

# USDA Child Nutrition Programs Administrative Review Summary Report

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**School Food Authority:** Fall Creek School District

**Agency Code:** 181729

**School(s) Reviewed:** Fall Creek High School

**Review Date(s):** 2/15-17/17

**Date of Exit Conference:** 2/17/17

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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 at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the [DPI SNT webpage](#).
- 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, and communications and marketing. For more information go to the [DPI SNT GOALS webpage](#).
- SFAs are required to have a local meal charge policy in place no later than July 1, 2017. More information, resources, and best practices may be found on the [DPI SNT Financial Management webpage](#) under *Unpaid Meal Charges* section.

## Appreciation

Thank you to the staff at Fall Creek School District for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information when necessary. 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. It was truly a pleasure visiting the Fall Creek School District.

# REVIEW AREAS

## 1. MEAL ACCESS AND REIMBURSEMENT

### **Certification and Benefit Issuance**

156 eligibility determinations were reviewed, one (1) application error requiring fiscal action was identified. Please see the *Finding* and *Corrective Action* below that addresses this error.

The SFA is provided the following technical assistance and program update reminders for Certification and Benefit Issuance.

### 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.

### Effective Date of Eligibility

The SFA has the practice of date-stamping all applications received in the SFA. SFAs may establish the date of submission of an application as the effective date of eligibility, rather than the date the application is received. 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](mailto:karrie.isaacson@dpi.wi.gov) for more information and approval.

### Household Size Box

If the Total Household Members box has been completed, but the number of children and adults listed on the application add up to a different number, the SFA is required to follow up with the household to clarify the correct number of people in the household and ensure all household member have been included on the application before an eligibility determination is made.

If the Total Household Members box has not been completed, the SFA is required to follow up with the household to confirm the total number of household members. It cannot be assumed that the number of people listed on the application is the total number of household members. This box has been added as an edit check to ensure all members of the household are included and can make a difference in the eligibility determination. Per clarification from the USDA Regional office, any application that does not have this box completed is considered an incomplete application.

### Annual Income

If the household provided only annual income, the SFA **must** follow up with the household to ensure that the amount is an accurate reflection of the household's current income.

### Disclosure

SFAs must seek written consent from the household to use information provided on the meal application or through DC for non-food service program purposes, such as athletic or testing fee waivers. Consent must be obtained each school year. A template [Sharing Information Form](#) is located on the [DPI SNT Free and Reduced Meal Applications and Eligibility webpage](#).

Alternatively, a SFA can ask programs requesting benefit information to have households self-disclose by providing a copy of their [Letter to Households of Approval/Denial of Benefit](#) notification letter. This option is encouraged as it reduces administrative recordkeeping for the SFA.

A [Disclosure Agreement](#) form should be signed and on file at the SFA for anyone receiving eligibility information to approve students for non-food service program benefits or with access to the meal benefit information. This form can be found on the [DPI SNT Free and Reduced Meal Applications and Eligibility webpage](#). The SFA is highly encouraged to work with their software system to ensure access to meal benefit information is only available to those with a 'need to know' reason.

### 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.

To assist SFAs in reaching households with limited English proficiency, the DPI SNT provides the Wisconsin-ized version of the USDA Free and Reduced Price Meal application materials in English, Spanish, Hmong and Albanian on the [DPI SNT Free and Reduced Price Meal Applications and Eligibility webpage](#).

### Incomplete Applications

Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified. The SFA may return the application to the household or contact the child's parent or guardian either by phone, or in writing, including email. The determining official should document the details of the conversation, date, and initial. Applications missing signatures must be returned to the parent to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application.

### Direct Certification (DC)

Student matching from DC runs between July 1 and Aug 10, 2016 are incorrect due to an error found in the system. As the error was made at the state level, no fiscal action is calculated. The SFA followed directions from the DPI to inform families incorrectly matched for free meals. However, eight (8) students remained in free benefit status via an August 1, 2016 DC run (of

which three (3) have an application on file to now qualify for reduced meals). Please see the *Finding* and *Corrective Action* below that addresses this error.

### **Verification**

The SFA correctly selected one application for verification and review of submitted documentation indicated the application was correctly verified. However, there was no indication that a confirmation review had been correctly completed by the Confirming Official (CO). The CO should review the application(s) selected for verification prior to contacting the family to ensure the Determining Official (DO) had processed the application correctly initially. Please see the *Finding* and *Corrective Action* below that addresses this error.

### **Meal Counting and Claiming**

Lunch was observed on Wednesday, February 15<sup>th</sup>, 2017. No non-reimbursable meals requiring fiscal action were observed. However, as discussed with the Food Service Director (FSD), one high school meal was determined to have a shortage of one of the three components on the tray. The tray consisted of fruit, meat/meat alternate and grain. The fruit and meat/meat alternate were in the required minimum portion size for students in grades 9-12 but the grain (1.5 oz equivalent) was short of the minimum required portion size for grades 9-12 (2.0 oz equivalent grain). This meal is deemed a component shortage rather than a non-reimbursable meal and therefore, no fiscal action is assessed. Please see the *Finding* and *Corrective Action* below under *Meal Components and Quantities* to address this observation. Additionally, during lunch observation, it was noted that the cost of the reimbursable meal per benefit status shows on the computer screens at the Point of Service (POS). This is considered overt identification and must be corrected. Please see the *Finding* and *Corrective Action* below that addresses this error.

Breakfast was observed on Wednesday, February 15<sup>th</sup>, 2017. Reimbursable meals were correctly identified and claimed. Students were asked to return to the line to select additional components to make a reimbursable meal if initially their tray was deemed non-reimbursable. No meal counting errors were observed.

The January 2017 claims for reimbursement for the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) were reviewed and validated. No errors were identified.

### **Findings and Corrective Action Required**

**Finding #1:** Benefits were incorrectly determined for one (1) application noted on the SFA-1 form.

**Corrective Action Required:** Please follow up with the application in error noted on the SFA-1. Record the date the error was corrected on each form and submit to the DPI. Please note, timely correction of application errors are encouraged to limit fiscal action.

**Finding #2:** DC runs between July 1 and Aug 10, 2016 are incorrect as an error was noted in the system. As the error was made at the state level, no fiscal action is calculated. However, all SFAs were updated and should have notified families incorrectly matched during this time of the error. The SFA followed directions from the DPI to inform families incorrectly matched for free meals. However, eight (8) students remained in free benefit status via an August 1, 2016 DC run (of which three (3) have an application on file to now qualify for reduced meals).

**Corrective Action Required:** Please notify these households of the reduction in meal benefits, to take effect 10 days from the date they are notified in writing. Record date that *Corrective Action* was taken on the SFA-2 form and send a completed copy to the DPI.

**Finding #3:** The computer screen at the Point of Service (POS) appears to denote the cost of the reimbursable meal based on benefit status. This is considered overt identification and must be corrected.

**Corrective Action Required:** Please submit a statement detailing the steps taken by the SFA to correct this issue.

**Finding #4:** No confirmation review of the application selected for verification was completed by the Confirming Official (CO).

**Corrective Action Required:** Please review the requirements of verification, both on the [DPI SNT Verification webpage](#) and the [Eligibility Manual for School Meals](#). Submit a summary detailing how the SFA will ensure verification is completed in its entirety, including the confirmation review, in future years.

## 2. MEAL PATTERN AND NUTRITIONAL QUALITY

### Appreciation

Thank you for the warm welcome to Fall Creek School District. All staff and students were pleasant, easy to work with, and receptive to feedback. Great job to kitchen staff during breakfast meal service for maintaining patience with students and helping them select the best options for their reimbursable meal. It is important, especially with the younger students, to provide them the opportunity to choose what they like instead of simply putting items on their tray.

Thank you to the Food Service Director for the organization of documentation, including binders with nutrition facts labels, CN labels, product information, and production records. This greatly helped expedite the review process and shows attentiveness and initiative, working with these child nutrition programs. Congratulations on perfect breakfast and lunch weeks of review! There were no shortages or missing components and all documentation was provided. Great job going above and beyond on production records by including the portion utensils and meal pattern contributions. This helps kitchen staff understand how menu items credit, and ensures students are receiving the proper amounts of food components, thus creating reimbursable meals. Great job to all staff for doing a wonderful job managing both the School Breakfast Program (SBP) and National School Lunch Program (NSLP).

## Updating Documentation

Food manufacturers are continually reformulating products used in schools. It is important to stay current with these changes and be confident that the documentation on file matches the products in stock. Be sure to discard any outdated crediting information for products that have changed or that are no longer purchased. As a reminder, a Child Nutrition (CN) label or product formulation statement (PFS) is required for any combination food or meat/meat alternate or other processed food not found in the USDA *Food Buying Guide* for Child Nutrition Programs. Please keep updated copies of CN labels on file, which are taken directly from the box. They can be kept in original format or photocopied as a clear, legible photocopy with the entire label visible. When CN labels are not available for products, those products must have a current, accurate PFS detailing product composition and crediting information in order to be served in Child Nutrition Programs.

Campbell's Healthy Request Condensed Tomato Soup PFS: [HERE](#).

General Mills' PFS: [HERE](#).

Pork Sausage Link: [HERE](#).

## Signage

Consider additional signage regarding the ½ cup fruit and/or vegetable requirement as part of a reimbursable meal. There seemed to be a fair amount of students at breakfast who came through the line without a ½ cup fruit. This caused line delays and took food service staff away from the POS to assist students. Adequate signage helps ensure that students accurately select a reimbursable meal.

## Breakfast Offer versus Serve (OVS)

Please note that under breakfast OVS, students are required to have at least three items on their tray, one of which is ½ cup fruit or vegetable or a combination of both. Although all meals served during the day of review were reimbursable, it was thought that a student had to have an entrée as one of their items. Depending on how the menu is planned, a student could take a fruit and a milk and it would be a reimbursable meal. Consider the following example:

½ cup peaches (1 item) + ½ cup juice (1 item) + 1 cup milk (1 item) = 3 items (1 of which is at least ½ cup fruit) = reimbursable meal.

## Substitutions

If products are being used that are different than the usual product, it is important to evaluate how the substituted product credits. For example, on the day of observation, a different whole grain-rich cracker was used instead of the usual one. These crackers credited lower than the others (7.5 g/packet at 0.25 oz eq grain rather than 11g/packet at 0.5 oz eq grain). While it was not an issue in this situation, it is important to ensure that the daily minimum requirements and weekly minimums are met with substitutions.

### **Meal Components and Quantities**

As discussed with the Food Service Director, one high school meal during lunch observation on Wednesday, February 15, 2017 was determined to have a shortage of one of the three components on the tray. The tray consisted of fruit, meat/meat alternate and grain. The fruit and meat/meat alternate were in the required minimum portion size for students in grades 9-12 but the grain (1.5 oz equivalent) was short of the minimum required portion size (2 oz equivalent) for students in grades 9-12. As this meal is deemed a component shortage rather than a complete non-reimbursable meal, no fiscal action will be taken. However, please see the *Finding and Corrective Action* below to ensure all future meals are deemed reimbursable.

### **Offer versus Serve (OVS)**

The SFA is reminded that OVS is required for high school students are lunch and should be fully implemented. OVS is optional at lunch for students in grades K-8 and for grades K-12 at breakfast.

**Finding #5:** One (1) lunch meal for a student in grades 9-12 was observed to contain a component shortage (short 0.5 oz equivalent grain) as described above in *Meal Components and Quantities*.

**Corrective Action Required:** Please submit a description detailing the training and steps taken to ensure future meals are all deemed reimbursable.

## **3. RESOURCE MANAGEMENT**

### **Non-profit School Food Service Account**

Access to the SFA's Child Nutrition Report, which provides a compilation of meals claimed, reported revenues and expenditures, amount of federal reimbursement received and per meal costs for lunch and breakfast, is described in the document [Viewing the Child Nutrition Report](#). The DPI Aids Register is also available to track all program deposits made to the SFA's account as well as the amount deducted from reimbursement to pay for shipping, handling and processing costs of USDA Foods. The Aids Register is available on the DPI SNT [Financial Management webpage](#). Both resources are also accessible from the [Online Services webpage](#).

The SFA flagged for a *Comprehensive Review* in the non-profit school food service account as the account ended in the negative in SY15-16 and a transfer from the District's general fund to the food service fund was required. Please see the *Finding and Corrective Action* below that requests additional information for this issue.

## Annual Financial Report

In SY 16-17, all revenues including reimbursements and student payments and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong. Please note there are additional categories than in previous years:

- **NSL** - schools participating in the National School Lunch Program.
- **SB, SBSEVERE** - both regular School Breakfast and Severe Need Breakfast.
- **SK-NSL, SK-NSLAE** - both After School Snacks and Area Eligible Afterschool Snacks.
- **SMP** - Special Milk Program.
- **Grants** - all grant awards and expenditures.
- **WSDMP** - Wisconsin School Day Milk Program.
- **EN** - Elderly Nutrition.
- **Nonprogram Foods** - all Nonprogram Foods (including: a la carte items, adult meals, milk only, extra entrees, vended meals sold under a joint agreement, catered meals, vending machines, etc.)
- **CACFP** - daycare and supper meals claimed under Child and Adult Care Food Program.
- **SFSP** - meals claimed in Summer Food Service Program.

The [new SY 16-17 Annual Financial Report instructions](#) are located on [DPI SNT Financial Management webpage](#).

USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs, by July 1, 2017, 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”](#). For a more comprehensive overview, see [SP 58-2016: Unpaid Meal Charges Guidance](#). In addition, 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, as noted in [SP57-2016 Unpaid Meal Charges Guidance](#).

### **Paid Lunch Equity (PLE)**

The SFA is in compliance with PLE. The SFA is reminded about the option to use non-Federal funds in lieu of raising student meal prices or using a combination of both increasing the paid student meal prices and non-Federal funds.

## Revenue from Nonprogram Foods

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
- Vending Machines operated by Food Service

All nonprogram food costs including food, labor, equipment, purchased services, and other must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals nor be absorbed by the food service account. Nonprogram food costs and revenues must be separated from program food costs and revenues. In regards to adult meals, 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, which are outlined in the [Wisconsin Adult Meal Pricing Worksheet](#). SFAs must reassess adult meal prices annually prior to contract submission to ensure student reimbursement is not being used to subsidize adult meals.

At a minimum, the [USDA Nonprogram Food Revenue Tool](#) must be completed yearly. The [DPI Nonprogram Food Revenue Tool/Calculator](#) aids in calculating prices of nonprogram foods and feeds into the USDA Nonprogram Food Revenue Tool to determine compliance with USDA nonprogram food regulations.

To complete the USDA Nonprogram Food Revenue Tool, the SFA must select a reference period of at least 5 consecutive operating days of a regular school week, and compare the reference period revenue ratio to the food cost ratio for the entire SFA to determine if the revenue ratio is equal to or greater than the food cost ratio (see Figure 1 below). Rather than separating all costs for the entire year (although recommended), SFAs must separate their non-program food costs from their program food costs for the selected period to complete the Tool. If the revenue ratio is equal to or greater than the food cost ratio, the SFA is in compliance.

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

Figure 1 - Nonprogram Foods Revenue and Costs Ratio

Nonprogram food revenue is the dollar amount of nonprogram food sales sold through the nonprofit school food service account including la carte sales, adult meals, vending machines, extra/cold lunch milks, etc. Total program and nonprogram revenue includes the dollar amount from program and nonprogram food sales.

If using the DPI Nonprogram Food Revenue Tool/Calculator to complete the USDA Nonprogram Food Revenue Tool (recommended), to determine nonprogram food cost data, gather an itemization of all nonprogram foods offered during the selected reference period and enter the per item raw food cost of each nonprogram food and the number of servings/items sold in the selected reference period.

For total program and nonprogram food costs, include all program and nonprogram food costs. Program food costs data should be available using production records, invoices, etc.

The [Nonprogram Foods Revenue Rule SP 20-2016](#) and the [Nonprogram Foods In a ‘Nutshell’](#) can provide additional guidance and clarification on nonprogram foods.

The SFA flagged for a *Comprehensive Review* for nonprogram foods as it sells nonprogram foods. The USDA Nonprogram Food Revenue Tool was not completed by the SFA. Please see the *Finding* and *Corrective Action* below that addresses this issue.

### **Indirect Costs**

As a reminder, DPI does not allow the annual assigned indirect cost rate to be applied to Fund 50 (Foodservice account within WUFAR). For both public and private schools in Wisconsin, any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than on the indirect cost rate. This could include items such as utilities, rent, printing and mailing services, administrative oversight, etc.

Allowable Expenditures assessed to the food service fund must be supported with documentation for things such as gas, electricity, waste removal, fuel, water, etc. for both public and private schools. Examples of supporting documentation for costs assessed to food service fund could include:

- Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local realty broker who has knowledge of current rates for rent of similar facilities).
- Utility charges - separately metered or current usage study by the local utility company.
- Labor expenditures - based on actual amount of time worked specifically for the purpose of school food service times the employee's wages and benefits.
- Printing/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
- Waste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from district's total.

**Finding #6:** The non-profit school food service account ended in the negative in SY15-16, requiring a transfer from the District's general fund to the food service fund. The excess of expenses in relation to revenues caused the SFA to flag for a *Comprehensive Review* in this section. Further documentation is required to complete the review of this section.

**Corrective Action Required:** Please submit two (2) months of invoices from the SFA's Food Service Management Company (FSMC) detailing the charges for each month. In addition, please submit documentation of the meal counts and other figures submitted to FSMC that lead to the development of the respective invoices.

**Finding #7:** The USDA Nonprogram Food Revenue Tool was not completed by the SFA.

**Corrective Action Required:** Please submit a completed USDA Nonprogram Food Revenue Tool. If the Tool comes out in the red, requiring *Additional Revenue to Comply*, please submit a plan going forward for how the SFA will comply with the shortfall (i.e. raise nonprogram food prices and/or contribute non-federal funds to meet the required ratio).

## 1. GENERAL PROGRAM COMPLIANCE

### Smart Snacks in Schools

All food and beverages sold to students during the school day must meet Smart Snacks Regulations. [DPI's Smart Snacks "In a Nutshell" can be found: http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). See Smart Snacks Standards for beverages below:

	Elementary	Middle School	High School
Water (plain), <i>flat or carbonated</i>	All sizes	All sizes	All sizes
Low-fat milk (unflavored)	≤8 fl oz	≤12 fl oz	≤12 fl oz
Fat-free milk (flavored or unflavored)	≤8 fl oz	≤12 fl oz	≤12 fl oz
100% juice, <i>can be diluted with water; flat or carbonated</i>	≤8 fl oz	≤12 fl oz	≤12 fl oz
No-calorie beverages (<5 kcal/8 fluid oz; ≤10 kcal/20 fluid oz), <i>flat or carbonated</i>	Not allowable	Not allowable	≤20 fl oz
Low-calorie beverages (≤5 kcal/fluid oz), <i>flat or carbonated</i>	Not allowable	Not allowable	≤12 fl oz
Caffeine	Not allowable	Not allowable	Allowable with no restriction

**Finding #8:** 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 that were established in the Interim Final Rule (July 1, 2014). Foods and beverages sold in schools must meet both the general standards and nutrient standards if they do not qualify for an exemption.

There were two vending machines with non-compliant beverages. The low-fat strawberry milk and low-fat chocolate milk are unallowable beverages under the Smart Snack guidelines for all grade groups. Only low-fat unflavored and fat-free flavored milks are allowable. The Robinson's Fruit Shoot juice is also unallowable for grades K-8. The vending machine in the high school section of the building has many beverages that are unallowable for grades K-8, including all 20 fl. oz. bottles and caffeinated beverages. As these are not turned off during the school day, consider adding signage explaining beverages are for high schoolers only.

We recommend using the Smart Snacks Product Calculator (<https://foodplanner.healthiergeneration.org/calculator/>) to assess product compliance. 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.

Furthermore, 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 this may not occur in the meal service area during meal service times. The morning donut sales may be considered an exempt fundraiser. All exempt fundraisers need to be documented. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the School Nutrition Team webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

**Corrective Action Required:** Please submit a statement describing changes the SFA will make to the beverages sold in vending machines during the school day to comply with Smart Snacks regulations or update the current Wellness Policy. Please also submit a plan for how exempt fundraisers will be tracked going forward.

**Finding #9:** As discussed with the FSD, complete second meals are no longer allowed to be sold under Smart Snack regulations.

**Corrective Action Required:** Please provide a summary of how the SFA has addressed this finding. Please include a summary of how students and staff are informed and trained on the disallowance of complete second meals.

## Civil Rights

### Non-discrimination Statement

The SFA uses template letters from its software system which contain the required information for approval and denial of benefits. As a reminder, if the SFA develops or uses template letters from their software system, the documents should contain all of the information included on the DPI template letters including the full USDA Non-discrimination statement, which is available on the DPI SNT [Civil Rights webpage](#). When space is limited, such as on printed menus, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” Both statements should be in the same size font as the other text in the document.

### And Justice for All Poster

An “And Justice for All” poster was available and readable in the cafeteria.

### Civil Rights Training

Civil rights training had been completed and documentation was available for review.

### Civil Rights Self-Compliance Form

The Civil Rights Self-Evaluation Compliance form was completed prior to January 1<sup>st</sup>, 2017. Technical assistance was provided that the report should be completed by October 31<sup>st</sup> annually.

### 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 practitioner. SFAs may use the [template Dietary Request Form](#) posted on the [DPI SNT Special Dietary Needs webpage](#). This template is also available in Spanish and Hmong. SFAs must accommodate dietary requests that are supported by a signed medical statement from a licensed medical practitioner.

School food service staff may make food substitutions, at their discretion, for children for whom they do not have a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA still have a completed Dietary Request Form on file from a medical authority, such as a school nurse, to support the request. These types of accommodations must be made according to the USDA’s meal pattern requirements in order for the meals to be claimed for reimbursement. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are being handled equitably.

### Processes for complaints

Schools must have a process for receiving and processing complaints alleging discrimination within USDA Child Nutrition Programs. All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the SFA must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 3 days. 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. The [USDA Program Discrimination Complaint Form](#) is available to assist in filing these complaints and can be found on the [DPI SNT Civil Rights webpage](#).

### **Local Wellness Policy (LWP)**

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 of 2010 (HHFKA). The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-2017 and full compliance with the requirements 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 each school complies with the policy.

At a minimum the wellness policy must include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. SFAs are required to review and consider evidence-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day.
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

SFAs must complete an assessment of the policy every three years (triennial assessment) to determine compliance with the policy, how the policy compares to model policies, and process made in attaining the goals of the wellness policy. SFAs must make the triennial assessment, as well as the wellness policy and any updates to the policy, available to the public.

A summary of the requirements can be found at:

[http://www.fns.usda.gov/sites/default/files/tn/LWPsummary\\_finalrule.pdf](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 process and wellness policy elements at: <https://healthymeals.nal.usda.gov/school-wellness-resources>. Wisconsin Team Nutrition has several wellness policy resources available including a toolkit, a wellness policy builder, and wellness policy report card at: <http://dpi.wi.gov/school-nutrition/wellness-policy>.

The SFA’s Local Wellness Policy (LWP) was reviewed and the SFA is reminded of the following:

- The SFA should identify the official responsible for oversight of the LWP.
- SFAs are required to permit certain groups to participate in the LWP development, implementation, review and update. The SFA is should to identify how individuals/groups can participate.
- Food and beverage marketing guidelines should be included in the LWP.
- Language should be included regarding the triennial assessment and how the results of the assessment will be made available to the public. Note, the assessment should determine compliance with the LWP, how the LWP compares to model policies, and process made in attaining the goals of the LWP. The assessment is not a simply a review and approved of changes to the LWP.

**Professional Standards**

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. 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.

The SFA provides yearly and on-going training throughout the school year. Staff maintain personal training documentation logs. The SFA and FSD are reminded that all logs should be reviewed annually to ensure staff have acquired the required training hours according to their job duties.

As a reminder, training requirements for all staff are as follows:

<b>Directors</b>	<b>Managers</b>	<b>Other Staff</b>	<b>Part Time Staff</b>
	(20 hrs or more/week)	(less than 20 hrs/week)	
2015-16 SY	2015-16 SY	2015-16 SY	2015-16 SY
<b>8 hours</b>	<b>6 hours</b>	<b>4 hours</b>	<b>4 hours</b>
2016-17 SY	2016-17 SY	2016-17 SY	2016-17 SY
<b>12 hours</b>	<b>10 hours</b>	<b>6 hours</b>	<b>4 hours</b>

If hired January 1 or later, only ½ of the training hours are required during the first school year (SY) of employment.

## **Water**

Water is required and available at no charge to students during lunch and breakfast meal services via a water dispenser with cups in the cafeteria.

## **Food Safety and Storage**

### Food Safety Inspections

The most recent food safety inspection was posted and available for review. Thank you to the FSD for her prompt attention to moving the inspection to a publically visible and readable area.

### Food Safety Plan

A food safety plan was available for review. The SFA is reminded to follow up with its local sanitarian regarding the [Employee Health Reporting Agreement](#).

### Temperature Logs

Temperature logs are being maintained. The SFA is encouraged to include language on temperature logs indicating what should be done if the equipment is outside of the desired range.

### Storage

The on-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas. Storage rooms and freezers were orderly and clean.

## **Buy American**

The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports small local farmers and provides healthy choices for children in school meal programs as well as supports the local economy. 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.

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.

SFAs must monitor contractor performance to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. This is accomplished by ensuring the product label designates the United States, or its territories, as the country of origin. Therefore, SFAs must ensure that products delivered comply with any Buy American contract provisions by reviewing products and/or delivery invoices/receipts to identify the country of origin is the United States or its territories. SFAs also need to conduct a periodic review of storage facilities, freezers, refrigerators, dry storage, and warehouses to ensure products comply with the Buy American provision, unless a limited exception has been approved.

The following items were found to be non-compliant during the on-site review:

- Pineapple Chunks - Thailand
- Mandarin Oranges – China

The SFA should work with its distributor to see if these products are available domestically. If not, documentation requested in the [Non-compliant Product List](#) should be obtained. Please note, the use of this form is the exception, not the rule. More information on this new requirement can be found on the [DPI SNT Procurement webpage](#). The SFA is encouraged to ask questions on this regulation during their Procurement Review.

### **Reporting and Recordkeeping**

Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner. The SFA is meeting record retention requirements for USDA Child Nutrition Programs.

### **School Breakfast Program (SBP) Outreach**

The SFA participates and meets promotion requirements for the School Breakfast Program (SBP). As a reminder, a [video](#) was developed to show parents the benefits that the SBP provides for them and their children. Additionally, National School Breakfast Week is in the spring each year. This is a great time to promote your breakfast program, try new recipes, and incorporate activities to increase participation.

### **Summer Food Service Program (SFSP) Outreach**

The SFA operates the National School Lunch Program (NSLP) in the summer as part of its summer school program. As part of participation in NSLP, it is encouraged by USDA to also complete SFSP outreach. The purpose is to inform students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Options for outreach include informing families via email and/or newsletter about the availability of free summer meals via the [Summer Meals Map](#), the option to call 2-1-1 to connect with local health and human services, the option to text 'food' to 877-877, and/or [posting free SFSP posters](#) in the SFA. For more information on Summer Food Service Program, please contact:

Amy J. Kolano, RD, CD  
Summer Food Service Program Coordinator  
Phone: 608.266.7124  
E-mail: [amy.kolano@dpi.wi.gov](mailto:amy.kolano@dpi.wi.gov)

### Wisconsin School Day Milk Program (WSDMP)

While not currently operated by the SFA, this program may have been inadvertently dropped from the SFA's contract following SY 14-15 based on the milk break charging practices (milk is provided free of charge to students qualifying for free and reduced price meals while all other students are charged for milk). The SFA should review the WSDMP program and make the necessary contract adjustments should they wish to participate in the program. WSDMP reminders include the following:

- Schools must serve Wisconsin-produced milk. Please verify this with your distribution and include in your milk bid.
- Students of paid meal status that take milk during the operation of the WSDMP cannot be claimed in the program and must be assessed a charge for the milk. If the SFA wishes to provide milk to paid students free of charge, it can but the cost cannot be absorbed by the food service account. A transfer from an outside fund (i.e. SFA's General Fund/Fund 10) to the non-profit food service fund would need to be completed.

Should the SFA choose not to participate in the WSDMP, the SFA is reminded that the cost of milk provided to those qualifying for free and reduced meals **cannot** be absorbed by the non-profit school food service account. The cost of the milk must be documented and a transfer must occur from a fund outside of food service, such as the general fund (Fund 10) to the non-profit food service account.

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Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career in an initiative called "Agenda 2017". 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 your students' success.

For more information on this initiative, please visit the [Wisconsin DPI Every Child a Graduate webpage](#).

