

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

School Food Authority: Campbellsport School District

Agency Code: 20-0910

School(s) Reviewed: Campbellsport High School

Review Date(s): 4/23/18-4/24/18

Date of Exit Conference: 4/24/18

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

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

General Program Reminders/Updates:

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

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Campbellsport School District for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were receptive to recommendations and guidance. It was evident that the food service staff are knowledgeable and dedicated to their work.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

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

- 193 eligibility determinations were reviewed, 1 error was identified. Great job! The agency will not be required to conduct independent review of applications. Fiscal action will not be assessed, but the error does need to be corrected.
- Thank you for sending letters to households reminding them to re-apply before carryover benefits end. This is not a requirement, but it is a courtesy to households and helps reduce unpaid meal charges.
- If a meal eligibility is established at the beginning of a new school year before carryover ends, this eligibility takes precedence and should be made effective. The Eligibility Manual for School meals states that for up to 30 operating days into the new school year **(or until a new eligibility determination is made, whichever comes first)** an individual child's free or reduced price eligibility status from the previous year will continue within the same LEA.
- 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 with the household. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing/email. The determining official should document the details of the conversation plus 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.

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](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc) 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](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx) 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 #1:** one application listed on the SFA-1 form was incorrectly certified for free meals. The application was submitted with ambiguous information and is therefore considered incomplete. After follow-up with the household it was determined that net income was reported instead of gross.

Corrective Action Needed: Contact the household and obtain clarification of reported income. Document your conversation on the application-date and initial. If the clarification results in a decrease in benefits, send the household a letter of adverse action. Provide 10 *calendar* days to appeal prior to making a change in the point of sale system. Send the consultant a copy of the adverse action letter, and application. **Corrected. No further action required.**

Verification

Technical Assistance (TA)

When completing Section 4 of the Verification Collection Report (VCR), number of applications and students reported should *not* include carryover.

Meal Counting and Claiming

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

- The claims at the review site for the review month were conducted perfectly. There was a small non-systemic School Breakfast Program error found at 2 non-review sites (Eden El and Jr. High). Fiscal action will be calculated, but the over-claim and under-claim will be a wash.
- To save the claiming preparer time, reviewer discussed using the Accuclaim report to the full capacity. For example, if programmed correctly, the enrollment, average daily attendance, and attendance adjusted eligibles can all be obtained off this report along with participation counts.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to all of the school food service professionals at Campbellsport High School. We thoroughly appreciate your time and efforts not only in preparing for this review, but also in all that you do to ensure the students have tasty and nutritious meals every day. All of the food service staff and administrative staff were very welcoming and helpful while we were on-site.

Thank you also to the Food Service Director for sending documentation and promptly answering questions prior to the on-site review - this greatly improved the efficiency and efficacy of the review process. Additionally, your dedication and commitment to the students is noteworthy. We very much appreciate all that you do for the students of Campbellsport School District!

Comments, Technical Assistance, and Compliance Reminders

Crediting Documentation

- **Storing and Maintaining Updated Crediting Documentation:** Food used in the Child Nutrition Programs must have proper crediting documentation available. Sources of this information are the USDA Food Buying Guide, Child Nutrition (CN) labels, and product formulation statements (PFS). CN labels and PFS are required for food purchased in processed form. Food manufacturers continuously reformulate 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. SNT recommends maintaining and organizing this information in a manner that is easy to reference and update, such as a binder or file folders divided into categories.

These records should be reviewed and updated at least twice per year and as new products are purchased or substituted. Furthermore, up-to-date CN labels and PFS statements allow for ease when crediting food items towards lunch or breakfast standards. For example, without an up-to-date PFS statement, the Keebler Graham Crackers served at breakfast must be credited by weight using [Exhibit A](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf). Under Exhibit A, these crackers would credit ounce for ounce and only credit 0.75 ounce equivalents(oz eq) of grain towards breakfast, contributing to a weekly grain shortage, if an accurate and up-to-date PFS statement was not available.

- **Standardized Recipes:** A few recipes used during the review period were lacking pieces of information necessary for standardized recipes, chiefly the “number of portions” in each recipe. Technical assistance was given on-site to analyze recipes under review. Please note, any menu item that has more than one ingredient should have a standardized recipe, including a la carte items. This is needed for menu planning in order to produce consistent quality and yield every time, which is crucial for crediting recipes and menu planning. Please use our [recipe tools and resources](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) to aid in this process (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes). There is a checklist of information necessary to standardize a recipe, calculators to assist with nutrient analysis, and a template to help organize the information.

Production Records

- **Lunch Production Records:** Production records are intended to be useful tools to record information prior to production, during production, and following production. Lunch production records from week of review are complete; however, more specificity on planned number of servings may help to reduce food waste and may be useful in forecasting to help keep food costs down. The High School implements Offer versus Serve (OVS), which means that students do not need to take everything that is offered. Remember that accurate production records aid the menu planner with forecasting, ordering, future menu planning, and reducing both food waste and food costs. Continue to work with all staff members to record planned usage as well as actual usage and leftovers.
- **Breakfast production records** were incomplete, and the template was not structured to meet the requirements. A template for breakfast can be found on our website [Production record templates](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records). A list of production record “[must haves](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf)” can also be found on our website: (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).

National School Breakfast Program

- The School Breakfast Program is a great way to start a successful day. Providing students with breakfast has been shown to increase standardized test scores, cognitive function, and participation while decreasing tardiness, behavioral issues, and absenteeism. As such, the DPI website has a dedicated [NSBP resource page](https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources) providing tools that schools may utilize to promote their School Breakfast Program (https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources). A few options to address the SFA’s concerns about poor breakfast participation include, but are not limited to:

- Breakfast Program Outreach: The breakfast program may benefit from a boost in visibility. Consider notifying families about the availability of breakfast through public release and posting the breakfast menu on the school website before the school year begins. Additionally, publishing breakfast information on school newsletters and/or other publications that reach parents may help as well.
- Implementing a [Mid-morning Nutrition Break](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sb_mmnbn.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sb_mmnbn.pdf)
- Utilizing [Grab n' Go Breakfast](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sb_gng.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sb_gng.pdf), and possibly even pairing it with a [Breakfast Cart](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sb_brct.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sb_brct.pdf) for ease in distribution.
- Including more variety within the breakfast menu. At breakfast, meat/meat alternates credit towards the grain requirement. Some students may enjoy an increase in variety if items such as a yogurt, cheese stick, or hard-boiled egg are offered in addition to a 1-oz grain equivalent (to meet the 2-oz daily grain requirement at breakfast). At the same time, these (and similar) items have minimal labor costs and extended shelf lives when compared to some traditional “hot” breakfast items. When the breakfast participation increases and it is financially feasible, offering hot breakfast items is recommended to boost participation and variety.
- Consider making a la carte items part of a reimbursable meal. On day of observation, more students purchased a la carte options than the reimbursable breakfast. It could be beneficial to the School Breakfast Program participation to offer all necessary components to build a reimbursable meal at the a la carte station during breakfast in addition to the pre-packaged meal kits. Simple examples based on observation:
 - Yogurt parfait (4oz yogurt = 1 M|MA = 1oz grain at breakfast, topped with 1 oz whole grain granola + ½ cup fruit) can be a stand-alone reimbursable meal so long as an additional ½ cup fruit and 1 cup milk are also offered.
 - Fruit cup (1 cup fruit) + 1oz string cheese (1oz grain equivalent) + any 1oz whole grain equivalent packaged item (such as cereal or nutritgrain bar) so long as milk is also offered.
- **Juice at Breakfast:** For the week of review, half of all fruit offered at breakfast was in the form of juice. This complies with the 50% maximum set within the guidelines for SBP. However, this leaves no margin for error or variation within the meal plan. For example, if there was an issue with the planned whole fruit (be it supply, quality, or quantity), there would be no ability to use juice as a quick and easy substitution. It may be beneficial to consider lowering the weekly percentage of juice served to allow for last-minute flexibility and substitutions in the future, should the need arise.

Extras and Dietary Specifications:

- Currently, various high-sodium and full-fat condiments are being used in standardized recipes and common food offerings. A few examples include Butter Buds, full-sodium soups and soup bases, gravies, and full-fat dressings. While these foods do not credit towards the meal pattern,

they must be included in the dietary specifications (calories, saturated fat, trans fat, and sodium), which may make it very difficult to stay within the dietary specification limits if these “extras” are consistently offered on a routine basis. Occasional use of such foods is allowable and can be a nice incentive for participation for menu items with historically low sales.

- Frequent use of high-sodium, full-sodium, and full-fat foods is strongly discouraged and does not align with the intention of Child Nutrition Programs to help students develop healthy eating habits. Sodium-free spices, spice blends, and reduced-fat or reduced-sodium condiments are great alternatives.
- Some extras, such as Butter Buds, add to meal costs without providing the value of being a creditable component for a reimbursable meal. Reducing or eliminating the use of such products will help with food costs.
- TA was provided on-site for the foods offered either during the week of review or day-of on-site observation that specifically impact dietary specification. It is recommended to purchase products that are labeled “reduced-sodium,” “low-sodium,” or “no salt added.”
- Resources containing facts about sodium and how to reduce sodium in meals are available on the [Menu Planning](#) web page, under the Sodium heading. (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#sodium).

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

- Finding #1: Missing Yield Information on Standardized Recipes and Missing Standardized Recipe** A few recipes used during the review week were lacking pieces of information necessary for standardized recipes, namely the “Number of Portions” recipes yield. The “Number of Portions” is an important recipe component that allows you to quickly and accurately credit food items. Additionally, no recipe for Baked Beans exists. Standardized recipes are required for all menu items that have more than one ingredient. This helps assure quantity, quality, and crediting every time a recipe is made.

Corrective Action Needed:

- Please provide a **standardized recipe for Baked Beans**.
- Any recipe missing the “Number of Portions” needs to be updated. We recognize that this may take time and need to occur as items come up in the menu. As such, please **provide an updated standardized recipe for any one of the following**: Seasoned Broccoli, Steamed Carrots, Buttered Corn, or Oven-Browned Potatoes to reflect the necessary changes.

- Finding #2: Daily Grain Shortage** Only 1 oz eq of Grain was planned, offered, and served on Tuesday, 3/6/18, which fell short of the 2 oz. eq daily minimum requirement. As a result, the weekly minimum requirement for grain was also not met. When menu planning in the future, it is important to review any item for the appropriate crediting information. In the absence of a CN label or PFS, grains are credited using [Exhibit A](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf>). The whole grain Pan O Gold bread credits as 1 oz. equivalent of grain *per slice*; therefore, high school students must be offered two slices to meet the 2 oz. equivalent of grain needed to credit for a reimbursable meal.

Corrective Action Needed: Please provide a statement of how you plan to correct this error going forward to ensure that there are no grain shortages, weekly or daily.

****Note that on future Administrative Reviews (AR), repeat violations of minimum quantity shortages may result in fiscal action.**

- ❑ **Finding #3: Breakfast Production Records Lacking Information** Based on DPI SNT's Production Record "[Must Haves](#)" List on the Production Record webpage, Campbellsport High School's breakfast production records are missing information (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/productionrecords>). The following items are missing or are not completely filled out on breakfast production records:
- Menu Item with recipe name/reference number or product name/description
 - Planned portion sizes for *each grade group and adults*
 - Total number of purchase units prepared
 - Total number of portions prepared and number of portions left over
 - Milk: actual usage
 - Planned portion size and actual usage for condiments
 - Substitutions made to original plans
 - Substitutions made for students with special dietary needs

While there is no required production record template, there are some examples that may be used on our [Production Records webpage](#) (<http://dpi.wi.gov/school-nutrition/national-school-lunchprogram/menu-planning/production-records>). For more information and a complete explanation of production record categories, please see Instruction for [Completing Production Records](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-instructions.pdf>). **Corrective Action Needed: Please submit 2 days of completed production records for breakfast** with the necessary information added and filled in on the template of your choosing.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

Annual Financial Report (AFR)

- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance. The [16-17 Annual Financial Report instructions](#) are located on the DPI website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).
- The school food service fund may not have an ending fund balance in excess of 3 month operating expenses. While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three month average of operating expenses to remain in compliance with a non-profit status.

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>). 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>

- Best Practices
- Local meal charge policy checklist
- Sample outstanding balance letter
- Sample robo-call script

Refunds

Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left “unclaimed”, they cannot be used to offset another student’s negative account, unless *paid* households have *chosen to donate* those funds to the school food service account. The SFA must attempt to refund households and any funds left in any student meal account which cannot be contacted must be turned over to the [Wisconsin Department of Revenue](https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf) (DOR) as unclaimed property (<https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf>). The DOR has rules concerning unclaimed property that must be followed .

Bad Debt

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>). You may also want to reference our [DPI Financial Q/A](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf>) for more information on Unpaid Meal Charges and School Nutrition finances.

Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding:** The 1617 SY AFR was completed incorrectly. The agency failed to separate nonprogram expenses by category from program expenses. A la carte revenue was also incorrectly coded in WUFAR, resulting in this revenue being reported as pupil program revenue. Moving forward use source code 259.

Corrective Action Needed: Manually update the 1617 SY AFR to separate nonprogram expenses by category. Move any a la carte revenue incorrectly reported as NSL pupil revenue to nonprogram foods revenue. Submit a copy of the manual updates to the consultant. Copy the DPI accountant jacqueline.jordee@dpi.wi.gov .

Paid Lunch Equity (PLE)

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

Revenue from Nonprogram Foods

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

- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines.
- All costs associated with nonprogram foods, including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.

- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- 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>)
- [Nonprogram Foods In a “Nutshell”](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>)

Findings and Corrective Action Needed: Revenue from Nonprogram Foods

- Finding #1:** The Nonprogram Foods Revenue Tool has not been completed for the current school year.

Corrective Action Needed: Watch the [Nonprogram Foods Revenue Tool webinar](#) and provide a copy of the completed quiz questions and a completed tool for SFA-wide data using a 5-day reference period (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html).

- Finding #2:** Labor was not covered in the total cost of catering services. All costs must be covered, including food, labor, and supplies when providing catering services to internal or external organizations.

Corrective Action Needed: Submit a statement explaining how the agency will account for labor when billing caterings.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

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

Nondiscrimination Statement

When including the [non-discrimination statement](#) on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was updated in 2015 (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>).

However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” Either of these statements must be in the same size font as the other text in the document.

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 practitioner. 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 in order to claim for reimbursement.*
 - Po8500, which is the district's Food Service policy, states that a licensed *physician* may certify a medical statement for students with a documented disability. This language is restrictive. A "Practitioner" is defined by Wisconsin State Statute 118.29(1) (e) as *any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state*. Review your policy to ensure it aligns with federal and state guidance.

If the documentation to support a dietary accommodation has not been signed by one of these practitioners, the school is not required to accommodate the request (unless information about the dietary need is already included within the IEP or 504 plan).

- 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.
- Reviewer noted staff cleaning the allergen free table at the High School with the same cloth that is used for other tables. This increases risk of cross contact. Review your standard operating procedure on cleaning food contact services for food allergens. A separate cloth and bucket of first detergent and then sanitizer should be used to decrease risk of allergen cross contact. DPI has a [Food Allergen SOP template](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop_allg.doc) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop_allg.doc) that can be modified to fulfill your needs.

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>).

Overt Identification

- The meal counting system must prevent overt identification of students receiving free and reduced price benefits. Reviewer noted discrete symbols to distinguish F/R status on the computer screen. However, the symbols can only be seen by cashiers who have been trained on USDA Civil Rights and the purpose is to ensure a free student is not denied a reimbursable meal.
- Due to extremely low participation at breakfast, free students appear to be the main participants on a daily basis. This borders on overt ID. Reviewers discussed strategies to increase breakfast participation, including expanding reimbursable meal offerings and considering Universal Free breakfast. Universal free breakfast would remove stigma/status and is an allowable way to spend the district's excess cash balance.

Processes for complaints

- Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program.
- All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 5 days. You will want to make sure that this is included in the district procedures to ensure compliance.
- All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf) for assistance in filing these complaints (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).

Findings and Corrective Action Needed: Civil Rights

- Finding#1:** The school breakfast calendar menu contains the wrong shortened nondiscrimination statement.

Corrective Action Required: Update the menu to, "This institution is an equal opportunity provider". Provide a copy of the update to the consultant.

- Finding#2:** The determining official and the authorized representative did not complete USDA Civil Rights training. This is an annual requirement for all frontline staff.

Corrective Action Required: Review the [USDA Civil Rights PowerPoint](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx>). Submit the date of completion via email to the consultant.

- Finding#3:** District policy number *po8500 - Food Service* is not being executed as it pertains to Special Dietary needs. The nurse is providing food service with paperwork for every food allergen/intolerance/meal modification identified by the household upon enrollment. However, neither the nurse nor food service are following up to decipher the household's intention for participation in the school meal programs. Meal accommodation requests should be reviewed to establish that it is either: 1) a required disabling meal accommodation or 2) a local discretion or non-disabling request. Per fs staff, there are no meals served at this time in which the department is actively reviewing labels, modifying menus, and is in communication with the household. This may put students at risk if parents are assuming food service is making a meal accommodation based on enrollment paperwork alone. Communication should improve between nursing, food service, and the households to close this gap. If the district plans to honor *all* non-disabling requests in addition to disabling requests, it may be difficult for food service to manage given the scale of paperwork sent from the school nurse.

Corrective Action Required: Submit a statement explaining how the district will review current and future allergen/intolerance paperwork to determine if it is a school meal accommodation request that the SFA will honor. Indicate if the policy will need to be revised to reflect actual internal procedures.

On-site Monitoring

Technical Assistance (TA)

The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our [Administrative Review](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review) webpage under the SFA onsite monitoring section (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review>).

Local Wellness Policy

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

The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017.

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

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. LEAs 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.
- Plan for measuring policy implementation.
- Designation of one or more officials as being 'in charge' of the policy.
- An assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and progress made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.

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 SFA's LWP meets some but not all requirements as stipulated above.

Corrective Action Required: Please provide a timeline for updating your policy to become compliant with the final rule. The policy is currently missing:

- language permitting public involvement
- mention of how foods sold to students outside of the school meal programs during the school day will be handled (Smart Snacks)
- language on completion of a triennial assessment
- language explaining how you are going to update and inform the public about the policy

Smart Snacks in Schools

Technical Assistance (TA)/Compliance Reminders

Final Rule:

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

Fundraisers:

If Campbellsport High School continues to have fundraisers, please note the following DPI regulations:

- Each student organization may have 2 fundraisers per school year where they sell *items non-compliant with Smart Snacks*, also known as fundraiser exemptions.
- These exemptions *may not exceed two consecutive weeks*, each.
- An exempt fundraiser may sell foods/beverages that are not Smart Snacks compliant, but these *sales may not occur in the meal service area* during meal times.
- Documentation is required for school fundraisers. Keeping records of school fundraisers, both compliant and noncompliant, using DPI-provided tracking tools, is a great way to make sure schools are meeting Smart Snacks regulations. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the Smart Snacks webpage, under the resources heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).
- Per SFA request, below are several resources for non-food-based fundraisers geared towards students:
 - DPI's [Healthy Fundraisers Flyer](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/healthy-fundraising-ideas-flyer.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/healthy-fundraising-ideas-flyer.pdf>)
 - Iowa State's [Non-food Alternatives](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/126/Fundraising%20and%20Student%20Reward%20Ideas.pdf) (<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/126/Fundraising%20and%20Student%20Reward%20Ideas.pdf>)
 - Action for Healthy Kids' [Healthy Fundraisers Tip Sheet](http://www.actionforhealthykids.org/storage/documents/parent-toolkit/fundraisers-family-health-f1.pdf) (<http://www.actionforhealthykids.org/storage/documents/parent-toolkit/fundraisers-family-health-f1.pdf>)
- Campbellsport High School currently has a tracking system in place, however fundraisers were exceeding maximum allowable duration. TA provided on-site to Principal, who oversees the administration of fundraisers, on fundraiser duration and tracking. No further action needed.

Vending and School Store/Cafe

All foods (vending machines, school stores, fundraisers, etc.) sold **anywhere** on school campus, between midnight and 30 minutes after the end of the instructional school day, must be in compliance with the “Smart Snacks” regulations. This includes the Cougar Cafe.

- Recommended best practices suggest that a vending company routinely provide the SFA with an up-to-date list of products and nutrition information for compliance review.
- If the SFA chooses to sell non-compliant items in vending machines, the machines must be turned off between midnight and 30 minutes after the end of the instructional school day
- If multiple grades have access to vending machines with beverages, products must meet Smart Snacks standards for the youngest age/grade group. For example, if a vending machine with beverages is available to 6-12th graders, beverages must meet Smart Snacks standards for the 6-8 age/grade group; therefore, items like caffeinated, low-calorie (≤ 5 kcal/fluid oz.) flat or carbonated, or no-calorie beverages (< 5 kcal/8 fluid oz; ≤ 10 kcal/20 fluid oz.) flat or carbonated beverages are unallowable.
- If the SFA continues to sell vended drinks, please keep in mind that zero-calorie beverages are limited in size to 20-oz and low-calorie beverages are limited in size to 12-oz.
- Coffee and espresso drinks are all allowable beverages at the high school level only. Ensure products are offered in acceptable portion sizes to be compliant with the Smart Snacks standards. Accompaniments such as cream and sugar need to be included in the nutritional analysis of the coffee drinks; assess this by either determining the average amount of cream and sugar each student uses, or by planning for a specific amount of individual packets of cream and sugar to go with each beverage. The calories of the coffee, cream, and sugar need to be added together when determining if a beverage meets the guidelines below:
 - Calorie-free beverages (for black coffee only) maximum serving size: 20 fl. oz. and must be < 5 calories per 8 fl. oz. or ≤ 10 calories per 20 fl. oz.
 - Low-calorie beverages (for coffee with cream and/or sugar) maximum serving size: 12 fl oz. and must be ≤ 40 calories per 8 fl. oz. or ≤ 60 calories per 12 fl. oz.
- To help determine if snack and coffee drinks are compliant, utilize the Alliance for a Healthier Generation’s [Smart Snacks Product Calculator](https://foodplanner.healthiergeneration.org/calculator/) (https://foodplanner.healthiergeneration.org/calculator/). If they are, you will be able to print a reference sheet showing compliance directly from the website as record keeping documentation
- Please see the [Smart Snacks Nutshell](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf) for the guidelines for bringing Cafe and vending items into compliance.

A la carte

All foods sold a la carte must meet Smart Snack standards. However, in the interest of reducing both food waste and food cost, the USDA allows the following exception:

- Entrees are exempt from Smart Snacks regulations if they are served same-day or the subsequent day they were served.

On-site observation revealed a very robust a la carte program. Most of the a la carte items served were noted to have appropriate CN/PFS documentation that would allow them to credit towards the NSLP. However, as things stand, most a la carte entrees did not meet Smart Snacks requirements due to calorie or sodium limitations. Given the quantity of food produced and the student participation, it may be feasible to add a second entree to the NSLP reimbursable meal service while keeping the remainder of the meal components the same. A few options to consider:

- Serve two entrees, one per each serving line, while keeping the remainder of the reimbursable meal components the same. If utilizing this option, be sure to clearly indicate to the students which line is serving each entree to avoid confusion.
- Maintain the current two-line serving set-up, adding the planned (and NSLP creditable) a la carte item to each service line as a secondary entree option to the primary entree. This would allow for the continued sale of planned items at the a la carte station as well because they would then fall under the same-day or subsequent-day exemption.

Adjust a la carte offerings to include all components necessary to build a reimbursable meal. Offering milk, fruit, and a vegetable at the a la carte station could provide an additional opportunity to capitalize on reimbursable meal sales at the a la carte station. Please note that this option would require that the staff member running the a la carte station is trained and proficient with OVS.

Findings and Corrective Action Needed: Smart Snacks in Schools

- ❑ **Finding #1: Non-compliant vended beverages.** Low-calorie beverages must be ≤12 fl oz and have a calorie limit of 5 calories per oz. Four beverages were determined to be non-compliant with Smart Snacks Standards, exceeding size and calorie limits:
 - Pure Leaf Raspberry Tea
 - Lipton Citrus Green Tea
 - Lipton Peach Iced Tea
 - All Gatorade Thirst Quenchers

Corrective Action Needed: Submit a written plan of action explaining what will be done to bring all vended offerings into compliance.

- ❑ **Smart Snacks Finding #2: Non-compliant competitive food sales.** All food items sold on school grounds during the school day must be Smart Snacks compliant, including those sold at school stores and cafes. At the time of review, most Cougar Cafe items were determined to be non-compliant with Smart Snacks Standards:
 - Bacon, Egg, Cheese Sandwich - exceeds % calories from fat, % calories from saturated fat, and sodium limits; not whole grain-rich.
 - Ham, Egg, Cheese Sandwich - exceeds % calories from fat, % calories from saturated fat, and sodium limits; not whole grain-rich.
 - Apple cinnamon muffin: not whole grain-rich; exceeds calorie, fat, and sodium limitations.
 - Blueberry muffin: not whole grain-rich; exceeds calorie, fat, and sodium limitations.
 - Banana nut muffin: not whole grain-rich; exceeds calorie, fat, and sodium limitations.
 - Chai latte: may exceed low-calorie beverage limit, depending on serving size - recipe not available.

- Hot Chocolate - exceeds caloric limit.
- French Vanilla Cappuccino - exceeds caloric limit.
- Iced Coffee - exceeds caloric limit.
- Yogurt parfait: may exceed calorie limit, depending on quantity of fruit and other ingredients - recipe not available.

Corrective Action Needed: Indicate in a written response intentions regarding evaluating all foods and beverages for sale a la carte, keeping necessary documentation, using inventories of non-compliant products, purchasing compliant replacement products, and training.

- ❑ **Smart Snacks Finding #3: Non-compliant a la carte food sales.** All a la carte food items sold must be Smart Snacks compliant. For the week of review, most hot a la carte items were determined to be non-compliant with Smart Snacks Standards, exceeding calorie and sodium limits, including: Burrito, Quesadilla, Meatball Sub, Sloppy Jo, Grilled Cheese, Tomato Soup. Please review the Smart Snacks Technical Assistance portion of this report for suggestions to bring a la carte items into compliance.

Corrective Action Needed: Submit a written plan of action explaining what will be done to bring all a la carte food sales into compliance.

Professional Standards

Compliance Reminders

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.

Training Requirements

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

Findings and Corrective Action: Professional Standards

- ❑ **Finding:** The Authorized Representative has not completed training hours for the current school year and was unable to provide a training plan while on-site. Training should focus on the annual USDA Civil Rights review and CNP financials.

Corrective Action Needed: Provide a training plan for meeting the required training hours, which are <4 hours/year.

Food Safety, Storage and Buy American

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

Food Safety Inspections

Food safety inspection reports must be posted in public view. Posting the food safety inspection report in the same location as the “And Justice For All” poster can be a convenient way to have both items publicly visible.

Food Safety Plans

All schools must have a comprehensive, site-specific food safety plan on-site which includes all process 1, 2, and 3 items, *all* applicable standard operating procedures (SOP), all equipment, and a listing of food service staff at that site. *The food safety plan must be reviewed annually.*

Findings and Corrective Action: Food Safety

Finding #1: No SOP for use of Milk barrels.

Corrective Action Needed: Review the [Milk Barrel SOP-Monitoring of Temperature Option](#). Modify the SOP to the needs of your operation. Submit the SOP that you will use as an attachment to the Nutrition Program Consultant via email.

Finding #2: No annual food safety plan review documented.

Corrective Action Needed: Review entire food safety plan and update as needed. Document date and name of reviewer on the Food Safety Plan Review page. Submit completed Food Safety Plan Review page as an attachment to assigned DPI Nutrition Program Consultant via email.

Finding #3: Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action Needed: Post most recent food safety inspection report in location visible to public. **Completed on-site. No further action required.**

Finding #4: Milk crates are stored on the ground of the walk-in cooler. Per SOP #10 Storing Food, all food items will be kept at least 6” above the floor to facilitate air circulation and proper cleaning.

Corrective Action Needed: Submit a statement explaining how milk will be stored to align with your SOP.

Buy American

Technical Assistance and Compliance Reminders:

- The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers and provides healthy choices for children in the school meal programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.
- The SFA must record and track the purchase of non-compliant items. There are 4 pieces of information that must be recorded on the SFA’s Non-Compliant Product List:
 - Date
 - Name of Product
 - Country of Origin

- Reason (for non-domestic) purchase:
 - Cost analysis
 - Seasonality - record the months that the domestic product is not available
 - Availability
 - Substitution - record the reason the distributor substituted the product
 - Distribution - record the reason the distributor carries the non-domestic product
 - Other - please explain
- You may record additional information if you find it beneficial. A suggested template is found on the [Buy American](#) webpage under Buy American Noncompliant Product list (word doc) (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Findings and Corrective Action Needed: Buy American

- ❑ **Finding #1: Buy American Tracking** The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American – Noncompliant List or SFA equivalent form or did not have proper labeling to identify the country of origin:
 - Garlic Powder (China)
 - Instant Potatoes (no country of origin)
 - Teriyaki Sauce (no country of origin)

In USDA Memo SP 38 -2017, any product that does not identify the country of origin now requires certification from the manufacturer or distributor.

Corrective Action Needed: Campbellsport High School currently has a Buy American - Noncompliant list, however it is incomplete, lacking date and country of origin. Please refer to the TA section of this report for more information. Update and begin using a non-compliant Product List for tracking non-domestic products that includes all necessary information. *Please provide a copy of the updated form that will be used and include any non-compliant products.*

Summer Food Service Program (SFSP) Outreach

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

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

Breakfast Promotion

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

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

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

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

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

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

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

Summer Meals

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

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

Resources:

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

Findings and Corrective Action: SBP and SFSP Outreach

✓ **Finding #1:** Summer outreach is not being conducted. Reviewer discussed ways to assist with annual outreach while onsite.

Corrective Action Needed: By signing off on the exit conference page, the agency agrees to conduct annual summer food outreach moving forward. No further action needed.

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).



With School Nutrition Programs!