



Administrative Review Summary and Corrective Actions

SFA Name:	_____ Randall J1 School District _____
SFA Code/ ID Number:	_____ 304627 _____
Administrative Review Conducted on:	_____ Wednesday, January 24, 2018 _____

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on January 24, 2018 an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **March 23, 2018**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Administrative Review Technical Assistance Summary

SFA Name:	Randall J1 School District
SFA Code/ID Number:	304627
Administrative Review Conducted on:	January 24,2018

Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast. All daily and weekly meal component and food quantity requirements were met for the week of menu review for the breakfast menu.

There were no resource management findings. Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for both paid student lunches and adult meals.

Kathy Powell and her employee's are very knowledgeable about the National School Lunch Program. They provide a nutritious and very appealing lunch for their students.

The administration is very supportive of the Food Service staff . They work together to assure the students needs are met .

Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the menu review results. Suggestions were provided to bring the menus into compliance.

Resource Management - Financial Reporting

The SFA should ensure that all financial information submitted to the State Agency as part of their annual food service financial report is reported accurately. The SFA's beginning fund balance for SY 16-17 does not match the ending balance per the SY 15-16 report. These numbers should always tie. The discrepancy is due to errors on the previous years' reports, as the SY 16-17 ending fund balance matches the Fund 50 fund balance per the SFA's general ledger. The SFA should ensure the ending balance for SY 16-17 is input as the beginning balance for SY 17-18's Child Nutrition Program report. DPI's training on how to complete the report can be found under "Annual Food Service Financial Report" on DPI's financial website: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>

On Site Review- SFA on the off-site assessment noted that they retroactive the stasis of the students to the date of the application . I explained that they can not go back and changed a status on a lunch charge. That is why they have 10 days to approve the applications. At the exit conference we went over the policy with the Administration so that all persons in the District that handle applications follow this procedure. The day of review there were no pending applications.

SFA annually evaluates Wellness Policy , it was discussed that in the future they use the DPI assessment tool.

SFA uses the proper nutritional information and keeps a book of labels to show qualification for SMART Snacks. Technical assistance was provided regarding using the Smart snack calculator and printing that information to be kept in the book.

SFA Name:	Site(s) Selected for Review:		
<i>Randall J1 School District</i>	1 <i>Randall J1 School District</i>	NSLP Grade Group: K-8	SBP Grade Group: K-8 <input type="checkbox"/> N/A
SFA ID Number:	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group: <input type="checkbox"/> N/A
<i>304627</i>	3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group: <input type="checkbox"/> N/A
Week of Menu Review:	<i>12/4/17 - 12/8/17</i>		

Menu Review Findings: Lunch

Site 1:

1. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for meat/meat alternate. A meat/meat alternate was offered daily, however the weekly minimum requirement was not met.
2. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for grain. A grain was offered daily, however the weekly minimum requirement was not met.
3. For the week of menu review, the weekly grain based dessert requirement was not met for lunch. No more than 2 ounce equivalents of grain based desserts may be offered weekly.

Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

For detailed regulations see: 7 CFR 210.10

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that the meat/meat alternate, grain and grain based dessert requirements are now met. Include details to describe what specific changes were made to the menu to correct all menu findings and bring the menu into compliance.			
2. Submit necessary documentation to demonstrate that the menu findings listed under step 1 are now corrected. This documentation may include: production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.			
3. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			

Required Corrective Actions- Menu Review

4. Provide a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
5. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.			

SFA Name: Randall J1 School District
 SFA Code/ID: 304627

Administrative Review Conducted: Wednesday, January 24, 2018
 Site(s) Selected for Review: Randall J1 School District
N/A
N/A

Date Corrective Action Plan was provided to SFA: 2/21/2018

Due Date for Corrective Action Plan: 3/23/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

Please enter the detailed response for each in the spaces provided.

Finding #1: Verification			
The SFA did not complete verification by November 15 and did not get approval for an extension.			
Technical Assistance			
During the review, completing verification on time was discussed with the SFA. The SFA must complete verification by November 15.			
245.6a(b) Deadline and extensions			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. List the steps the SFA will take to perform verification that include specific dates for completion.			

Finding #2: Summer Outreach			
The SFA has not performed SFSP outreach.			
Technical Assistance			
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.			
210.12(d) Outreach activities. (2)			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

Required Corrective Actions- Review Areas

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



Administrative Review Team
 CN Resource
 P.O. Box 31060
 Mesa, AZ 85275
 866-941-6368
adminreview@cnresource.com