, purchased services, and other. The agency has a cost reimbursable FSMC contract and does have invoices that will assist in correcting the report.

Corrective Action Needed: Properly allocate funds by program and expenditure category. Include the USDA Food Value in both revenue and expenditures. Submit a copy of the updated report to the DPI accountant via email (jacqueline.jordee@dpi.wi.gov) or fax 608-267-9207. Copy the consultant on the communication.

Paid Lunch Equity (PLE)

Thank you for completing the Paid Lunch Equity tool each year and adhering to the pricing requirements.

Revenue from Nonprogram Foods

Technical Assistance (TA)/Compliance Reminders

Adult Meals

- Adult meals are considered non-program foods. Food service programs must price adult meals above the overall cost of the meals. Since adult meal costs can be difficult to calculate, SFAs must, at a minimum, follow the **minimum** pricing guidelines in Food Nutrition Services Instruction 782-5.
- A [Wisconsin Adult Meal Pricing Worksheet](#) has been developed to assist the SFA in pricing adult meals (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing->

guide.doc).

- Districts need to assess adult meal prices annually prior to contract submission to ensure student reimbursements are not being used to subsidize adult meals. For the 2018-19 SY contract, the current reimbursement rates (2017-18 SY) should be used to determine adult prices.
- [Nonprogram Foods Revenue Rule SP-20-2016](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf) (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) (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 adult breakfast price does not meet the minimum regulations per FNS Instruction 782-5. Adult breakfasts may not be subsidized by student program funds.

Corrective Action Needed: Increase the adult breakfast price immediately to cover all per meal student federal and state reimbursements. Consider \$2.05, \$2.10, or \$2.25 to make cash collection easy.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/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.

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.

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](#) 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:** The current medical statement form used by the district contains the wrong non-discrimination statement. It is also outdated in that it requires a physician's signature, which restricts other licensed medical practitioners from signing off on the form.

Corrective Action Required: Per onsite discussion, the agency will begin using the DPI SNT Medical Statement template which is compliant with all required information. **No further action required.**

Food Service Management Company (FSMC)

As a reminder, 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

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

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. The district has made updates to their policy and is in full compliance with the minimum requirements.

As a reminder, in preparation for 2020, the first assessment should be completed within three years of the SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. The triennial assessment must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results of the triennial assessment and when it took place. To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at [School Nutrition Team's Wellness Policy webpage](https://dpi.wi.gov/school-nutrition/wellness-policy) (<https://dpi.wi.gov/school-nutrition/wellness-policy>). A sample model wellness policy is available at the [USDA Wellness Policy webpage](http://www.fns.usda.gov/tn/implementation-tools-and-resources) (<http://www.fns.usda.gov/tn/implementation-tools-and-resources>).

Public School Districts that participated in the Wisconsin Obesity Prevention's Wellness Policy project, in SY16-17, have received a copy of a report comparing their policy to a model policy (reports were sent in August, 2017). Additional information about interpreting your school's report is available at the [Wisconsin Health Atlas webpage](https://www.wihealthatlas.org/lwp/) (<https://www.wihealthatlas.org/lwp/>). Schools are encouraged to establish an account with the Rudd Center for Food Policy and Obesity to access the Wellness School Assessment Tool ([WellSAT](#)) for assistance in assessing the LWP.

Smart Snacks in Schools

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

Smart Snacks was reviewed at Kegonsa Elementary and is in full compliance. The site does not hold food fundraisers and only sells extra milk.

For other sites in the district that may conduct food fundraisers and/or additional food sales, as a reminder, all foods (vending machines, school stores, etc.) sold anywhere on school campus, between midnight and 30 minutes after the last bell, must be in compliance with the "Smart Snacks" regulation that became effective July 1, 2014. Information on this regulation, along with a product calculator to help determine compliance of various food items, can be found on our [Smart Snacks](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage at (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

The Wisconsin Department of Public Instruction (DPI) allows two fundraiser exemptions per student organization per school site per school year, per the district's approval. A fundraiser cannot exceed two weeks in time. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but may not compete directly with the sale of reimbursable meals. All food fundraisers must be tracked SFA-wide to assure compliance with the regulation. Copies of the tools are available on our [Smart Snacks](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Professional Standards

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

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>).

Findings and Corrective Action: Professional Standards

- ❑ **Finding:** Training hours are not recorded for administrative staff with food service duties. These staff do not need a minimum amount of hours each year, but should have training in job-specific areas to keep them up-to date with program requirements.

Corrective Action Needed: Begin tracking training hours. Include all current and/or planned training hours onto a tracking tool and submit to the consultant. USDA Civil Rights training should be an annual training.

Water

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

Water is required to be available at no charge to students during the lunch and breakfast meal services. Schools can provide free water in a variety of ways, such as water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups.

Water is available to students at Kegonsa Elementary via a drinking fountain during the breakfast and lunch service, but it further down the hall. Consider obtaining a water pitcher with cups in the meal service area.

Food Safety, Storage and Buy American

Food Safety

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.

Buy American

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, farmers, and provides healthy choices for children in the USDA School Meal Programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

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.

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 (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

❑ **Finding:** The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American – Noncompliant List, or SFA equivalent form:

- Grape tomatoes (Mexico)
- Bananas (Honduras)

Corrective Action Needed: Begin using a Non-compliant Product form for tracking non-domestic products. Provide a copy of the form that will be used and include any non-compliant products currently in the SFAs food storage areas. A [Template Form](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx) from DPI's Procurement webpage may be used (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).

Reporting and Recordkeeping

Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.

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

Thank you for doing your part to promote breakfast and the Summer Food Service Program.

5. OTHER STATE PROGRAMS REVIEWS

Wisconsin School Day Milk Program (WSDMP)

Findings and Corrective Action: Wisconsin School Day Milk Program

✓ **Finding:** The contract for the WSDMP no longer reflects current practices. The most recent contract on file is from 1990. Contracts do not need to be updated annually, but should be updated when they no longer reflect current milk accountability and anonymity practices.

Corrective Action Required: Update the WSDMP paper contract and submit a signed copy to loriann.knapton@dpi.wi.gov. Copy the consultant on the communication. Once the School Nutrition Director signs off, a final copy will be placed in the agencies permanent file and emailed back to the district.

Completed. No further action required.

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 webpage (dpi.wi.gov/statesupt/agenda-2017).



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