

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

School Food Authority: Fond du Lac SD

Agency Code: 207062

School(s) Reviewed: Riverside EI, Stem Academy, Stem Institute

Review Date(s): 11/13-15/17

Date of Exit Conference: 11/15/17

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 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, and 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 has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (<http://www.fns.usda.gov/healthierschoolday>).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Fond du Lac 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. 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.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

- Of the 525 student sample that was reviewed for eligibility determinations, 6 application errors were identified.

Household Size Box

- The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for the application to be considered complete.
- When an application only has one frequency of payment indicated for all of their reported incomes on the application, the income should not be converted to annual, but using the [Income Eligibility Guidelines](#) one would look at the amount of their income under the column indicating that frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually).

Findings and Corrective Action Needed: Certification and Benefit Issuance

- Finding #1:** From the student sample reviewed for benefit's issuance, 1 student is receiving free benefits which should be full pay, and 2 students are receiving free benefits which should be reduced.
Corrective Action Needed: Please notify these households of the reduction in benefits (to take effect 10 days from the date they are notified in writing). Record date that corrective action is taken on the **SFA-1** form and send completed copy as corrective action. Fiscal action will be figured for these errors for the review period (October) and month of on-site review (November).
- Finding #2:** The household size box on 4 applications did not match the number of household names reported on the application.
Corrective Action Needed: Please provide a statement of understanding that going forward, all applications will be checked to make sure names on application match household size box.
- Finding #3:** The online applications had income annualized.
Corrective Action Needed: Please provide a statement of understanding that going forward, all applications will not be converted to yearly unless more than one frequency of income is reported.

Verification

Commendations/Comments/Technical Assistance/Compliance Reminders

- The LEA has a regulatory obligation to verify "for cause" all approved applications that may be questionable. For more information, refer to the current Eligibility Manual.

Findings and Corrective Action Needed: Verification

- Finding #1:** On the verification collection report (VCR), question **3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP)**, means the number of students approved free through direct certification on Foodshare.
Corrective Action Needed: Please enter the number of students certified through DC Foodshare into 3-2 and re-submit the VCR, and please notify me when this is complete.

Meal Counting and Claiming

Commendations/Comments/Technical Assistance/Compliance Reminders

- Meals may only be charged to a student at the time of receipt of a reimbursable meal to assure proper benefits issuance.
- DPI has created [Field Trip meal resources](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning) to help schools offer student meals <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning>.
- Monthly claim consolidation Edit Check review may not be delegated to the Food Service Management Company.

Findings and Corrective Action Needed: Meal Counting and Claiming

- ❑ **Finding #1:** At Riverside Elementary PIN cards are collected in the classroom and the bundle is given to the cashier in the cafeteria to enter into the POS. This is an inaccurate point of service as the meal cannot be charged to the student until it is received. Fiscal action will be assessed from the beginning of the 17-18 school year.
Corrective Action Needed: Please correct this point of service issue, and submit 30 days of correct data for Riverside Elementary school to complete the recalculation.
- ❑ **Finding #2:** During breakfast in the classroom at STEM Institute, students rushed through the door and took items before anyone was available to do the check-off sheets and determine if a reimbursable meal was taken. A student then checked off student names which is not allowed as the person who determines if a reimbursable meal is taken must be an adult trained in meal pattern. This is an inaccurate point of service as students must take the required number of items to make up a reimbursable meal. Fiscal action will be assessed from the beginning of the 17-18 school year.
Corrective Action Needed: Please correct this point of service issue, and submit 30 days of correct data for STEM Institute to complete the recalculation.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations/Comments/Technical Assistance/Compliance Reminders

Sincere thanks to the Food Service Director, Assistant Director, and school nutrition professionals of Riverside Elementary School, STEM Academy, and STEM Institute. We appreciate your time and efforts spent preparing for and participating in the onsite review. All school nutrition staff were welcoming and professional. They had pleasant interactions with students during observed meal services. Kitchens and service areas were very clean as well. The Food Service Director and Assistant Director were available to answer questions and receptive to feedback, both positive and constructive criticism. The Food Service Director acknowledged multiple areas of opportunity within the child nutrition programs throughout the Fond du Lac School District, for which technical assistance was given.

USDA Meal Patterns

- The STEM Institute, serving students in grades 6 through 10, utilizes breakfast and lunch meal patterns for grades 6-8. Per the Food Service Director, the STEM Institute added ninth grade in SY 16-17 and tenth grade in SY 17-18. The meal patterns were not updated to reflect expansion of the school; therefore, the breakfast and lunch meal patterns for grades 6-8 are inappropriately served to students in grades 9-12. At lunch for grades 6-8, weekly maximums for meat/meat alternate (m/ma) and grains are exceeded by as much as five ounce equivalents. As expansion of the school continues through twelfth grade, separating these students is critical to ensuring minimum daily and weekly

requirements are met within the dietary specifications appropriate to each age/grade group at the STEM Institute. The lunch meal patterns for 6-8 and 9-12 grades may be used, or the lunch meal patterns for K-8 and 9-12 grades may be used. The breakfast meal pattern for K-12 grades may be served to students of the STEM Academy and the STEM Institute.

- Meal service is not structured to comply with the required age/grade group meal pattern requirements. This must be addressed by school or district administration as well as by food service.

Non-reimbursable Meals

- One student at Riverside Elementary selected a non-reimbursable meal. His tray consisted of five chicken nuggets, crediting as 2.0 ounce equivalents of m/ma and 1.0 ounce equivalent of grain, and two florets of broccoli. As his meal did not include the required 1/2 cup fruit, vegetable, or combination, his meal was non-reimbursable, and fiscal action will be assessed.

Child and Adult Care Food Program

- The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten. The meal pattern requirements were updated to better align with the Dietary Guidelines for Americans, as required by the Healthy, Hunger-Free Kids Act of 2010. The changes were also based on scientific recommendations from the National Academy of Medicine and stakeholder input. Meals served under the updated CACFP meal pattern include a greater variety of vegetables and fruits, more whole grains, and less added sugar. More information regarding the updated CACFP meal pattern is available on the [Infants and Preschool in NSLP and SBP](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).
- You may choose to use a separate production record for children following the updated CACFP meal pattern, modify your current production record, or use a production record designed for multiple grade groups.
- Multiple food items on the breakfast in the classroom menu, which is served to 4 year-old kindergarten students at Riverside Elementary, are considered grain-based desserts.

Signage

- Update signage daily to include all menu items. Indicate clearly to students how many items at breakfast or components at lunch must be taken to constitute a reimbursable meal. Ensure signage includes a statement indicating a student must take at least 1/2 cup fruit, vegetable, or combination as part of his or her reimbursable meal. Signage is especially helpful when students are self-serving foods, such as broccoli florets and orange wedges on the garden bar. To better serve students who are still learning to read, consider adding pictures to the garden bar or preparing a model tray with the amounts of vegetables that the menu planner expects the students to take.
- If you are interested in ordering fillable signage from SNT, please visit the [Team Nutrition](https://dpi.wi.gov/team-nutrition) webpage (dpi.wi.gov/team-nutrition) and complete the Resource Order Form.

Watermarked Child Nutrition (CN) Labels

- A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document. Manufacturers may provide schools with a CN label with a watermark during the bidding process or on their websites. Original CN labels on product cartons will not have a watermark. Product information on the CN label with a watermark can be changed. CN labels must be verified and collected from boxes as products are delivered. Once labels have been collected, check when new shipments arrive to determine if crediting towards the meal pattern has changed.

Breakfast in the Classroom

- During breakfast in the classroom observation at STEM Academy, both juice and string cheese ran out during meal service. Students were sent by the teacher to nearby classrooms to collect those items. This is not a best practice. Instead, classrooms must communicate with food service to improve

forecasting and prevent food items and components from running out throughout the school year. When items run out, the remaining items and components may be insufficient to constitute reimbursable meals. Per the Food Service Director, if other classrooms do not have the needed food items, then students return to the kitchen for more. Again, these instances must be used to inform menu planning.

Production Records

- Production records must be accurate. At Riverside Elementary School, the menu and the production records indicated 138 count apples were served. According to the USDA Food Buying Guide, one 138 count apple credits as one cup of fruit. Apples observed during meal service were 163 count apples, crediting as 3/4 cup of fruit. At the STEM Academy and STEM Institute, the All American entrée salad was offered during the review period and on the day of review. The roll accompanying the salad was listed on the production records as a 2.5 ounce weight, crediting as 2 ounce equivalents of grain. Rolls observed onsite were noticeably small, suggesting a product substitution occurred. Crediting documentation provided by the Food Service Director confirmed that the roll served was 1.25 ounces by weight, crediting as 1 ounce equivalent of grain. These two examples illustrate the importance of checking production records against products received and served. Either of these substitutions could have resulted in non-reimbursable meals being offered and served to STEM Institute students.

Findings and Corrective Action Needed: Meal Pattern

- ❑ **Finding #1:** The breakfast and lunch meal patterns for grades 6-8 are inappropriately served to students in grades 9-12.

Corrective Action Needed: Submit one week of production records demonstrating separation of STEM Institute students to reflect USDA breakfast and lunch meal patterns for grades 6-8 and 9-12 or USDA breakfast and lunch meal patterns for grades K-8 and 9-12. Alternatively, the breakfast meal pattern for grades K-12 may be served to students of the STEM Academy and the STEM Institute. Please support these production records with two to three sentences describing how change will be sustained as expansion of the school continues.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations/Comments/Technical Assistance/Compliance Reminders

Annual Financial Report (AFR):

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be allocated to the program to which they belong, and this will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. The new [16-17 Annual Financial Report instructions](#) are located on the DPI website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).
- Because of the Nonprogram Revenue Rule, expenses must be broken out by actual Labor, Food, Purchased Services, Equipment, or Other, and not all dumped into Purchased Services.

Allowable Costs

- Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. [SP23-2017 Unpaid Meal Charges guidance Q & A](#) may be found our Financial Management webpage ([5](https://dpi.wi.gov/school-nutrition/national-</div><div data-bbox=)

school-lunch-program/financial).

Unpaid Meal Charge Policy

- 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”](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>). For a more comprehensive overview, see SP 23-2017: [Unpaid Meal Charges Guidance](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf): <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>
 - Best Practices
 - Local meal charge policy checklist
 - Sample outstanding balance letter
 - Sample robo-call script

Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding #1:** On the Annual Financial Report, the revenues and expenses were not broken out by category and were all dumped into Purchased Services.
Corrective Action Needed: This was corrected before review. Please provide a statement that going forward all expenses will be reported in their correct category.
- ❑ **Finding #2:** The district has no written unpaid meal charge policy which was required to be in place and distributed to families by July 1, 2017.
Corrective Action Needed: Develop a written unpaid meal charge policy and distribute to households by the corrective action due date.

Revenue from Nonprogram Foods

Commendation/Comments/Technical Assistance/Compliance Reminders

- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from nonprogram foods at 7 CFR 201.14(f).
- 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>).

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/Comments/Technical Assistance/Compliance Reminders

Overt Identification

- The meal counting system must prevent overt identification of students receiving free and reduced price benefits. This includes meal prices for student meals visible on the computer screen that can be seen by students, which constitutes overt identification.

Processes for complaints

- Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program.
- All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 3 days. You will want to make sure that this is included in the district procedures to ensure compliance.
- All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the [USDA Program Discrimination Complain 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:** Riverside had individual meal prices showing up on screen which constitutes overt identification.

Corrective Action Needed: Corrected on site no further action required.

Local Wellness Policy

Commendations/Comments/Technical Assistance/Compliance Reminders

- The local wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-2017 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.
- **Content of the Wellness Policy**
- The final *Local School Wellness Policy Implementation under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to retain basic records demonstrating compliance with the local school wellness (LWP) requirements. If no LWP has been developed, the SFA must establish a written policy. For assistance in the creation of a LWP, SFAs are encouraged to utilize the *Wisconsin Wellness: Putting Policy into Practice - School Wellness Policy Toolkit*. This can be accessed electronically at <http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>. At a minimum the wellness policy must include:

- Nutrition education (Recommended goals related to nutrition education include integrating into other core subjects or offering as a stand-alone course for all grade levels.)
- Nutrition promotion (At a minimum SFAs must review smarter lunchroom tools and strategies. Additional promotional activities include contests, surveys, food demonstrations, taste testing, and farm to school programming.)
- Physical activity (Recommended that SFAs offer time for students to meet the 60 minute goal, this could include recess, classroom physical activity breaks, and opportunities for physical activity before and after school.)
- Guidelines for all foods and beverages sold on the school campus during the school day (The LWP must contain guidelines for Federal school meal requirements and competitive food standards [Smart Snacks]).
- Guidelines for all foods and beverages provided on the school campus during the school day (SFAs must develop standards for foods provided to students, this includes classroom parties, schools celebrations, food offered as rewards/incentives.)
- Guidelines for food and beverage marketing (At a minimum, SFAs must restrict marketing to food and beverages that meet competitive food standards on the school campus during the school day.)
- Public involvement and committee leadership (SFAs must invite and allow for a diverse group of stakeholders to participate in the development, implantation, review, and updating of the LWP. SFAs must also identify the official responsible for oversight of the LWP to ensure school compliance.)
- Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP. SFAs must complete a triennial assessment to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).
- 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). 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>).
- **SFA is required to review and update Local Wellness Policy (1002)**
Technical Assistance: The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to review and update the local school wellness policy on a periodic basis. The frequency of updates is based on the content and structure of the plan. It is recommended that this review occur annually. Your SFA has not reviewed nor updated your policy within the past 2 years. Additionally, your SFA does not have documentation indicating when and how the plan is/will be reviewed and updated.
- **SFA is required to complete an assessment of the Local Wellness Policy (1005)**
Technical Assistance: The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to assess the local school wellness policy (LWP) every three years, at a minimum. The first assessment should be completed within three years of your SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. The triennial assessment must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results of the triennial assessment and when it took place. To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at [School Nutrition Team's Wellness Policy webpage](https://dpi.wi.gov/school-nutrition/wellness-policy) (<https://dpi.wi.gov/school-nutrition/wellness-policy>). A sample model wellness policy is available at the [USDA Wellness Policy webpage](http://www.fns.usda.gov/tn/implementation-tools-and-resources) (<http://www.fns.usda.gov/tn/implementation-tools-and-resources>). Public School Districts that

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

- **SFA required to inform the public of the results of the most recent assessment (1006) Technical Assistance for 1006, if do have a policy:** The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to inform and update the public about the assessment of the implementation of LWP. The notification should include the extent to which SFAs are in compliance with their LWP; the progress made toward attaining the goals of the LWP; and the extent to which the SFA's LWP compares to a model policy. SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public about the assessment. This may include mailing flyers, newsletters, emails, website postings, and newspaper articles. It is recommended SFAs include a plan to improve upon the results of the assessment.

Findings and Corrective Action Needed: Wellness Policy

- **Finding #1: Your SFAs Local Wellness Policy does not contain language for all the minimum required elements stipulated above (1000)**

Corrective Action Required: Language must be added to the LWP regarding the following content areas: 1) Plan for measuring the LWP implementation and 2) the designation of one or more officials in charge of the LWP. Please provide a timeline for updating your policy to become compliant with the final rule. Please submit the information regarding the above requirements. The [Local Wellness Policy Checklist](#) can assist with sample language.

Smart Snacks in Schools

Commendations/Comments/Technical Assistance/Compliance Reminders

- The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year. A fundraiser cannot exceed two weeks in time. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but may not compete directly with the sale of reimbursable meals. All food fundraisers must be tracked SFA-wide to assure compliance with the regulation. Copies of the tools are available on our [Smart Snacks](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).
- Second meals are no longer permissible to be sold because a whole meal would not meet the Smart Snacks requirement. Meal items can be sold separately as non-program foods, if they comply with the Smart Snacks requirements.

Professional Standards

Commendations/Comments/Technical Assistance/Compliance Reminders

- Excellent job tracking your Professional Standards training hours!

Findings and Corrective Action Needed: Professional Standards

- **Finding #1:** Determining Official has not had any continuing education training of the 4 hours required for her position.

Corrective Action Required: Please provide a timeline of when this training will be complete.

Food Safety, Storage and Buy American

Commendations/Comments/Technical Assistance/Compliance Reminders

[A Flash of Food Safety](#) is a video series designed to help school nutrition professionals understand and apply safe food practices (www.fns.usda.gov/ofs/food-safety-flashes). While you're at it, visit the [Office of Food Safety](#) website (www.fns.usda.gov/ofs/food-safety) and explore all of the great food safety resources available to USDA's nutrition assistance program operators. Let's grow food safety!

Temperatures

- It was noted at Riverside that milk cooler temperatures on temperature logs were missing for many days. All cooling equipment must have internal temperatures taken and recorded daily on temperature logs. Posting them directly on the equipment makes recording convenient and a regular part of daily routines.
- At Riverside, several temperature logs were not labeled according to the corresponding cooler. It is a best practice to label temperature logs so that it is clear which piece of equipment the recorded temperatures correspond to.

Food Safety Plans

- The food safety plans for Riverside and STEM were not reviewed annually, contained multiple copies process 1, 2, and 3 menu items with different information on each, and contained extra or repetitive pages. 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 (SOPs), all equipment, and food service staff. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the [SNT Food Safety](#) webpage. (<https://dpi.wi.gov/school-nutrition/food-safety>). See findings and corrective action below.
- The food safety plan at Riverside has SOPs that describe use of proper hair restraints and glove usage. On the day of review, some employees were observed not wearing proper hair restraints as defined in the SOP. On the day of the review, some employees were observed touching non-food items while wearing disposable gloves then proceeding to touch food items without changing gloves. Disposable gloves should be changed after touching non-food items and before touching food items. The procedures detailed in the SOPs included in the site-specific food safety plan should be followed by all food service staff, student workers, volunteers, and any other people involved in the implementation of Child Nutrition Programs at all times.
- The food safety plans for Riverside and STEM did not include SOPs for Breakfast in the Classroom. The site-specific food safety plan should include SOPs for all programs and procedures utilized at the site. SFAs are required to update food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles to cover any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other FNS programs. This means the food safety program should contain standard operating procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. See findings and corrective action below.

Food Employee Reporting Agreements

- Signed agreements were available for all staff members in the district. Employees must sign a new Food Employee Reporting Agreement form if changes are made to the document. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document.

Time as Public Health Control

- At Riverside, it was indicated that time is used as a public health control on the garden bar because ice packs are used instead of mechanical refrigeration.
- When using “Time as a Public Health Control:”
 - The internal temperature must be at or below 41 degrees Fahrenheit (°F) at the beginning of this holding period for cold time/temperature control for safety (TCS) food.
 - Cold TCS food can be held up to 6 hours at an internal temperature between 41°F and 70°F under monitored conditions. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold TCS food rises above 70°F, or the food is removed from service.
 - **There can be no leftovers and no reuse of the items covered under this plan.** Thus, if any TCS food is held without mechanical refrigeration during service, including TCS foods on garden bars, all leftover TCS food must be discarded.

Time/Temperature Control for Safety (TCS) Food

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

Findings and Corrective Action: Food Safety

- **Finding #1:** Standard operating procedures (SOPs) for Breakfast in the Classroom, Time as a Public Health Control, and Fresh Fruit and Vegetable Program are not included in the food safety plan at the Riverside where these programs are implemented.
Corrective Action Needed: Add and adapt site-specific Breakfast in the Classroom, Time as a Public Health Control, and Fresh Fruit and Vegetable Program SOPs to the food safety plans at Riverside. Submit updated SOPs as attachments to assigned DPI Nutrition Program Consultant via email.
- **Finding #2:** Standard operating procedures (SOPs) for Breakfast in the Classroom is not included in the food safety plan at STEM where the program is implemented.
Corrective Action Needed: Add and adapt site-specific Breakfast in the Classroom SOPs to the food safety plan at STEM. Submit updated SOP as attachments to assigned DPI Nutrition Program Consultant via email.
- **Finding #3:** No annual food safety plan review completed at STEM or Riverside.
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, which can be found in the DPI food

safety plan template. Submit completed Food Safety Plan Review page as an attachment to assigned DPI Nutrition Program Consultant via email.

Buy American

- The USDA requires that an SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers and provides healthy choices for children in the school meal programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.
- The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Furthermore, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.
- SFAs must monitor contractor performance as required in 2 CFR Part 200.318(b), formerly in 7 CFR Part 3016.36(b)(2), to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
 - The following products may be exceptions to Buy American provisions: pineapples, mandarin oranges, olives, tuna, bananas and coffee.
 - If no country of origin identified on label, than SFA must get certification from distributor or supplier stating: "We certify that (insert product name) was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.," This can accepted within an email.
 - What is acceptable to determine compliance on a label? Label should indicate if the product is grown, processed and packed in the continental U.S. and any U.S. Territories. If label indicates that product is distributed or packed in the U.S, but the country of origin is not listed, this product requires the distributor's certification as mentioned above.
 - Any substitution of a non-domestic product for a domestic product (which was originally a part of the RFP), must be approved, in writing, by the food service director, prior to the delivery of the product to the School.
 - Any non-domestic product delivered to the school, without the prior, written approval of the Food Service Director, will be rejected. Should non-domestic substitutes that were not pre-approved in writing by the food service director be delivered to and rejected by the school, selected distributor(s) shall be held accountable for all over-claims that result from failure to meet the school's required meal pattern.
 - Agricultural products which are processed and produced outside of the U.S. may be accepted with proof from manufacturer that poor market conditions exist (weather, and/or supply availability of market); this requirement applies to private labels as well as other labels.
 - The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American procedure. Sample written procurement contract management procedures and Buy American monitoring procedures can be found in the Contract Management chapter of the *Introduction to the Procurement Policy and Procedures Handbook* (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>).
 - 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.

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

Findings and Corrective Action Needed: Buy American

❑ **Finding #1:** 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:

- Mandarin oranges from China
- Pineapple from Thailand
- Trio gravy from Canada

Corrective Action: The identified noncompliant food item(s) qualify to be on the non-compliant product list, but the SFA does not have a noncompliant list/process in place for tracking.

Begin using a [Noncompliant Product List](https://dpi.wi.gov/school-nutrition/procurement/buy-american) for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. Provide the completed list as corrective action. A template form is located on the procurement webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

- **Label does not identify 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. See the TA notes above for sample certification language. This will be treated as TA for the 2017-18 school year, but work with your distributor/supplier to move toward compliance.

Reporting and Recordkeeping

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

Commendations/Comments/Technical Assistance/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.

Fresh Fruit and Vegetable Program

Commendations/Comments/Technical Assistance/Compliance Reminders

Fruits and Vegetables

- Three cases of red pepper strips were claimed for \$64.25 per case. The invoice reflected a cost per case of \$31.80. This difference resulted in an overclaim of \$97.35. The overclaim of \$97.35 will be reported as fiscal action and subject to the NSLP \$600 disregard as part of Fond du Lac School District’s Administrative Review.
- It was noticed that watermelon and green bean number of cases had been entered for less than the invoices reflected and spinach had not been entered at all. The justification given was that the allocation A award had been overspent and the full amounts could not be claimed. If this situation is encountered again in the future, make sure to enter the actual size/weight of the product and the number of products used. The system automatically calculates the price, but you are then able to delete that price and enter any number that is smaller than the calculated price. This will make it easier to validate expenses against invoices. If this situation is encountered again, do not hesitate to contact a FFVP coordinator for further assistance.

Non-Fruit/Vegetable Items

- The ranch claimed contained 5 grams of fat per serving. Per FFVP guidelines, dips must be low-fat or non-fat with 3 grams of fat or less per serving. This expense was disallowed on the September claim because this would normally be found outside of the Administrative Review claim validation. This finding is **not** subject to the NSLP \$600 disregard as part of Fond du Lac School District's Administrative Review.

Non-Food Items

- "Paper products" had been entered for less than the invoices reflected and the justification given was that the allocation A award had been overspent and the full amounts could not be claimed. Because the "paper products" had been calculated manually and not by the system, there was a rounding error. "Paper products" included two different invoice line items of cups and lids. 579 cups and 579 lids were each claimed from separate cases of 2500 at a total cost per unit of \$0.03 for a total of \$17.37. This resulted in an overclaim of \$2.42. The overclaim of \$2.42 will be reported as fiscal action and subject to the NSLP \$600 disregard as part of Fond du Lac School District's Administrative Review.
 - Cups: \$38.60 per case of 2500 cups. $\$38.60/2500 = \0.01544 per cup x 579 cups = \$8.93976. The system would round this to \$8.94.
 - Lids: \$29.94 per case of 2500 lids. $\$29.94/2500 = \0.010376 per lid x 579 lids = \$6.007704. The system would round this to \$6.01.
 - The total cost per "paper products" unit (1 cup + 1 lid) = \$0.025816, not \$0.03.
 - The total cost for "paper products" = \$14.95, not \$17.37.
- If this situation is encountered again in the future, make sure to enter each item as a separate expense. If you are only using a certain portion of a product, best practice is to enter the "number of units" as a percentage. For example, 579 lids were used out of 2500 lids in the case. Therefore, $579/2500 = 0.2316 \times 100\% = 23.16$ percent of the case was used and this is the number of units and \$25.94 per case of lids is the "cost per unit." This will make it easier to validate expenses against invoices. If this situation is encountered again, do not hesitate to contact a FFVP coordinator for further assistance.

Operating Labor

- There is currently no system in place to keep track of labor hours charged to the FFVP grant. Staff working on FFVP must be able to demonstrate that the amount of time charged to the grant is at least the amount of actual time worked on the grant. Suggested supporting documentation includes: a schedule that reflects actual work, employee time sheets, personnel activity reports, time sampling, or any type of time tracking system. Not acceptable supporting documentation includes: pro-ration based on student population or program budget size, budgeted or projected figures, or percentages written into a position description. The supporting documentation must be such that an individual reviewing it could be reasonably assured that the costs were accurate and properly allocated. A system for tracking and documenting operating labor expenses will need to be developed.

On-Site Observation

- While observing FFVP service at Riverside, the students and teacher participated in a collective activity/dance break prior to consuming their FFVP snack of fresh cauliflower. It is excellent to see that physical activity is incorporated into the school day and is associated with a healthy snack.
- While FFVP service time to the students is at each teachers' discretion, the majority of classrooms serve the fruit/vegetable mid-morning shortly after it is delivered around 9:30 am. It is within regulation to serve the fruit/vegetable anytime during the school day but cannot be offered during breakfast, lunch, or afterschool. FFVP is often successfully implemented in the afternoon several hours after lunch. Considering changing FFVP delivery and service to the afternoon may increase participation and provide a healthy snack when children may be getting hungry later in the school day.

- The FFVP program at Riverside is promoted weekly through the “Tuesday Tidbits” announcement which describes Tuesday’s FFVP offering and FFVP menus are available online. There was minimal FFVP promotion observed during the service and consumption of the snack in the classroom. Increasing marketing, promotion, and education regarding the FFVP could help increase participation and achieve the goals of the program. Teacher modeling during service by consuming and encouraging consumption of the fruit/vegetable can increase student participation as well.
- Riverside does not have an SOP for the FFVP as part of the site-specific food safety plan. This SOP should be added to the plan and is noted as a finding with corrective action in the food safety section of this report.
- During FFVP observation at Riverside, it was mentioned that at least one classroom at Riverside consistently serves the fruit/vegetable in the afternoon. The snack is delivered to all classrooms from the kitchen in the morning, which means that the fruits/vegetables served in the afternoon may have been outside of temperature control for an extended period of time. To ensure that the snacks are handled in a manner to minimize risk of foodborne illness, the snack should be delivered to the classroom as close to actual consumption time as possible. The details of these procedures must be outlined in a site-specific SOP for FFVP.
- Leftovers from the FFVP are appropriately handled. The leftovers are returned to the kitchen and are discarded.

Findings and Corrective Action Needed: FFVP

- ❑ **Finding #1:** Documentation provided to validate the September 2017 FFVP claim for Riverside Elementary did not fully match what was claimed. Not all fruit and vegetable costs and number of units matched up with invoice cost or number of units purchased. Additionally, there was not adequate documentation of operating labor expenses. **A total overrun of \$99.77 will be reported as fiscal action** and subject to the NSLP \$600 disregard as part of Fond du Lac School District’s Administrative Review. Moving forward, a system for tracking and documenting portions of a product used and operating labor expenses will need to be developed and is expected it will be worked on during the month of November and will be in place by December.
Corrective Action Required: After submitting the December 2017 claim online, submit all supporting documentation to the FFVP public health nutritionist. Supporting documentation includes all FFVP invoices and labor reporting that shows a reliable system is now in place to ensure actual costs are charged to the grant. This claim validation will be outside of the Administrative Review process and will take place before the claim is paid.
- ❑ **Finding #2:** Ranch claimed does not follow FFVP guidelines for dips. Dips must be low-fat or non-fat.
Corrective Action Required: Any remaining ranch may not be served during FFVP. If a new type of ranch or other dip will be served, please submit a copy of the nutrition facts label to the FFVP public health nutritionist for approval prior to service. This will be outside of the Administrative Review process and will take place before a claim with the dip is paid.

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 your students’ 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).