



Administrative Review Summary and Corrective Actions

SFA Name:	Silver Lake Joint #1 School District
SFA Code/ ID Number:	305369
Administrative Review Conducted on:	February 14,2018

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 14, 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 **April 14, 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

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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.

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.

All staff provide a great lunch for the students at River View Elementary. They have great interaction with the students.

Staff shows knowledge of the Food Service program and her record keeping is wonderful. Staff seem to truly enjoy their time interacting with the students during the lunch periods while checking off lunches.

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

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

Resource Management - 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. The SFA understated expenditures on their AFR for SY 15-16. The SY 16-17 AFR was completed correctly, as the ending fund balance correctly matches the Fund 50 fund balance per the SFA's audited financial statements. 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>)

Discussed with SFA that all approvals of benefits can be verbal or written. On the off site it was indicated that they had verbally notified families.SFA explained they also send letters. Denials must be written.

SFA Name: *Silver Lake Joint #1 School District*
 SFA ID Number: *305369*
 Week of Menu Review: *1/8/18 - 1/12/18*

Site(s) Selected for Review:		NSLP Grade Group:	SBP Grade Group:	
1	<i>Riverview Elementary</i>	K-8	K-8	<input type="checkbox"/> N/A
2	<i>N/A</i>			<input type="checkbox"/> N/A
3	<i>N/A</i>			<input type="checkbox"/> N/A

Menu Review Findings: Lunch

Site 1:
 1. For the week of menu review, not all grains offered at lunch were whole grain-rich. This contributed to not meeting the following requirements: weekly grain and whole grain-rich.

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 weekly grain and whole grain-rich requirements are now met. Include details to describe what specific changes were made to the menu to correct all menu review findings and bring the menu into compliance.			
2. Submit any 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.			
4. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			

Required Corrective Actions- Menu Review

5. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.

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SFA Name: Silver Lake Joint #1 School District
 SFA Code/ID: 305369

Administrative Review Conducted: February 14, 2018
 Site(s) Selected for Review: Riverview Elementary
N/A
N/A

Date Corrective Action Plan was provided to SFA: 3/14/2018

Due Date for Corrective Action Plan: 4/14/2018

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: Resource Management			
The SFA sold nonprogram foods, but did not determine compliance with nonprogram food requirements.			
Technical Assistance			
The SFA has not determined compliance with nonprogram food revenue requirements. The DPI NonProgram Food Revenue Tool should be completed every year. You can use a 5-day reference period to complete the tool. This tool should include adult/staff meals, a la carte, and extra milks as your nonprogram foods. If the tool shows you are out of compliance, you need to increase nonprogram food prices. A copy of the DPI tool and instructions can be found on the DPI financial website under "NonProgram Food Revenue": https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial			
For detailed regulation see: 210.14(f) Revenue from nonprogram foods.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Watch the Nonprogram Foods Revenue Tool webinar (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html) and provide a copy of the completed quiz questions.			
2. Submit a completed copy of the DPI NonProgram Food Revenue Tool. If the tool shows you are out of compliance, include a written statement explaining how nonprogram food prices will be increased to come into compliance.			
3. Provide a written statement of understanding that the DPI Nonprogram Food Revenue Tool will be completed each year. This should include a timeframe for when the tool will be completed and assurance that the SFA will take the necessary steps to come into compliance if the tool shows they did not generate sufficient nonfederal revenue.			

4. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
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Finding #2: Civil Rights

The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal Programs.

Technical Assistance

During the review the process for receiving and processing complaints alleging discrimination was discussed with the SFA. The SFA should not attempt to resolve complaints in-house and should forward all complaints to the appropriate outside agency.

FNS Instruction 113-1 Section XV Complaint Procedures

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. Provide a statement of assurance that all alleged civil rights complaints regarding the meal programs will not be handled internally and that the complaints will be forwarded to the appropriate agency.			

Finding #3: Professional Standards

The SFA does not have a school Nutrition Program Director. School Food Nutrition Program Director must be an employee of the SFA and not a vendor or a food service provider.

Technical Assistance

During the review, the SFA considered an employee of a food service provider or vendor as the school Nutrition Program Director. The SFA needs to designate an employee of the SFA as the school Nutrition Program Director. The new Director will need to adhere to all hiring and requirements. To be in compliance, the SFA must ensure that any new director meets the new Professional Standards, including completing the required number of food safety training hours. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

210.30(b)(3) Continuing education/training standards for program directors.

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 names, length, and date of trainings that have been completed/planned to meet the required training hours.			

Finding #4: Professional Standards

The SFA is not tracking training hours.			
Technical Assistance			
During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.			
<i>210.30(g) School food authority oversight.</i>			
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. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff.			
4. Provide a copy of the tracker that will be used by the SFA.			

Finding #5: SFSP 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.			
<i>210.12(d) Outreach activities. (2)</i>			
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. 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

Required Corrective Actions- Review Areas

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the site. In addition the site 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

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