

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

School Food Authority: St. Joseph School

Agency Code: 17-7593

School(s) Reviewed: St. Joseph School

Review Date(s): 11/28/18 – 11/29/18

Date of Exit Conference: 11/29/18

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.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at St. Joseph School for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. Everyone was 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 for their willingness to make changes to meet school nutrition program regulations. We were impressed with the organization and cleanliness of the kitchen as well as the organization of school nutrition documents. The Food Service Director does a fantastic job reviewing the regulations and keeping up on the changing requirements of the National School Lunch Program.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

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

Of the nineteen eligibility determinations reviewed, there were zero errors identified.

Free and Reduced Price Meal Applications

- When an application only has one frequency of payment indicated for all of their reported incomes on the application, the income should not be annualized.

Public Release

- All SFAs are required to distribute a [Public Release](#) 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 three places from the following list:
 - 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. You may ask to have the public released published as a public service announcement.

Direct Certification

- As a reminder, you are required to run direct certification a minimum of three times a year plus once more in March for an annual report for USDA. Direct Certification must be run at or near the beginning of the school year, three months after the initial run and six months after the initial run and once in March.

Disclosure

- The information provided by the family on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits.
- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc>).
- 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:** Direct Certification has not been run for the second time this year. It was first run on August 9, 2018. It should have been run three months from the first run, or earlier.

Corrective Action Needed: Run Direct Certification and send the Nutrition Program Consultant and email once this has been completed.

Verification

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

- During Verification, the person designated as the Confirming Official must review the application(s) picked for Verification to ensure the initial determination was correct, prior to contacting the family. This is the only time the Confirming Official needs to sign off on the application(s).

Meal Counting and Claiming

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

- Meals may only be charged to a student upon receipt of a reimbursable meal to assure proper benefit issuance and consistent yield for claims.
- Per the Administrative Review manual for the point of service, all lunches claimed for reimbursement must be “counted, recorded, consolidated, and reported through a system which consistently yields correct claims.”

Findings and Corrective Action Needed: Meal Counting and Claiming

- Finding:** Meals are not being checked off immediately at the end of the line for the point of service, which prevents a consistent yield for correct claims.

Corrective Action Needed: Change this process so that meals will be checked off either (a) immediately at the end of the line or (b) each student is checked off at the beginning of the line, with the Food Service Director checking the tray at the end of the line to make sure a reimbursable meal was served. Submit a statement in writing of how you plan to handle the point of service moving forward.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the food service director and staff at St. Joseph Grade School for their questions and cooperation during the administrative review. Thank you for sending meal pattern documentation prior to the onsite review as this greatly expedited the process onsite.

Comments/Technical Assistance/Compliance Reminders

Meal Pattern - Grain and Meat/Meat Alternate Requirements

There were weekly grain and meat/meat alternate shortages during the week of review. Please remember that you must offer more than the daily minimum required amount of both grains and meat/meat alternates on some days of the week to meet the weekly required minimums for these components. Keep in mind that each entrée must be considered as a separate service line, and be evaluated for meal pattern compliance individually.

For grains - 1 oz eq must be offered daily and at least 8 oz eq grains offered weekly.

For meat/meat alternates - 1 oz eq must be offered daily and at least 9 oz eq meat/meat alternates offered weekly.

Production Records

Production records are intended to be useful tools to record information prior to production, during production, and following production. DPI has a [list of requirements](#) for production records, and the

following needs to be included in your templates (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>):

- Leftovers for food and milk
- Grade Grouping - what is written should reflect what meal pattern you are using. Since you are serving the K-8 meal pattern to all students, your production records should say Grades: K-8, not K-6. In addition, consider using a [one grade group production record template](#) (here is an [editable version](#)) to reduce unused space on your production record (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-lunch-one-grade-group.pdf>; <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/production-record-lunch-one-grade-group.xlsx>).
- Planned serving sizes should be helpful amounts. For example, for drummies 3.2 oz is not a good serving size, it should say how many drummies. Same for meatballs, production record says 2.6oz, but it would be more helpful for servers to know how many meatballs that is.

Visit our [Production Records](#) webpage for more information, including a link to the production record requirements (“[Must Haves and Nice to Haves](#)”) list. (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>).

Crediting / Food Buying Guide

The [USDA Food Buying Guide for Child Nutrition Programs](#) contains yield and crediting information for foods with a standard of identity (in large part, unprocessed foods) (<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>). Fruits, vegetables, and unprocessed grains, meat/meat alternates, and dairy can be credited using the Food Buying Guide (FBG). After logging in to the FBG, click on “food items search” and type in a specific food in the “keywords” search box. Many different options may appear. Find the one that exactly matches your product and click on it for more information (e.g. Peaches, canned, diced, light syrup pack). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, purchase units for 100 servings, and any additional information about the product.

While reviewing production records it was noted that a few food items (peanut butter and cottage cheese) were incorrectly credited. Here is the correct crediting for these items:

- 2 peanut butter portion control cups (0.75 oz each, or 1.50 oz total) credits as 1.25 oz eq meat/meat alternate
- 4 oz (by weight) of cottage cheese credits as 2 oz eq meat/meat alternate

(<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>).

Vegetable Choices

It was mentioned onsite that there is a lot of fruit and vegetable waste. It was also noted that only one option is provided to students for both components. Consider offering two fruit and/or two vegetable options. When students are able to choose what they want to eat they are more likely to actually eat it. In addition, offering two choices of vegetables will ensure that all vegetable subgroups are offered throughout the course of the week.

Another option would be to have two vegetable serving sizes for students to choose from. Offer students a regular ($\frac{1}{2}$ cup) and large ($\frac{3}{4}$ cup) serving size. In this way students have access to the minimum $\frac{3}{4}$ cup

daily vegetable, but may choose to take only ½ cup instead. Under Offer vs. Serve, this would count as one of their three required meal components.

Vegetable Subgroups

The [meal pattern](#) requires that the menu planner offer vegetables from different subgroups (dark green, red/orange, beans and peas [legumes], starchy and other) throughout the week (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/lunch-meal-pattern-table.pdf>). The week of review was missing the following subgroups:

- Main line: red/orange
- Salad Bar line: dark green and other

[Menu planning worksheets](#) are very helpful tools to ensure meal pattern requirements are met at lunch (**particularly vegetable subgroup requirements**). These can be found on the [NSLP Menu Planning](#) web page, under the Menu Planning Tools heading. Refer to these [instructions](#) for how to fill it out. (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#menuplanningtools>).

Standardized Recipes

All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. A standardized recipe has been tried, tested, evaluated, and adapted for use by your foodservice operation. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. This same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found on the [Standardized Recipes](#) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>).

The following recipes should be updated (consider using the DPI [template](#)) to include all the required information, including detailed instructions, recipe yield, individual serving size, and age/grade groups served (review this [recipe checklist](#) to ensure all required information is included):

- PB&J sandwich
- Ham and cheese sandwich
- Turkey and cheese sandwich
- Cheese sandwich

Visit our [Cycle Menu Resources](#) page for more recipe resources (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/cycle-menu>).

Dietary Specifications

While observing lunch service it was noted that the condiment station (offering butter pats, chow mein noodles and soy sauce) was mostly unmonitored. Students had free reign to take whatever they wanted in the serving sizes they wanted. These foods do not credit toward the meal pattern but must be included in the dietary specifications (calories, saturated fat, trans fat, and sodium). The condiments products can be major contributors of sodium (soy sauce) and extra calories (chow mein noodles) and fat (butter). The use of these products should be closely monitored, controlled and limited to meet the dietary specifications.

Another way to monitor and limit condiments is to put out standardized serving utensils (for the chow mein noodles) and to put up signage indicating how much or many the students can take (eg, 1 butter pat, 2 scoops chow mein noodles etc).

Whole Grain-Rich

All grains served in the National School Lunch program must be whole grain-rich. Two sandwich breads served during the week of review were not. 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 whole grain-rich. Alternatively, crediting documentation in the form of a product formulation statement (PFS) may show that the combined weight of multiple whole grain ingredients exceeds the weight of the enriched grain ingredients, making the product whole grain-rich. USDA has a very thorough [Whole Grain Resource](https://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf) that provides tools and tips for identifying whole grain-rich products (<https://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>).

Donations to the National School Lunch Program

The Food Service Director (FSD) should ensure traceability (i.e. from receiving to storage to preparation to service) by retaining documentation. Attached to this message, please find a USDA Farm to School (F2S) Fact Sheet about Local Meat in Schools. All meat, fish, and poultry must come from a USDA inspected or State inspected facility. The FSD should contact the local regulatory authority for guidance based on the [Wisconsin Food Code](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75_.pdf) as well as local regulations and ordinances, as applicable (https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75_.pdf). The school(s) should develop and implement a SOP for donated foods as part of the site-specific food safety plan based on HACCP.

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

❑ Finding #1: Student use of condiments on the condiment station was not monitored and no standardized serving utensils were used. Condiments, even though they do not credit towards the meal pattern, contribute to dietary specifications (calories, saturated fat, sodium). When condiments are not controlled or monitored it is likely that these dietary specifications are exceeded.

Corrective Action Needed: submit a statement that explains what you will do to monitor and bring the condiment station into compliance.

❑ Finding #2: Standardized recipes missing key pieces of information.

Corrective Action Needed: The following recipes should be updated to include all the required information, including detailed instructions, recipe yield, individual serving size, and age/grade groups served (consider using DPIs [standardized recipe template](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/recipe-template-one.doc))

(<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/recipe-template-one.doc>):

- PB&J sandwich
- Ham and cheese sandwich
- Turkey and cheese sandwich
- Cheese sandwich

Submit to the public health nutritionist for review.

❑ Finding #3: Meal pattern not met in the following areas for the weekly of review:

Main line:

- Missing vegetable subgroup (red/orange). No red/orange vegetables were offered during the week of review.
- Weekly grain shortage.

Salad bar line:

- Missing vegetable subgroups (dark green and other)

- Weekly meat/meat alternate shortage
- Missing grain component on Tuesday, Wednesday, Thursday (yogurt, cottage cheese and string cheese entree options)
- Weekly grain shortage
- Whole grain-rich requirement not met (sandwich bread) - *this was corrected onsite.*

Corrective Action Needed: to correct the above mentioned errors, submit 2 weeks of completed production records (making sure to include all of the [required information](#)) for both the main line and the salad bar* (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>). In addition, complete a menu planning worksheet for each week submitted. This will ensure that all foods are offered in the correct daily and weekly minimum requirements, including vegetable subgroups.

*Note: While onsite, the FSD mentioned that the salad bar may be discontinued, do to the difficulty in monitoring it. If the decision is made to discontinue it, only a statement of understanding will be required as corrective action. No production records or menu planning worksheets will need to be submitted for the salad bar line. For the statement, submit a description that explains what changes you would make to the salad bar to correct the errors found during the week of review. In other words, explain what would be done to ensure all vegetable subgroups are offered in their required minimum amounts, how weekly grain and meat/meat alternate shortages would be fixed, and what grains would be offered with the yogurt, cottage cheese and string cheese entree options.

Note: Fiscal Action must be assessed for the meals that were missing the grain component (yogurt, cottage cheese and string cheese entree options on the salad bar). The number of meals on the day with the lowest participation from the week of review must be reclaimed.

❑ Finding #4: Two breads used during the week of review were not whole grain-rich.

Corrective Action Needed: Discontinue the use of these products and switch to a whole grain-rich bread product. *Corrective onsite, thank you!*

Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, it can be analyzed to determine if the meal patterns for the National School Lunch Program and School Breakfast Program are being met. Until that time, the review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

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

- 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](https://dpi.wi.gov/nutrition/online-services) webpage (dpi.wi.gov/nutrition/online-services).

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.
- These [categories of the AFR](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/expenditure-categories-for-food-service-annual-financial-report.doc) that should be addressed when tracking revenues and expenditures include (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/expenditure-categories-for-food-service-annual-financial-report.doc>):
 - 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 revenues and expenses for any food items served to students that are not claimed as part of the reimbursable meal such as extra milk, cold lunch milk, extra entrees, extra sides. Adult meals would also be reported under nonprogram foods.

Allowable Costs

- Any nonprogram foods (adult meals, extra entrees, extra sides, carton of milk) may not be given away for free. They must be charged an amount that covers all costs (food, labor, etc.).
- 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>).
- Per question 15 of the [Financial Q&A](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf), student lunch account debt accrued during the current school year is not allowed to be abated, with the debt being absorbed by Fund 50 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf>). Best practice is to continue trying to collect on those negative lunch account balances as long as the student is in the district. If unable to collect, a transfer should be made to Fund 50 from the general fund.

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 snap-shot 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

Refunds

- When the funds in student lunch accounts are left “unclaimed”, they must be returned to the household. If 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 of a household 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 (<https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf>).

Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding:** Free and Reduced eligible students are currently allowed to take an extra entree and/or extra sides without payment. This is an unallowable cost to the Nonprofit School Food Service Account.

Corrective Action Needed: Discontinue giving away extra entrees or extra sides to students. Charge every student, regardless of eligibility status, for any extra entrees or extra sides he/she takes. Submit a statement in writing of how you plan to make sure students are not being given extra entrees or sides for free.

Revenue from Nonprogram Foods

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

- Nonprogram foods include: Adult Meals, Extra Entrees, Extra Sides (a la carte), and Extra Milk (for cold lunch or milk break).
- 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.
- 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>).

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

Resources

- [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 #1:** Extra entrées and extra sides are not being tracked adequately.

Corrective Action Needed: Amend the process for tracking extra entrées and extra sides so that the students are being charged adequately and the nonprofit school food service account is not being used to pay for those food items. Submit a statement in writing to the Consultant for how you plan to track the sale of these items and when you plan to implement this.

- ❑ **Finding #2:** Students are being allowed to take a second meal, but all students taking an extra entrée or a second meal are only being charged \$0.75.

Corrective Action Needed: Calculate the raw food cost of the items you want to sell to the students and mark up each food cost using the [DPI Non Program Food Price Calculator tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx) to calculate what each item should be sold at (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx). The food cost of an extra entrée can be an average across five days. Enter the average cost of an extra entrée into the tool to calculate what your selling price should be. Do this for the extra fruit, vegetables and other sides you want to sell a la carte to the students after they take a reimbursable meal. Submit a statement in writing to the Consultant that this has been completed and what you plan to charge for the extra entrée and extra sides.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

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

Nondiscrimination Statement

- When including the [non-discrimination statement](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) 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.

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.

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.

Findings and Corrective Action Needed: Civil Rights

- Finding #1:** Non-school nutrition staff employees that have responsibilities pertaining to the National School Lunch Program have not completed the annual Civil Rights training.

Corrective Action Required: Read through the [DPI Civil Rights training powerpoint](#) and submit and email to the Consultant when this is completed (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx>).

- Finding #2:** The incorrect shortened USDA non-discrimination statement is not being used on the menu.

Corrective Action Required: Update the statement to say “This institution is an equal opportunity provider.” **Corrected on-site. No further action required.**

Local Wellness Policy

Commendations/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) (<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:** The Local Wellness Policy does not contain language for all the minimum required elements stipulated above.

Corrective Action Required: Update the Local Wellness Policy to include everything listed above which is also listed in the [Local Wellness Policy Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf>). **Provide a timeline of when you plan to have the policy updated and compliant with the final rule.** The [Wellness Policy Builder](#) can assist you in creating the Wellness Policy if you decide to create your own instead of adopting a policy (<https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1>).

Smart Snacks in Schools

Comments/Technical Assistance/Compliance Reminders

At the time of the on-site review there were no competitive foods or beverages sold at St. Joseph Grade School. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser. A staff member at each school should be responsible for documenting compliance of exempt fundraisers and any other competitive food sales. You can find fundraiser tracking tools on our [Smart Snacks](#) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Food Safety

- Any left over unopened milk may not be saved and re-sold to students within the Child Nutrition Programs.
- Milk is a TCS food. Since it is a TCS food, it can only be re-served outside of the Child Nutrition Programs. However, it must be kept at 41 degrees or lower, once it is removed from the milk cooler at service. An example of this would be when the student takes a milk on the line, sits down to eat, then realizes he/she does not want to drink the milk, he/she can return the unopened milk to the sharing table. The sharing table would have a pan of ice on it for the student to return the milk to and keep at 41 degrees or lower. Once meal service is over and you have collected the milk, the milk temperature must be collected and recorded. If the milk is over 41 degrees, it must be discarded. If it is less than 41 degrees, it can be kept for re-service but not within the Child Nutrition Programs.

Sharing and No Thank You Tables

Both Sharing Tables and No Thank You Tables are permitted in Wisconsin. Definitions, considerations, and guidance for safe and responsible implementation for each type of table is outlined below.

Sharing Table

A sharing table is a designated table for items students do not intend to consume. Students may pick up items from the sharing table during the meal period. Items must be pre-packaged and unopened. A designated food service worker or trained individual must monitor the sharing table throughout meal service, inspecting items for wholesomeness. The table should not be located immediately after the point of service/sale.

Sharing are appropriate for students in first grade and up. Preschool, pre-kindergarten, and kindergarten students are considered a susceptible population at greater risk for foodborne illness.

Considerations

1. School food authorities (SFA) are making a conscientious effort to be good stewards of federal and state funding and USDA Foods received for the school meal and afterschool snack programs.
2. Offer versus Serve is effectively implemented. This includes training and supervising food service employees, informing students they may turn down up to two components at lunch and one food item at breakfast, and providing age appropriate signage.
3. The legal entity (e.g. school board, administrator) stated, in writing, sharing or no thank you tables are allowed at specific serving locations and accepts liability in the event of foodborne illness or injury.
4. Parents will be informed in writing.
5. The food safety plan for the specific serving locations where sharing or no thank you tables are allowed includes a standard operating procedure (SOP). Please work with the sanitarian and/or local regulatory authority before, during, and after the development of the SOP. Any changes required by the sanitarian will be made.
6. Items on the sharing or no thank you table are limited to school meal or snack components. Food items brought from home are excluded.
7. Fruits and vegetables with edible peels must be washed and wrapped or packaged for meal service.
8. Food on sharing or no thank you tables is not for adults (e.g. food service staff, aides, teachers, custodians).

Wholesome Leftovers

Wholesome leftovers may be re-served; given away to students during the same meal period (sharing tables) or later part of or subsequent school day (no thank you tables); given to the school nurse for students with medications or complaints of hunger; donated; or composted. "Wholesome" must be defined by the SFA as part of the SOP.

Only non-time/temperature control for safety (TCS) food items may be re-served and sold in child nutrition programs by the school food authority. TCS foods include milk, cheese, and yogurt, among many other food items.

Food safety decisions surrounding sharing and no thank you tables are at the discretion of the sanitarian and/or local regulatory authority. Implementation may vary across the state.

Monitoring Log

Consider using a monitoring log for items left the sharing table or no thank you table. List prepackaged items and fruits with a non-edible peel or wrapper. At the end of meal service, count the items placed on the table. The employee who initials this log must check all leftover items for wholesomeness. No open items may be re-served. Use data to inform future menu planning and purchasing decisions. A template is available on the [Food Safety](https://dpi.wi.gov/school-nutrition/food-safety) webpage (<https://dpi.wi.gov/school-nutrition/food-safety>).

Professional Standards

Commendations/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.

Professional Standards: New Food Service Director Hiring Requirements

- 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](#) 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.

Buy American

Comments/Technical Assistance/Compliance Reminders

The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product. A “Domestic Commodity or Product” is defined as an agricultural commodity or product that is produced or processed in the United States using substantial agricultural commodities that are produced in the United States (products from Guam, American Samoa,

Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States).

“Substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.

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. 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.

The following information must be recorded on a Buy American Non-Compliant Product List. *Note:* In reference the competitive procurement process, this form may be valid up to the full duration of the contract. DPI allows for a max-term of 5 years with all contracts.

When completing the [Buy American Non-Compliant Product list](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx) there are 4 pieces of information that must be recorded (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>):

- 1) Date
- 2) Name of product
- 3) Country of origin
- 4) Reason
 - a) **Cost analysis** – SFA determined the cost of the domestic product when compared to the non-domestic product was above the predetermined allowable cost difference established by the SFA.
 - i) *Ex. If domestic product costs 20% more than non-domestic product, and no domestic option/alternative is available, then SFA will purchase non-domestic product.*
 - b) **Seasonality**- Product(s) is not available domestically during certain times of the year. (SFA is required to record or list the months that the domestic product is not available.)
 - i) *Ex. Blueberries are not available domestically during the months of December – June.*
 - c) **Availability** – Product(s) is not available to purchase domestically.
 - i) *Ex. pineapples, bananas, mandarin oranges, and black Pepper/other spices.*
 - d) **Substitution**- In the event a domestic product is unavailable due to a distributors’ inability to provide, a substitution of product(s) may occur. (The SFA is required to record the reason the distributor substituted the product.)
 - i) *Ex. At the time of ordering/shipping domestic products was unavailable/damaged at distributor site and domestic options could not be substituted and as a result non-domestic products was substituted in its place.*
 - e) **Distribution**- the SFA’s contracted distributor is unable to source domestic products and as a result, distributor does not carry the domestic product(s). (The SFA is required to record the reason the distributor carries the non-domestic product.)
 - i) *Ex. Due to supply, chain constraints, recall of domestic product by processor, SFA contracted distributor was unable to source domestic product leaving only non-domestic option available for order fulfillment.*
 - f) **Other**- Please provide a written explanation.

- i) Ex. The SFA received a donation of non-domestic oranges
- ii) Ex. The SFA did not use School's Nonprofit Food Service Account to purchase the non-domestic products.

You may record additional information if you find it beneficial. A suggested [Buy American - Non Compliant Product List template](#) can be found on the [Buy American webpage](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>; <https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Findings and Corrective Action Needed: Buy American Provision

❑ Finding #1: The following products did not list a country of origin on the packaging. 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. If the product is non-domestic then a [non-compliant product sheet](#) must be filled out for each one (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).

- Chef Masters Instant Potatoes - Manufactured by...
- Pancake Syrup - Manufactured and packaged by...

Corrective Action Needed: Submit a statement from your distributor that confirms the product(s) are domestic or complete a non-compliant product lists for each product. Submit to the public health nutritionist for review.

Reporting and Recordkeeping

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

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- All documents and records pertaining to the School Nutrition Programs must be kept on file for three years plus the current school year. Anything from the 14-15 SY and prior may be shredded.

Summer Food Service Program (SFSP) Outreach

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

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 your school, 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](#) 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](#) 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

5. OTHER FEDERAL PROGRAMS REVIEWS

Special Milk Program

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

- The 3K and 4K milk break is operating the Special Milk Program perfectly. The 3K students are splitting cartons of unflavored milk only and the used cartons are being tallied for the claim. The 4K students take a full carton of milk and the milk cartons are marked off for the claim as well. The teachers are doing a wonderful job administering this program!

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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