

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

School Food Authority: Cameron School District

Agency Code: 3-0903

School(s) Reviewed: Cameron Middle School

Review Date(s): 2/6/18-2/8/18

Date of Exit Conference: 2/8/18

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

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

General Program Reminders/Updates:

GOALS

- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

SOCIAL MEDIA

- Submit photos to the School Nutrition Team to be posted on the DPI SNT Facebook page, Twitter page or Instagram page. Send photos to Dana Colla at dana.colla@dpi.wi.gov.

Appreciation/Commendations:

Thank you to the Food Service Director, Food Service Staff, Superintendent, Building Principals, Secretaries and District Staff for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information throughout the on-site review. Thank you to the Food Service Director 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.

While working with the Food Service Director, it was evident that the director is passionate about providing high quality meals, training staff members, adhering to regulations, and continuously working to improve the meal programs. The Food Service staff were knowledgeable, welcoming, and clearly dedicated to their work, serving nutritious meals to students.

Thank you for all that you do to feed the students healthy meals! You are much appreciated!

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations:

- The Determining Official did an excellent job documenting communications made with households to clarify details on applications. Applications were determined in a timely manner. Each application was signed off on and dated by the Determining Official. The official's organization of the requested benefits information made it easy to review.
- Direct Certification is run early and often. This is a best practice. Great work!

Technical Assistance/Compliance Reminders

- 220 eligibility determinations were reviewed; 1 error was identified.

Disclosure

- For any staff that has access to students' eligibility status that isn't within the School Nutrition Office (i.e. IT Department, Principals, Secretaries) they must sign off on the *Disclosure Agreement* form and keep a copy on file at the district. This is to protect the students from any overt identification. A template [Disclosure of Free and Reduced Price Information](#) form is located on the SNT website.

Transferring Students

- If a student had a free or reduced price meal eligibility at his/her prior school district, the school can provide a copy to the district the student is transferring in to.
- The start date of eligibility is the date the Determining Official reviews and determines the application, signing and dating it.

Notification of Benefit Letters (Apps and DC)

- All notification letters regarding the notification of benefits or the denial of benefits must have the full USDA Non-disclosure statement in the same size font as the content of the letter.

Findings and Corrective Action Needed

- ❑ **Finding #1:** One student was receiving free benefits, but should have been reduced because not all income on the application was included in the original determination.

Corrective Action Needed: Notify the household, whose benefits will be decreased from free to reduced, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **Submit a copy of the letter sent.**

- ❑ **Finding #2:** The Direct Certification Notification of Benefits letter is missing the full USDA Non-discrimination statement.

Corrective Action Needed: Update the letter to include the full statement with the same size font as the content of the letter. **Submit a copy of the updated letter.**

- ❑ **Finding #3:** The Approval/Denial of Benefits Letter is missing the full USDA Non-discrimination statement.

Corrective Action Needed: Update the letter to include the full statement with the same size font as the content of the letter. **Submit a copy of the updated letter.**

Verification

Commendations

- Verification was completed using the DPI Verification letters.
- 2 applications were verified completely and correctly.
- The Confirming Official completed a confirmation review, signed and dated the applications.
- The Verifying Official began the Verification process on October 2.
- Verification Collection Report was completed correctly and prior to the February 1 deadline.

Technical Assistance/Compliance Reminders

- Verification was not completed prior to the November 15 deadline. Consider giving the households only 10-14 days to submit income documentation instead of a month to be able to complete Verification prior to November 15.
- If a student's status increases (changes from Reduced to Free) due to Verification, the status must be increased immediately or within 3 calendar days the date the notification letter is mailed to the household. Backdating is not allowed.

Meal Counting and Claiming

Commendations

The correct reports are used to complete the monthly claims for reimbursement. The Breakfast and Lunch claims for December were done correctly with no errors.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the food service director at Cameron School District for providing documentation prior to the review. Documentation was thorough, well organized, and above and beyond what was required. All questions were answered very quickly which helped to expedite the process of reviewing meal pattern compliance.

The food service staff at the middle school is doing a wonderful job. They were very friendly during observations, willing to answer questions and open to technical assistance provided. They were well trained in offer versus serve and made sure that students were taking reimbursable meals. Many positive interactions with students were witnessed. Kitchen and service areas were very clean and organized.

Comments/Technical Assistance/Compliance Reminders

Standardized Recipes

Standardized recipes per meal pattern (i.e. k-8, 9-12) are required for all menu items that have more than one ingredient (e.g. mashed potatoes, sandwiches, salads). All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the

recipes. A standardized recipe has been tried, tested, evaluated, and adapted for use by your foodservice operation. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. This same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found on the [Meal Planning](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) web page (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>).

Production Records

Production records are intended to be useful tools to record information prior to production, during production, and following production. The production record template currently in use is out of date and contains an unnecessary column that is not currently applicable (i.e. Adult meals).

It could be confusing to have this second column for new/substitute staff. Serving adult meals is encouraged as long as the serving size is not larger than that of a high school student. Adult meals are not reimbursable under the NSLP. Utilizing a [two or three grade group production record](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) may aid in consolidating information and streamlining the documentation process (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>).

Signage

Signage is especially helpful when students are self-serving foods, such as lettuce, baby carrots, and cucumber slices on the garden bar. To better serve students, consider adding pictures or preparing a model tray with the amounts of vegetables that the menu planner expects the students to take. Planned, controlled portion sizes are essential for compliance with meal pattern requirements, ensuring desired crediting per portion (i.e. the amount needed to meet daily minimum requirements for the age/grade group). Portion control teaches children good eating habits by demonstrating and providing appropriate portion sizes of each food group at a meal. Proper portion control also ensures a reimbursable meal is served, so students receive the planned quantity of the food component (i.e. ½ cup vegetable) or nutrients. Food costs are controlled with portioning by minimizing waste, reducing the number of leftovers and need for substitutions, and simplifying forecasting and calculation of food quantities to purchase.

Findings and Corrective Action Needed

Finding #1: Standardized Recipes are currently incomplete, missing serving sizes per meal pattern (i.e. k-8, 9-12), or have simply not been created. Also by creating standardized recipes your production records could fit on one sheet per day.

Corrective Action Needed: Submit updated or create new recipes for

- Creamy Coleslaw including the coleslaw Dressing
- Chicken, Cheese, and veg Salad
- Chicken Caesar Wrap

3. RESOURCE MANAGEMENT

Commendations

PLE Tool

- SFA is running the PLE tool correctly and adhering to the required lunch price increases every year by exceeding the necessary 10 cent weighted average increase.

Technical Assistance/Compliance Reminders

Adult Meal Price

- The Adult Meal Price is currently in compliance to cover the cost of an adult meal. Keep in mind that adults should get the same portions as a High School student. If you are giving an adult any more food than that, they should be charged extra.

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"](#). For a more comprehensive overview, see SP 23-2017: [Unpaid Meal Charges Guidance](#).
- The SFA currently has a written unpaid meal charge policy in place which is adequately distributed to households but is not being enforced in the SFA. The SFA has plans to continue improving and revising the policy.
- Consider creating a less strict policy for the elementary students than the middle school/high school students.

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, if money is not collected within the current school year (July 1- June 30). [SP23-2017 Unpaid Meal Charges guidance Q & A](#) may be found on the Financial Management webpage. A best practice is to continue to collect on the unpaid meal charges as long as you are able to and the student is still enrolled. If unable to collect, then a transfer is required to Fund 50 from Fund 10 or another non-federal fund.
- Per question 15 of the [Financial Q&A](#), student lunch account debt accrued during the current school year is no longer allowed to be abated, with the debt being absorbed by Fund 50. Best practice is to continue trying to collect on those negative lunch account balances as long as the student is in the district. If unable to collect, a transfer should be made to Fund 50.

Refunds of Student Meal Accounts

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

Revenue from Nonprogram Foods

Commendations

- The SFA is pricing their a la carte food items correctly. Using the Child Nutrition Program Report from the 16-17 SY and the below USDA Nonprogram Food Revenue Tool, the SFA is adequately pricing out its nonprogram food prices. It was found the SFA is in compliance with the Nonprogram Food Revenue regulation.

Technical Assistance/Compliance Reminders

- Nonprogram foods sold at Cameron School District include: Adult Meals, Extra Entrees, Extra Milk, and Caterings.

- The USDA Nonprogram Revenue Tool must be completed annually, at a minimum. The [DPI Nonprogram Food Revenue Tool/Calculator](#), located on the SNT website, feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation.

$$\frac{\textit{Nonprogram food revenue}}{\textit{Total program and nonprogram revenue}} \geq \frac{\textit{Total nonprogram food costs}}{\textit{Total program and nonprogram food costs}}$$

- The [Menu Raw Food Costing Tool](#) is an excellent tool to cost out your reimbursable meals and extra entrees. It is also helpful in completing the [DPI Nonprogram Food Price Calculator Tool](#) which will also calculate the USDA Non Program Food Revenue calculation for you automatically.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations

Civil Rights training was completed for all staff involved with the School Nutrition Programs. The PI 1441 form was completed correctly and prior to the October 31 deadline.

Technical Assistance/Compliance Reminders

Nondiscrimination Statement

- When including the [non-discrimination statement](#) on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was updated in 2015 (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>). However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” Either of these statements must be in the same size font as the other text in the document.

Special Dietary Needs

- Best Practice in situations where the FSD is able to accommodate a student with special dietary needs is to document it. Technically no documentation is required, but just like USDA, DPI encourage schools to still keep some type of documentation for several reasons: so that there is a paper trail in case the accommodation was ever challenged, so that if somebody else had to step into the FSD’s role and accommodate the requests, they would know what to do, etc. This documentation would need to be from the parent. Food service should make sure that any accommodations they’re making are based on the child’s actual needs. Food service could simply keep a note from the parent on file, or could keep documentation of a phone call with the parent that spelled out exactly what type of accommodation to make. Keep in mind that these meals still must meet meal pattern requirements. Also if the FSD is accommodating requests without the support of signed medical statement, the FSD would need to accommodate all such requests. It is in the SFA’s best interest to have a written policy in place as to whether or not these requests are accommodated.

In situations where the SFA does not obtain a medical statement, FNS strongly encourages SFAs to make note of the actions taken to accommodate a child’s disability. Doing so helps to safeguard children in all areas of the school environment and protects children in situations where substitute staff members who may be unfamiliar with their needs are working in the cafeteria. From [the USDA-FNS Accommodating Children with Disabilities in the School Meal Programs Guidance for School Food Service Professionals](#) page 14,

dated 7/25/17. (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/accommodating-children-with-disabilities.pdf>)

Findings and Corrective Action Needed

- ❑ **Finding #1:** The sharing Meal Account Procedure handout that is on the website and distributed to households does not contain the correct non-discrimination statement.

Corrective Action Required: Update the handout to include the full USDA non-discrimination statement in the same size font as the content of the document. **Submit a copy of the updated handout or email the link to the website.**

On-site Monitoring

Technical Assistance /Compliance Reminders

- Copies of the on-site monitoring forms were on file for all sites in the SFA.
- A minimum of 50 percent of the schools operating the SBP under the SFA's jurisdiction must be monitored at least once every two years.
- The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our [Administrative Review](#) webpage under the SFA on-site monitoring section.

Local Wellness Policy

Commendations

The SFA has a Wellness Policy in place. It was last updated in 2017 and it is available on the school website. The Wellness Policy Implementation procedure provides excellent details on how the SFA will meet the goals of the policy.

Technical Assistance/Compliance Reminders

Content of the Wellness Policy

- While there are goals listed in the Wellness Policy, they should be updated to be measurable. For example, explain how often students will participate in physical activity per week. Another example, if teaching students a lesson in nutrition education, explain how often they will receive a lesson in nutrition education, who will teach the lesson, and what the lesson(s) will be focused on.

Triennial Assessment

- The final USDA rule requires triennial assessments of the LWP: how the LWP compares to model policies, district compliance with its own policy and progress made in attaining district goals. The first of these assessments is to be completed by June 30, 2020. The following is technical assistance regarding that.

SFA is required to complete an assessment of the LWP

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 the 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 school's 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

Technical Assistance: 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 an improvement plan upon the results of the assessment.

Resources:

- Please refer to the USDA [summary of the requirements](#) for local school wellness policies.
- USDA Food and Nutrition Service has information on the [local school wellness policy](#) process and wellness policy elements.
- Wisconsin Team Nutrition has several [wellness policy resources](#) available, including a toolkit, a wellness policy builder, and wellness policy report card.

Smart Snacks

Commendations

Thank you to the Wellness Committee at Cameron School District, the Wellness Policy is very clear on the goals and expectations for staff, students, and the community on nutrition. The policy includes an entire section on smart snacks and what it means to be compliant. This shows a clear understanding and care for the students, staff, and the community.

Technical Assistance

At the time of the on-site review there were no competitive foods or beverages sold at Cameron Middle School. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser. A staff member at each school should be responsible for documenting compliance of exempt fundraisers and any other competitive food sales. Fundraiser tracking tools can be found on our [Smart Snacks](#) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks).

We also recommend using the Alliance for a Healthier Generation [Smart Snacks Product Calculator](#), also found on the Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) to assess product compliance. Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records.

A copy of the "[Smart Snacks in a Nutshell](#)" and a copy of each of the [tracking tools](#) located on the DPI website were left with the middle school principal (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Professional Standards

Commendations

The Food Service Director is doing a wonderful job making sure staff are getting their required training hours throughout the school year, that pertain to their job duties. Many food service staff hold a ServSafe Certificate which is outstanding! Most food service staff already have their required training hours fulfilled and it's February. The Food Service Director regularly attends SNSDC classes to stay up to date on the regulations. Nice work!

Findings and Corrective Action

❑ **Finding #1:** Training is not being monitored on a tracking tool.

Corrective Action Needed: Include all current training hours for each food service employee onto the [DPI tracking tool](#) or create your own on a Google Sheet. **Submit a statement of when you will have this completed by.**

Buy American

Technical Assistance/Compliance Reminders

The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers and provides healthy choices for children in the school meal programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The 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 be 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](https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management) (https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management) and [Buy American monitoring procedures](https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/buy-america) (https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/buy-america).

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).

- ❑ **Finding:** 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:
- Black Olives from Spain
 - Dole pineapple from China
 - Chicken gravy from Canada

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. Many products in the dry storage and refrigerator were not labeled with a country of origin, substituting this information for "manufactured by" or "distributed by". This made identifying compliance and noncompliance with the Buy American Provision challenging. As part of Fond du Lac School District's Procurement Review, SNT will check that the procurement manual includes language pertaining to Buy American. An additional attestation from food service's distributors and/or vendors may be required. Further information is available on the USDA Foods [Buy American Provision](https://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american). This will be treated as TA for the 2017-18 school year, but work with your distributors and/or vendors to move toward compliance.

Food Safety and Storage

Commendations

- It was evident during meal observation that staff members are well-trained on food safety procedures and effectively implement the food safety plan.
- A site-specific food safety plan was available at the reviewed school. It was clear that the plans are reviewed and updated regularly.

- Temperature records were well-kept, detailed, and available at the reviewed site.
- The food safety plan contained all required documentation including the equipment list, a list of the process 1, 2, and 3 foods, employee reporting agreements, and site specific standard operating procedures.
- The most recent food safety inspection was posted on the wall next to the entrance to the cafeteria which was the hallway out to the cafeteria. This is a great spot to display the food safety inspection.

Reporting and Recordkeeping

Commendations/Technical Assistance/Compliance Reminders

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- All documents pertaining to the School Nutrition Programs must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year to which they pertain. In other words, keep all documents for 3 years plus the current school year.

School Breakfast Program (SBP)

Technical Assistance

- At the beginning of the school year, the SFA notifies families of the availability of breakfast through the public release, posting menus and school newsletters.

Summer Food Service Program (SFSP) Outreach

Summer Meals

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year round, even though a summer feeding program is operated at Cameron School District during summer school.

USDA would like all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:

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

As part of the National School Lunch Program, it is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, it is as simple as a blurb in a newsletter sent home to students, or putting up free posters and/or mail these items free of charge. To access an inclusive map of all potential participating sites in your area, see the [interactive map](http://www.fns.usda.gov/capacitybuilder) on the SFSP website (http://www.fns.usda.gov/capacitybuilder).

5. OTHER FEDERAL PROGRAMS REVIEWS

Special Milk Program

Commendations

- The SFA is doing a great job keeping track of all milk served to the 4K students. The students are only allowed to take unflavored 1% milk per the new CACFP regulation. Very impressed to know that the students are not allowed to take a chocolate milk.
- The December claim was completed correctly.

Wisconsin School Day Milk Program

Commendations

- The SFA is doing a great job keeping track of all milk served to the K-4 grade students.
- The claim for the 2016-17 school year was correctly consolidated and claimed for.

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).



With School Nutrition Programs!