



Administrative Review Summary and Corrective Actions

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| SFA Name: | Trevor-Wilmot Consolidated Grade School |
| SFA Code/ ID Number: | 305780 |
| Administrative Review Conducted on: | Tuesday, February 27, 2018 |

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 27, 2018 at an exit conference summarizing the findings that 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 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

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|-------------------------------------|---|
| SFA Name: | Trevor-Wilmot Consolidated Grade School |
| SFA Code/ID Number: | 305780 |
| Administrative Review Conducted on: | Tuesday, February 27, 2018 |

Commendations & Suggestions

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| Outstanding job meeting all of the requirements for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review. |
| The Food Service Staff was very friendly and well informed on all regulations. |
| The SFA was very responsive to all questions and was quick to provide any information requested. |
| 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. |

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

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| Counting and Claiming: When the SFA has a scheduled field trip where reimbursable meals will be provided they need to have a process in place to ensure that meals are correctly documented. The SFA should provide the teacher with a roster to use to check off students once they have selected the reimbursable meal. The roster should be turned into food service once completed so it can be counted towards the monthly claim. |
| Edit Checks: The SFA needs to complete a daily and monthly edit check. During the on-site review the correct accu-claim report was discussed and reviewed with the SFA. |
| 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 (AFR) is reported accurately. The SFA's beginning fund balance for SY 16-17 does not match the ending balance per the SY 15-16 AFR. These numbers should always tie. The discrepancy is either due to audit adjustments or errors on the previous years' reports, as the SY 16-17 ending fund balance matches the Fund 50 balance. The SFA should ensure the ending balance per the SY 16-17 AFR is input as the beginning balance for SY 17-18's AFR. If audit adjustments are made after submitting the AFR, the SFA should revise the AFR for the adjustments. 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 |

SFA Name: Trevor-Wilmot Consolidated Grade School
 SFA Code/ID: 305780

Administrative Review Conducted: Tuesday, February 27, 2018
 Site(s) Selected for Review: Trevor-Wilmot Elementary

Date Corrective Action Plan was provided to SFA: 3/23/2018

Due Date for Corrective Action Plan: 4/23/2018

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 follow the required procedures when the confirmation review did not validate the original determination. The confirming official confirmed the application but confirmed incorrectly. Income was to high for free status should have been changed to reduced. | | | |
| Technical Assistance | | | |
| During the on-site review, making needed changes based on the confirmation reviews was discussed with the SFA. The SFA must make such changes in accord with the process outlined in the Eligibility Manual for School Meals, Chapter 4. | | | |
| 245.6a(e) Activities prior to household notification | | | |
| 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 when a confirmation review does not validate the original determination of an application. | | | |

| Finding #2: Verification | | | |
|---|--------------|------------------|--------|
| Not all applications selected for review were verified correctly. The SFA did not determine the correct eligibility based on household income and size. | | | |
| Technical Assistance | | | |
| During the review, properly determining the correct eligibility, based on household income and size, was discussed with the SFA. To determine eligibility, the SFA must follow the procedures for processing applications and submitted eligibility documents as outlined in the Eligibility Manual for School Meals, Chapter 3, as well as the procedures for verifying applications as outlined in Chapter 4. | | | |
| Eligibility Manual Chapter 2A | | | |
| 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. | | | |

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|--|--|--|--|
| 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 will determine applications selected for verification based on the total household income and the household size. | | | |

Finding #3: Meal Counting & Claiming

The SFA does not conduct a daily edit check for each meal service.

Technical Assistance

During the review, edit checks were discussed with the SFA. The SFA does not conduct a daily edit check for each meal service. To be in compliance, the SFA must ensure that edit checks are completed daily. How to complete edit checks to ensure meal counts do not exceed attendance adjusted eligible and/or total enrollment was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.

210.8(a)(3) Edit checks.

| 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 that the SFA will complete a daily edit check and will maintain edit check records for a minimum of 3 years plus | | | |
| 4. Provide one month of completed edit checks for the site(s) selected for review as supporting documentation for this finding. | | | |

Finding #4: Wellness Policy

An assessment of the Local School Wellness Policy has not been completed.

Technical Assistance

During the review, Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy.

210.31(e) Local School Wellness Policy

| 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 copy of the completed assessment of the wellness policy. | | | |

| Finding #5: 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. | | | |
| 210.30(g) School food authority oversight | | | |
| 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 #6: 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. | | | |
| 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 | | | |

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

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