

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

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**School Food Authority: Holmen School District**

**Agency Code: 32-2562**

**School(s) Reviewed: Evergreen Elementary School, Viking Elementary School**

**Review Date(s): 2/19-20/18**

**Date of Exit Conference: 2/20/18**

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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](http://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](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills)).

**Appreciation/Commendations/Noteworthy Initiatives:**

Thank you to the staff at Holmen 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. Staff went above and beyond to aid in the preparations for this review, thank you so much for your commitment to this process!

During lunch observation at Viking and Evergreen Elementary, it was apparent that the staff are highly dedicated to providing students with nutritious, high-quality meals served in a welcoming and fun environment. The staff were very knowledgeable and were observed having very positive interactions with the students. It was clear that the salad bar and fruit bar were popular amongst the students. The cafeteria was decorated with bright, informative, and colorful signs which provided an inviting atmosphere. Additionally, the staff work hard to provide fun activities for students during meal service

on various days including “bring your stuffed animal to breakfast day,” music during lunch for BBQ day, and a hula hooping contest.

## REVIEW AREAS

### 1. MEAL ACCESS AND REIMBURSEMENT

#### Certification and Benefit Issuance

#### Commendations/Comments/Technical Assistance/Compliance Reminders

- Of the 1009 students eligible for free or reduced price meals in January, a sample of 420 was reviewed and all but 2 were determined correctly, direct certification was ran in the appropriate timeframes, and verification was conducted perfectly. Kudos for a job well done!

#### Applications

- The application determination and income amount should be recorded on the application with the determining official signature.

#### Incomplete Applications

- Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified. The SFA may return the application to the household or contact the child’s parent or guardian either by phone or in writing/email. The determining official should document the details of the conversation plus date and initial. Applications missing signatures must be returned to the parent to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application.
- Badger Care is not a qualifying program for a cases number application.

#### Direct Certification Letter

- You will want to add “**If your child(ren) are approved for Medicaid reduced meals, you may qualify for free meals by completing an application**” to your DC letter.

#### 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, categorically eligible benefits via case number but should be denied, because the application was approved free with an ineligible program listed for the case number.  
**Corrective Action Needed:** Please notify this household 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 calculated for these error for the review period (January) and month of on-site review (February). Completed on site, no further action required.
- Finding #2:** From the student sample reviewed for benefit’s issuance, 1 student is receiving free benefits which should be reduced. Completed on site, no further action required.  
**Corrective Action Needed:** Please notify this 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 this error for the review period (January) and month of on-site review (February).
- Finding #3:** The online applications do not have the benefit determination listed on the application.

**Corrective Action Needed:** Please contact Infinite Campus to have the benefit determination recorded on all online applications, and submit a copy of a corrected online application as corrective action.

## Verification

### Commendations/Comments/Technical Assistance/Compliance Reminders

- The LEA has a regulatory obligation to verify “for cause” all approved applications that may be questionable, but these verifications are not considered part of the Verification sample. For more information, refer to the current [Eligibility Manual](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf>).

## 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](#) to help schools offer student meals every school day.

### Findings and Corrective Action Needed: Meal Counting and Claiming

- ❑ **Finding #1:** Students are charged for their field trip meals via a checklist that is obtained from the teachers, and if the student does not take the meal, the charge is removed. This is an unacceptable point of service as meals may only be charge to a student at the time the student receives the meal. Milk choice must also be offered to all students with their field trip meals.

**Corrective Action Needed:** Please train all teachers and staff on the correct point of service for [field trip meals](#) and submit the sign-in roster as corrective action (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning>).

## 2. MEAL PATTERN AND NUTRITIONAL QUALITY

### Commendations/Comments/Technical Assistance/Compliance Reminders

Thank you to the Food Service Director and school nutrition professionals of Holmen Area School District. We appreciate your time and efforts spent preparing for and participating in the onsite review. It is great to hear that the Food Service Director has been able to promote the strengths of those around him, from using a member of the food service staff to create a mural in the one of the kitchens, to collaborating with the FFA. Additionally, this district’s commitment to procuring local products and promotion of the Farm to School program is commendable.

Having multiple entree choices each day, along with a variety of fruit and vegetable options for students is great for student participation. The staff goes above and beyond to create an engaging and memorable meal environment for students with decorations, music, and frequent events. Thank you for all that you do to provide the students of Holmen Area School District with healthy, appealing meals!

## Items at Breakfast

- An item at breakfast is defined as 1 oz. eq. grain, 1 oz. eq. meat, ½ cup of fruit and/or vegetable, or 1 cup of milk. Under Offer Versus Serve, four food items must be offered at breakfast, and students must select at least three food items, including ½ cup fruit and/or vegetable to have a reimbursable meal. The apple cinnamon oatmeal offered on the breakfast menu credits as 0.75 ounce equivalent (oz. eq.) of grain. This oatmeal variety must be bundled with other items so these items can be counted as an item for the breakfast meal pattern or students must select three items in addition to the apple cinnamon oatmeal for a reimbursable breakfast.

## Meeting Weekly Requirements when Offering Multiple Entree Options

- The meal pattern requires a minimum amount of each food component per age/grade group to be offered, regardless of what the student chooses to select. Each line needs to meet the daily meal pattern requirements as well as the weekly meal pattern requirements. Because students are only able to select one entree option, each entree option offered is viewed as one “line” and therefore needs to meet the daily as well as the weekly requirements. This guidance can be found in the following documents.
- **DPI's Lunch in a Nutshell**  
Each serving line must meet the daily and weekly requirements, including vegetable subgroups, independently. (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-in-a-nutshell.pdf>).
- **Memo SP 10-2012 (v.9) Questions & Answers on the Final Rule, “Nutrition Standards in the National School Lunch and School Breakfast Programs”**
  - For menu planning purposes, when multiple choice menus are served, how are minimums calculated? - Weekly minimum - example 2: If a grade K-5 school offers a 1 oz. eq. grain item (salad) and a 3 oz. eq. grain item (pizza) every day (and instructs the student to select one option only), the minimum weekly offering is 5 oz. eq. grain (1 oz. eq. x 5 days). This menu would not meet the required weekly minimum for lunch of 8 oz. eq. (pg. 37) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/SP10-2012v9s.pdf>).
  - When multiple serving lines are used in a school, must each line meet the weekly vegetable subgroup requirement? - Yes, in most cafeteria set-ups. As required in Section 210.10(k)(2), each independent line must meet the daily and weekly requirements (including subgroups), in order to ensure that a child is able to take a reimbursable meal every day in any line they may choose. (pg. 37) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/SP10-2012v9s.pdf>).

## Crediting on Standardized Recipes

- Some of the standardized recipes submitted for the week of review included incorrect meal component crediting, which was reflected on the recipe or production records.
  - The beef and cheese in the Tator Tot Casserole credit as 1 oz. eq. meat/meat alternate, but was recorded on the production record as being 2 oz. eq. meat/meat alternate.
  - The beans and cheese in the Farm 2 School Chili credit as 1 oz. eq. meat/meat alternate, but was recorded on the production record as being 2 oz. eq. meat/meat alternate.

## Production Records

- Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Technical assistance was given to record the total quantity in purchase units that was prepared for each menu item and the planned portion size for bulk condiments.
- Planned portion sizes are required for every meal component. Even in a self-service fruit and vegetable bar, the menu planner must plan a specific portion size that he or she intends students to take. Please refer to the [Production Record Requirement list](#) found on our [Production Records](#)

webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>).

- **Applesauce Cups** - The 4 ounce applesauce cups served are 4 ounces *by weight*, and therefore do not be credited as ½ cup fruit. The applesauce cup was one of many fruit options served, so the daily fruit requirement was met. However, if continuing to offer this 4 ounce applesauce cup, students may not select this item alone to fulfill the ½ cup fruit or vegetable requirement under Offer versus Serve or count as an item at breakfast. Consider offering the 4.5 ounce applesauce cups instead.
- **Crediting Pepperoni** - Pepperoni is not creditable in the National School Lunch Program unless it has a child nutrition (CN) label or is included as part of a CN labeled pizza. Traditional dried pepperoni (beef/pork) must be CN Labeled, whether the pepperoni is on pizza or used in another entrée. Products labeled as “pepperoni type” or “pepperoni flavored” are not the traditional dried pepperoni foods; therefore, a manufacturer’s product formulation statement (PFS) is acceptable these types of products. This guidance can be found in USDA Memo [TA 05-2011 Revised 06222011](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/.../usda_ta_05_2011_os.doc) ([https://dpi.wi.gov/sites/default/files/imce/school-nutrition/.../usda\\_ta\\_05\\_2011\\_os.doc](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/.../usda_ta_05_2011_os.doc)).

### **Signage Location**

- Adequate signage helps ensure that students accurately select reimbursable meals. Signage was available at the beginning of one serving line at lunch; however, an additional sign should be added to the beginning of the other serving line so it is visible to all students.
- **Salad Bar Signage** - Having signage that visually communicates what the planned serving size of lettuce looks like on your salad bar is great! Consider adding similar signage for the other vegetables served with tongs so students know the amount they need to take for a ½ cup serving size.

### **Meal Pattern Documentation under a Joint Agreement**

- Current nutrition facts labels, Child Nutrition (CN) labels, and/or manufacturer's product formulation statements (PFS) clearly outlining dietary specifications (calories, saturated fat, sodium) and crediting information must be available onsite where meals are served, even if meals are prepared offsite. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted.
- This requirement is outlined in the joint agreement template, #12: “The seller shall comply with all other requirements of their DPI agreement/application as it produces and makes available meals to the Purchaser, including providing the Purchaser with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and *supporting documentation for contribution.*”

### **Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality**

☐ **Finding:** There was a weekly grain insufficiency at lunch during the week of review at Viking Elementary and Evergreen Elementary. When offering multiple entree options, the minimum grain amount offered daily should add up to meet the weekly grain requirement. The minimum daily grain amount offered during the week of review was as follows:

- Monday: 1.5 oz. eq. from the French Toast Sticks
- Tuesday: 1 oz. eq. from the Tator Tot Casserole with a breadstick and the Yogurt Snappy Lunch
- Wednesday: 1 oz. eq. from the F2S Chili with Mini Cinni
- Thursday: 1 oz. eq. from the Yogurt Snappy Lunch
- Friday: 2 oz. eq. from all three entrée options

The total minimum amount a student would have access to over the week was 6.5 oz. eq.; short of the required 8 oz. eq. per week.

*Fiscal action is required for any repeat violations at the SFA level (not site-specific) from the previous Administrative Review Cycle. Because a weekly grain shortage at lunch was found during the last AR as well as the current AR, fiscal action will be applied. Per page 83 of the Administrative Review Manual, there will be a re-claim for meals for one weekday with the lowest participation at each site within the SFA serving the menu with the weekly quantity insufficiency. The following repeat finding was documented from the School Year (SY) 2013-14 Administrative Review:*

*“During the review week, weekly grains shortages were observed at both Prairie View Elementary School (0.75 oz. eq. short) and Holmen Middle School (2 oz. eq. short).”*

**Corrective Action Needed:** This was corrected prior to the on-site review through a written statement and a submission of product labels for items that will be added or substituted to increase the minimum weekly grain offerings to meet the 8 oz. eq. weekly requirement. The Mini Cinni offered on Wednesday will be increased to 2 oz. eq. grain and tortilla chips that provide 2 oz. eq. grain will be offered in place of the graham crackers with the Yogurt Snappy Lunch. This will bring the total minimum amount of grain offered during the week to meet the minimum 8 oz. eq. requirement. **No further action required.**

❑ **Finding:** No more than 2 oz. eq. of grain-based desserts may be offered per week at lunch. A total of 3 oz. eq. of grain-based desserts were offered during the week of review; 1 oz. eq. from the Mini Cinni and 1 oz. eq. from the graham cracker with the Yogurt Snappy Lunch offered twice during the week.

**Corrective Action Needed:** This was corrected prior to the on-site review through a written statement and a submission of new product labels for a non-grain-based dessert item to replace the graham crackers in the Yogurt Snappy Lunch. **No further action required.**

### 3. RESOURCE MANAGEMENT

#### Nonprofit School Food Service Account

#### Commendations/Comments/Technical Assistance/Compliance Reminders

##### Annual Financial Report (AFR):

- All revenues and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong. The new [16-17 Annual Financial Report instructions](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf) are located on our website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).

##### Unpaid Meal Charges:

- The district has a very good unpaid meal charge policy!

##### 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](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf) may be found our Financial Management webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>).

#### Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding #1:** On the Annual Financial Report (AFR), the nonprogram food line is -\$57,386.97 and if nonprogram foods run in the negative, a transfer must be made into the food service account from non-federal funds (Fund 10) to cover the loss. Because the nonprogram food revenue tool calculated the correct ratio for the 5 day reference period, costs to nonprogram foods may have been allocated incorrectly. Also, the per reimbursable NSLP meal cost recorded on the nonprogram food revenue tool is \$1.54 and the AFR report per NSLP cost as \$1.72.

**Corrective Action Needed:** Please resubmit your 16-17 Annual Financial Report with revenues and expenses accurately broken out by program and category. To do this, you will need to contact Jacque Jordee at [Jacqueline.jordee@dpi.wi.gov](mailto:Jacqueline.jordee@dpi.wi.gov) or 608-267-9134 and fax or email her an updated report to complete a manual update.

## Revenue from Nonprogram Foods

### Commendations/Comments/Technical Assistance/Compliance Reminders

- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines.
- All nonprogram food costs including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- 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>).

### Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding #1:** On the Annual Financial Report (AFR), the nonprogram food line is -\$57,386.97 and if nonprogram foods run in the negative, a transfer must be made into the food service account from non-federal funds (Fund 10) to cover the loss.

**Corrective Action Needed:** If after the resubmission of your Annual Financial Report, the nonprogram food line is still in the negative, please transfer into food service, from non-federal funds, the amount of the loss.

## 4. GENERAL PROGRAM COMPLIANCE

### On-site Monitoring

### Commendations/Comments/Technical Assistance/Compliance Reminders

- Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP administered by the SFA by February 1.
- The Administrative Review Final Rule updated 7 CFR Part 220.11(d)(1) establishing the requirement to conduct onsite monitoring of the School Breakfast Program beginning in school year 2016-17. The annual requirement is to annually review 50% of schools approved to participate in the SBP within the jurisdiction of the SFA, with each school in SBP being reviewed once every two years. For more information see USDA memo [SP 56-2016](#) (<http://www.fns.usda.gov/sites/default/files/cn/SP56-2016os.pdf>).

- 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 onsite monitoring section (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review>).

### **Findings and Corrective Action Needed: On-site Monitoring.**

- **Finding #1:** The SFA did not use the current On-site monitoring form to complete its monitoring of the NSLP and separate School Breakfast monitoring form which is required to be completed for 50% of the breakfast sites.

**Corrective Action Required:** Please complete the current on-site monitoring forms for all [NSLP](#) sites in the SFA and 50% of the [breakfast](#) sites in the district. As breakfast procedures may be different than lunch procedures separate monitorings are required (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc>; <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc>).

### **Local Wellness Policy**

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

- The local wellness policy contains all of the required content!

### **Smart Snacks in Schools**

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

- All foods (vending machines, school stores, etc.) sold anywhere on school campus, between midnight and 30 minutes after the last bell, must be in compliance with the new “Smart Snacks” regulation that is effective July 1, 2014. Information on this regulation, along with a product calculator to help determine compliance of various food items, can be found on our [Smart Snacks](#) webpage at (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).
- 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](#) webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

### **Food Safety, Storage and Buy American**

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

#### **Food Safety**

- During meal observation at Viking Elementary and Evergreen Elementary, it was apparent that staff members are well educated on food safety. The kitchen, storage, and serving areas were clean and well-maintained. A raw chicken product was on the menu on the day of review, and it was observed that staff members knew how to safely prepare this item by heating it to the proper internal temperature and taking steps to prevent cross-contamination.



- Food safety plans must be reviewed and updated annually. The food safety plans for the review sites had not been updated for the current school year yet, and contained some extraneous documents that were outdated. Discussions with the director indicated that the annual review of the food safety plans is currently in progress.
- Most recent Food Safety Inspections must be posted in publically visible location

### **Findings and Corrective Action: Food Safety**

- **Finding #1:** Most recent food safety inspection not posted in a publically visible location at Viking Elementary School.

**Corrective Action Needed:** Please post the most recent food safety inspection in a publically visible location outside of the kitchen. Completed on site, no further action required.

### **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.
- 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-management-procedures/contract-management) (https://dpi.wi.gov/school-nutrition/procurement/contract-management-procedures/contract-management) and Buy American monitoring procedures. **The district does an excellent job with this requirement!**
- **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.

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

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

#### **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 not operated at Lake Geneva Genoa, 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>).

### **Findings and Corrective Action: SFSP Outreach**

- Finding #1:** No summer food service outreach was provided to students.  
**Corrective Action Needed:** Please provide a statement that Holmen SD will do summer food service outreach for the 17-18 school year.

### **Special Milk program and Wisconsin School Day Milk Program**

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

- Point of Service Counts (POS) for the Wisconsin School Day Program and the Special Milk Program must be recorded by who “did” take milk not by marking who “did not” take one.
- Per the Agreement in the points the SFA agrees to, number 3 states that schools will serve Wisconsin-produced milk. Please check with your distributor to see if they can verify that and you may want to include that stipulation in your milk bid.

### **Findings and Corrective Action: Wisconsin School Day Milk Program & Special Milk Program**

- Finding #1:** Daily point of sale records for WSDMP are not retained for 3 years plus the current year.  
**Corrective Action Needed:** Please provide a statement of how this process will be corrected going forward. Completed on site, no further action required.
- Finding #2:** The half pint milk cost that is used for the SMP and WSDMP claims is the highest half pint cost and must be a weighted average half pint milk cost, as white milk is less expensive than chocolate milk.  
**Corrective Action Needed:** Please provide a current milk invoice to compare milk cost claimed for the February SMP claim and provide a statement that, going forward, a weighted average milk cost will be used for all SMP and WSDMP claims.

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](http://dpi.wi.gov/statesupt/agenda-2017)).