

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

School Food Authority: Holy Rosary School

Agency Code: 33-7125

School(s) Reviewed: Holy Rosary School

Review Date(s): 1/11/18-1/12/18

Date of Exit Conference: 1/12/18

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:

- 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. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, 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).
- 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).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.usda.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Holy Rosary School for the courtesies extended to reviewers during the on-site and off-site review. Staff were receptive to recommendations and guidance to improve administrative compliance. We also want to acknowledge that staff worked hard to prepare for the review in spite of staff turnover in critical areas like applications, direct certification, and claiming. Feel free to contact our office with future questions—we also encourage you to attend upcoming trainings.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Comments/Technical Assistance (TA)/Compliance Reminders

Six eligibility determinations were reviewed, 1 error was identified.

Free and Reduced Price Meal Applications

Application Approval

Households must be notified, either in writing or verbally, of their child's eligibility status within 10 operating days of receipt of the application. LEAs are permitted to communicate the written notification via e-mail to the adult household member who signed the application.

Denied Applications

Households with children who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the adult household member who signed the application. SFAs may use the [DPI notification templates](#), which can be found on our Free and Reduced website. The denial notification must advise the household of:

- reason for denial of benefits;
- right to appeal;
- instructions on how to appeal;
- ability to reapply for free and reduced price benefits at any time during the school year

Carryover

Once an eligibility determination is made, a child's eligibility status remains in effect for the remainder of the school year. At the start of the subsequent school year, children retain their previous year's eligibility status for 30 *operating* days **or until a new determination is made**, whichever comes first.

Household Size Box

The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.

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 with the household. 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.

Application Forms

If an SFA wishes to change the look or format of the application for Free or Reduced-price school meals or other forms in the application packet, that document needs to be approved by the School Nutrition team at DPI.

Effective Date of Eligibility

SFAs may establish the date of submission of an application as the effective date of eligibility, rather than the date the application is reviewed and eligibility is determined. This flexibility applies only to complete applications containing all required information. See SP 11-2014 for more information. The SNT must be contacted prior to implementing this flexibility for approval. Contact Karrie Isaacson at karrie.isaacson@dpi.wi.gov for more information and approval.

Public Release

All SFAs are required to distribute a [Public Release](#) before the start of the school year. The purpose is to inform the public that free and reduced price meals are available. SFAs must annually distribute the Public Release to:

- Local news media
- Grassroots organizations (local organizations providing services to populations in need)
- Major employers contemplating or experiencing large layoffs
- Local Unemployment Office (as applicable)

SFAs are not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.

Limited English Proficiency (LEP)

- Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with limited English proficiency.
- SFAs must make reasonable efforts to provide household letters and application forms to families in the appropriate languages.
- To assist SFAs in reaching households with limited English proficiency, the SNT provides the Wisconsinized version of the USDA Free and Reduced Price Meal application materials in English, Spanish, and Hmong.
- The USDA Food and Nutrition Service (FNS) website offers many other [foreign language translations of the Application for Free and Reduced Price School Meals](https://www.fns.usda.gov/school-meals/translated-applications) (<https://www.fns.usda.gov/school-meals/translated-applications>).
- The nonprofit food service account may be used to pay for translation services if there is a need to translate materials in a language that is not currently available.

Direct Certification

- SFAs are required to run direct certification a minimum of three times a year: at or near the beginning of the school year, three months after the initial run and six months after the initial run. The first run

during the 1718 SY was not completed until 9/6/17, which was after the first operating day. Delaying the first run may lead to unpaid meal charges and households may fill out an application when it is unnecessary if matched to direct certification.

- The effective eligibility date for a DC eligible student is the date of the original output file.

Independent Review of Applications (IROA)

LEAs that have a 5% or higher error rate during the certification review of the Administrative Review will be required to conduct a second review of applications in the following school year.

Holy Rosary School had a 16.67% certification error rate and will need to do IROA. More information on the IROA is found in the Eligibility Manual. An SNT memo will be mailed during the summer with more information for the SFA.

Disclosure

- The information provided by the family on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits.
- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc>).
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template [Disclosure of Free and Reduced Price Information](#) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

Findings and Corrective Action Needed: Certification and Benefit Issuance

- ✓ **Finding #1:** Student “A” on the SFA-1 form was not correctly certified for meal benefits. The student was certified for reduced benefits October → December without a meal application. The student then matched to Direct Certification on 12/21/17, as free, but the status was never increased.

Corrective Action Needed: Send a letter increasing meal benefits within 3 operating days. I recommend reimbursing the household for any meals sold on 12/21/17 or after. **Corrected onsite. No further action necessary.** *By signing off on the exit conference signature page, the district also understands that meal benefits cannot be issued unless the student matches to direct certification, submits a case number application, is approved via income, or has “other source” documentation. If there is not a source document on file, the student must be charged the paid rate.

- ❑ **Finding #2:** Households were not notified of the approval or denial of meal benefits for either direct certification or application.

Corrective Action Needed: Begin using the [DPI notification templates](#), which can be found on our Free and Reduced website—these are updated annually. Submit a statement of understanding via email.

- ❑ **Finding #3:** The district does not have a benefit issuance list.

Corrective Action Needed: Create *and maintain* a benefit issuance list. An [example](#) can be found on our website. Submit a copy of the template to the DPI consultant.

❑ **Finding #4:** The agency is using meal eligibility information to award a local scholarship without prior parental consent. See the technical assistance further up in this report.

Corrective Action Needed: Discontinue this practice. Implement an appropriate [sharing of information form](#) or ask households to self-disclose by providing a copy of their free and reduced approval letter. Submit a written response via email explaining how the agency will move forward.

Verification

Technical Assistance (TA)/Compliance Reminders

When an application is selected for verification, and prior to hearing back from the household, that household is found on direct certification, the application does not have to be replaced in the verification sample pool (pg. 105 of the [Eligibility Manual for School Meals](#)). The application would be marked as a direct certification in the appropriate box in Section 3 of the Verification Collection Report (VCR). LEAs should include these applications in Field 5-5 (Number of applications selected for verification) of the VCR and indicate the number of these applications that are being converted to direct certification in the remarks portion of the VCR.

Meal Counting and Claiming

Findings and Corrective Action Needed: Meal Counting and Claiming

❑ **Finding:** Systemic mathematical counting and claiming error. Differences will be taken off the monthly edit checks back to the beginning of the school year and may result in fiscal action.

Corrective Action Needed: Submit a statement explaining how the agency will ensure claims are accurately consolidated. Consider using an excel spreadsheet, which can auto-sum to prevent manual math errors or having a second person review claims prior to submission.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the staff and volunteers at Holy Rosary School for the welcome. We appreciate your attentiveness and willingness to learn during the Administrative Review. The staff and volunteers had a good rapport with students during lunch service and students were well behaved.

Comments/Technical Assistance/Compliance Reminders

Meeting Meal Pattern under a Joint Agreement

Although you are purchasing meals through a joint agreement, it is ultimately the SFA's responsibility to ensure all meal pattern requirements are met. Information on meal pattern requirements is found on the [NSLP Meal Requirements and Nutrition Assessment](#) page of our website (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning).

Daily and weekly insufficiencies were noted during the week of review. If staff assesses a missing component or component shortage, immediate corrective action should be taken by either calling the joint school for more of the required component or by having a small stock in-house in case of emergencies (e.g., canned vegetables). If timing does not allow for delivery of additional food, offering the remaining food but not claiming reimbursement for the meal is an option.

Meeting Daily and Weekly Requirements with 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"

1. 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>).

2. 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>).

Maintaining Crediting Documentation on Site

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 on site 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. No labels or documentation were available on site.

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.*"

Effective communication with Darlington Community School District will be necessary to ensure Holy Rosary School has all the necessary crediting documentation on site and documentation is shared when products are reformulated or added to the menu.

Transport Sheets

Transport sheets are currently in use at Holy Rosary School, but are missing some pieces of information. Additionally, transport sheets should include more detail to document how menu items should be served in order to contribute the meal pattern requirements and the dietary specifications as planned.

- Leftover amounts are not consistently being documented on transport sheets.
- The transport sheets list the number of servings and the planned portion size of each menu item sent based upon meal counts taken that morning. However, there were significant amounts of leftovers of some menu items on the day of review.
- Carrots and Dip were included on the transport sheet, but did not provide a planned serving size for the dip. While the dip is not a creditable item, it must be included when determining if the meal pattern meets the dietary specifications. Serving a larger amount than intended may lead to exceeding the calorie, saturated fat, and sodium specifications.
- There was no planned portion size for the chips offered. The chips are not being credited, but contribute to the dietary specifications, so the serving size needs to be clear.
- The serving size for the Potato Round as listed as ½ cup. This is unclear as to how many Potato Rounds are needed to make a ½-cup serving. Serving too few rounds may lead to insufficient daily and weekly vegetable quantities.
- The sliced bread was buttered prior to service, but it was not planned to be served this way by the school supplying the meals. If you wish to continue to butter the bread prior to service, it will need a standardized recipe with the measure of butter to be on each slice of bread.
- School staff and volunteers serving lunch on the day of review asked students which fruit they would like. The transport sheets showed that enough fruit was sent to provide all students with a serving of the mandarin oranges and some students with a serving of apples. Strong communication is encouraged with the school supplying the meals so that the amounts ordered and sent correspond to how the food is actually being served.
- There were condiments listed on the transport sheet that were not on the service line during the meal.
- The planned portion sizes for condiments should be included with the condiments listed on the transport sheets, as well as any leftover amounts.

Milk Usage

The milk varieties offered were recorded on the transport sheet, but actual milk usage was not recorded. Milk is a required component as part of the National School Lunch Program and actual usage by type must be documented at each meal.

Offer versus Serve

Volunteers and staff involved with meal service should be trained on the Offer versus Serve (OVS) requirements for lunch. Although all students observed at lunch took a reimbursable meal, it is important for staff to understand fully the OVS requirements. The [Offer Versus Serve Guidance manual](#) is available on our NSLP requirement website (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ovs>) under the offer versus serve heading. Additionally, an Offer Versus Serve training webcast is available on the [School Nutrition Team's Webcast](#) webpage (<https://dpi.wi.gov/school-nutrition/training/webcasts>).

Lunch Signage

It is required to post signage visible to the students that indicates the offered components in each meal and tells students what they must select in order for their meal to count as reimbursable. The lunch

signage should list the five components and inform students that under Offer versus Serve (OVS) they must select at least three full components, one of which must be at least ½ cup fruit, vegetable, or a combination of fruit and vegetable. Samples of signage that can be printed or updated and implemented in your school can be found on our [Signage Resources](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage) webpage (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).

Whole Grain-Rich

All grains offered in school meal programs are required to be whole grain-rich. Foods that meet the whole grain-rich criteria for the school meal programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Grains that are not whole grain-rich cannot be credited toward the grain component. The sliced bread currently being offered is an enriched grain and is not whole grain-rich.

The terms “wheat” or “made with whole grains” on a product label do not necessarily mean that a product is whole grain-rich. Always check the ingredient list to confirm the first ingredient is a whole grain (and any other grain ingredients in the list are enriched, if not whole), which qualifies the product as whole grain-rich. Alternatively, crediting documentation in the form of a product formulation statement (PFS) may show that the combined weight of multiple whole grain ingredients exceeds the weight of the enriched grain ingredients. Note, a recipe that includes 50 percent whole grain and 50 percent enriched grain by weight is considered whole grain-rich. USDA has a very thorough [Whole Grain Resource](http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf) that provides tools and tips for identifying whole grain-rich products (http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf).

Crediting Oranges

According to the USDA [Food Buying Guide for School Meal Programs](http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs) (http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs), one 113-count orange credits as ⅝ cup fruit. Therefore, if an orange is cut and served in halves, one half only equals 5/16 cup, which would round down to ¼ cup. A full orange needs to be selected in order to obtain a full ½-cup portion.

Crediting Leafy Green Vegetables

Raw, uncooked leafy greens credit for half the volume served in their fresh forms. For example, ½ cup of fresh, baby spinach credits as ¼ cup dark green vegetable. The same crediting principle applies to iceberg lettuce and other lettuces, even if they are not in the dark green subgroup. If leafy greens are cooked, such as steamed spinach, they credit as the actual volume served. The leafy green blend currently being used is a 50/50 mix of romaine and iceberg lettuces. The romaine credits toward the dark green vegetable subgroup as half the volume served and the iceberg credits toward the other vegetable subgroup as half the volume served. If you would like to credit the entire creditable amount toward the dark green subgroup, consider using a 100% romaine product.

Serving Utensils for Portioning

French fries were served to students using a pair of tongs on the day of review. Tongs are not a proper portioning utensil. You may choose to continue to use tongs for serving as it is likely the most efficient tool to use, but servers should have a reference of how many french fries are in the intended ½ cup serving size. To do this, fill a ½-cup measuring cup with french fries prior to service. Some fries may need to be cut in order to fit neatly into the measuring cup. Then count how many french fries fit in the measuring cup. When serving, each student should be served that number of fries. Some adjustments may need to be made for the variation in french fry length. This process should be repeated each time there is a menu item that cannot be served efficiently with a portion utensil. This will ensure that students are being

served the appropriate serving size to meet the meal pattern requirements. Alternatively, you may request a Product Formulation Statement from the manufacturer stating how the product contributes to the meal pattern.

Second Portions

When second portions of entrée items are offered and students are not charged a la carte prices, the calories, saturated fat, and sodium of these portions must be included in the weekly averages for dietary specifications (calories, saturated fat, and sodium).

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

□ Finding #1: The planned menu for the week of review did not meet the meal pattern quantity requirements. Upon further review of the full review period, the same findings were noted in the cycle menu, showing systemic quantity shortages.

The insufficient quantities include:

- Insufficient weekly dark green vegetable subgroup offered during the week of review. The Lettuce Salad on the menu credits as half the volume served. This item is a 50/50 romaine and iceberg lettuce blend, so the entire creditable amount must be split between the dark green and other vegetable subgroups, instead of crediting entirely to the dark green subgroup. Only ¼ cup of dark green vegetables were offered during the week, short of the ½-cup requirement.
- Insufficient weekly grain quantity offered during the week of review. Students are able to choose the PBJ entree daily. The PBJ entree meets the 1 ounce equivalent daily grain requirement, but when selected daily it is short of the weekly 8 ounce equivalent requirement.
- Insufficient daily vegetable quantity on Wednesday of the week of review. Students who chose the Spaghetti & Meatballs entree had access to at least ¾ cup of vegetables. However, the students who chose the Cold Ham Sandwich and the PBJ entrees only had access to ½ cup vegetables, which was short of the ¾ cup daily requirement. This was a finding on the previous Administrative Review and is subject to fiscal action.

Fiscal action is required for any repeat violations from the previous Administrative Review. Because insufficient daily vegetable quantity 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 on the day the insufficient quantity was offered during the week of review.

The following repeat finding was documented from the School Year (SY) 2013-14 Administrative Review and addresses the above finding subject to fiscal action:

Only ½ cup total vegetable was offered on Monday. The dark green, red/orange, and bean/pea vegetable subgroups were not met during the week of review. The review was expanded to the month and additional vegetable subgroup and total vegetable shortages were noted weekly. The site uses a 4-week cycle menu, so these concerns are systemic.

Corrective Action Needed: Please submit a statement detailing how you will ensure the meals served to students at Holy Rosary School will meet the meal pattern daily and weekly quantity requirements.

□ Finding #2: No vegetables from the beans/peas/legumes subgroup were served during the week of review, which is a missing vegetable subgroup. Upon further review of the monthly menu, it was noted that this subgroup appears to be missing on multiple weeks of the cycle menu.

Corrective Action Needed: Please submit a statement detailing how you will ensure the lunch menu for Holy Rosary School will meet the weekly vegetable subgroup requirements.

❑ **Finding #3:** The sliced bread offered during the week of review and on the day of on-site review was not whole grain-rich.

Corrective Action Needed: Submit a statement explaining how you will ensure all grains credited toward the meal pattern will be whole grain-rich. Submit the product label and the ingredient list for the new sliced bread being used, showing a whole grain product as the first grain ingredient.

❑ **Finding #4:** Documentation for the items served was not maintained on site.

Corrective Action Needed: Submit a statement explaining how you will maintain documentation on site.

❑ **Finding #5:** Staff at the Point of Service (POS) should be trained on Offer Versus Serve (OVS). There is currently a sheet of paper outlining what constitutes a reimbursable meal available for staff on a clipboard with the roster. However, additional training is necessary, as OVS is a fundamental concept.

Corrective Action Needed: Submit a training roster with signatures and dates for POS staff who have been trained on OVS. An Offer Versus Serve training webcast is available on the [School Nutrition Team's Webcast](#) webpage, which may be used as training (<https://dpi.wi.gov/school-nutrition/training/webcasts>). Additionally, volunteers working in the kitchen and in the serving line may benefit from OVS training. Consider conducting a short OVS training for volunteers to further familiarize them with what students may select and decline at lunch.

❑ **Finding #6:** No lunch signage was posted to indicate what counts as a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit, vegetable, or a combination of fruit and vegetable. Samples of signage that can be printed or updated and implemented in your school can be found on our [Signage Resources](#) webpage (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).

Corrective Action Needed: Submit a photo of posted lunch signage.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Comments/Technical Assistance (TA)/Compliance Reminders

Annual Financial Report (AFR)

- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. The new [16-17 Annual Financial Report instructions](#) are located on the DPI website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).
- The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.

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](#) may be found on our Financial Management webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).

Unpaid Meal Charge Policy

USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs 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”](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>). For a more comprehensive overview, see SP 23-2017: [Unpaid Meal Charges Guidance](#) <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>

- Best Practices
- Local meal charge policy checklist
- Sample outstanding balance letter
- Sample robo-call script

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>).

Findings and Corrective Action Needed: Nonprofit School Food Service Account

Finding #1: The 1617 SY AFR beginning balance does not match the 1516 SY ending fund balance of \$54.04.

Corrective Action Needed: Update the 1617 SY AFR beginning fund balance to \$54.04. If 1516 SY ending fund balance was incorrectly reported, correct the 1516 SY report so the ending fund balance reads \$0.00. Submit the updates to the [DPI accountant](#) via email—copy the nutrition program consultant on the communication.

Finding #2: The annual financial report is not completed correctly.

a) The cost of meals purchased from the public school are reported under “purchased services”. The cost should be separated and reported under food and labor, not as a purchased service.

b) The SFA did not separate nonprogram food revenues and expenses (adult meals, extra milks, and 4K lunches that are not claimed) from NSLP program revenues and expenses.

Corrective Action Needed: Correct the AFR and re-submit. If food service labor is not paid from the food service account (all are volunteers or paid from church fund), the full cost of joint meals can be reported under NSLP→Food. Submit the updates to the [DPI accountant](#) via email—copy the nutrition program consultant on the communication.

Finding #3: Darlington SD is claiming for the milks at Holy Rosary 4K (in addition to Darlington 4K) because the community 4K program is operated by the public school district. Student revenues for *paid* WSDMP milk sales from Holy Rosary 4K are not making it back to Darlington SD. Furthermore, the milk cost is being paid for by Holy Rosary School.

Corrective Action Required: Revenues received for the sale of *paid* milks should be receipted to Darlington Public- as the public school district is operating and claiming for this program. In return, if Holy Rosary is going to provide the milk, the cost of the milks served for the 4K WSDMP should be paid for by the public school district. Submit a statement explaining when and how the process will change for the rest of the 1718 SY and moving forward.

Paid Lunch Equity (PLE)

Step by step instructions to completing the PLE tool can be found on our [financial website](#) under Paid Lunch Equity.

Findings and Corrective Action: Paid Lunch Equity

- ✓ **Finding:** The 1718 SY PLE tool was run incorrectly and the lunch price(s) listed within the tool do not accurately reflect charges within the online contract or onsite. Reviewer assisted agency in fixing the 1718 SY tool and updating the online contract while onsite. The agency is charging enough to meet PLE requirements.

Corrective Action Required: Update the PLE tool to reflect actual paid lunch charges from the 1617 SY and the 1718 SY. **Corrected onsite. No further action necessary.**

- ✓ **Finding:** The 1718 SY online contract does not accurately reflect student and adult lunch charges.

Corrective Action Required: Update the online contract to reflect \$3.20 for students and \$4.20 for adults. **Corrected onsite. No further action necessary.**

Revenue from Nonprogram Foods

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

- 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 costs associated with nonprogram foods, including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods.
- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- SFAs that sell only nonprogram milk and adult meals as nonprogram foods are [exempt](#) from completing the USDA Nonprogram Food Revenue tool (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).

Adult Meals

- A [Wisconsin Adult Meal Pricing Worksheet](#) has been developed to assist the SFA in pricing adult meals (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc>).
- SFAs need to assess adult meal prices annually prior to contract submission to ensure student reimbursements are not being used to subsidize adult meals. The current reimbursement rates (2017-18 SY) should be used to determine adult prices.

Additional Resources

- [Nonprogram Foods Revenue Rule SP-20-2016](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>)

- [Nonprogram Foods In a “Nutshell”](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf) (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf)

Findings and Corrective Action Needed: Revenue from Nonprogram Foods

Finding: The SFA is not tracking extra lunch milk sales. The SFA is charging and adequately covering cost.

Corrective Action Needed: Submit a statement explaining how the agency will track extra milk sales moving forward. This data can then be used to separate nonprogram rev/exp from program rev/exp when completing the Annual Financial Report.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Technical Assistance (TA)/Compliance Reminders

Nondiscrimination Statement

When including the [non-discrimination statement](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) 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.

Civil Rights Training

Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.

Special Dietary Needs

- All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs may use the [prototype Medical Statement](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on [special dietary needs](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs) can be found on the DPI School Nutrition Team website (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs). This [flow chart](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf) gives guidance on special dietary needs, as well (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf)
- School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.

- Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, but an SFA may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. Nutrition information for a fluid milk substitute the SFA wishes to provide for students, must be approved by the SNT office. For more information on [fluid milk substitutes](#), please see our Special Dietary Needs webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>).
- Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program, School Breakfast, and After School Snack Program, but do not apply to the Wisconsin School Day Milk Program. WSDMP allows juice as a milk substitution and is reimbursable. SFAs may offer lactose-free milk to children who have lactose intolerance without requiring DPI pre-approval for use.

Covering Modified Meal Costs

- Reimbursement for a modified meal is based on a child's eligibility for free, reduced price, or paid meals, regardless of the extent of the meal modification. SFAs will not receive additional reimbursement to cover the extra costs sometimes associated with providing a reasonable modification, **and may not charge children with disabilities an extra fee for a modified meal.** Meals must be served for free or at a reduced price to children who qualify, regardless of whether or not they receive a modified meal or a regular meal. **SFAs may not charge children with disabilities more than they charge other children for Program meals** (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/accommodating-children-with-disabilities.pdf>).

Processes for complaints

- Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program.
- All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 3 days. You will want to make sure that this is included in the district procedures to ensure compliance.
- All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the [USDA Program Discrimination Complaint Form](#) for assistance in filing these complaints (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).

Findings and Corrective Action Needed: Civil Rights

- Finding #1:** The determining and confirming official did not complete Civil Rights Training. Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.

Corrective Action Required: View the WI PowerPoint [Civil Rights Training](#) and submit an updated copy of the attendance record documenting date of completion.

- **Finding #2:** The lunch calendar menu does not contain the correct *shortened* non-discrimination statement.

Corrective Action Required: Update the menu with, "This institution is an equal opportunity provider." Submit an updated copy to the consultant.

- **Finding #3:** The agency did not complete PI-1441 Civil Rights Self-Evaluation Compliance form. It is required to be completed by October 31 annually.

Corrective Action Required: Complete the form and submit a copy to the nutrition program consultant.

Local Wellness Policy

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

The final rule required School Food Authorities (SFAs) to develop a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017. At a minimum, SFAs must permit participation by the general public and the school community. In addition, SFAs must designate one or more school officials to oversee policy compliance.

Minimum Content of the Wellness Policy

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day.
- Plan for measuring policy implementation.
- **Designation of one or more officials as being 'in charge' of the policy.**
- **An assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and progress made in attaining the goals of the wellness policy. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.** 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. 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.

Resources:

- Please refer to the USDA [summary of the requirements](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf) for local school wellness policies (http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf).
- USDA Food and Nutrition Service has information on the [local school wellness policy](https://healthymeals.nal.usda.gov/school-wellness-resources) process and wellness policy elements (<https://healthymeals.nal.usda.gov/school-wellness-resources>).
- Wisconsin Team Nutrition has several [wellness policy resources](http://dpi.wi.gov/school-nutrition/wellness-policy) available, including a policy checklist, wellness policy language builder, toolkit, and a wellness policy report card (<http://dpi.wi.gov/school-nutrition/wellness-policy>).

Findings and Corrective Action Needed: Local Wellness Policy

Finding #1: The policy meets some but not all requirements as stipulated above.

Corrective Action Required: Please provide a timeline for updating your policy to become compliant with the final rule. The update must include the following items that are currently missing:

- nutrition promotion goal
- other school -based activities that promote student wellness
- standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards

Smart Snacks

Comments/Technical Assistance/Compliance Reminders

At the time of the on-site review, a la carte milk was the only competitive food or beverages sold at Holy Rosary School. If any food or beverage sales occur in the future, the items either must comply 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. You can find fundraiser tracking tools on our [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Professional Standards

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

Each SFA must designate at least one staff member as a program “director”. A program “director” is the person designated to perform or oversee the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, customer service, nutrition education, and general day-to-day program management.

Training Requirements

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee’s role in the management and operation of the school nutrition program.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file **including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff).**

Learning codes are not required, but encouraged. A template tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (<http://dpi.wi.gov/school-nutrition/training/professional-standards>).

Annual Training Requirements for All Staff

Directors: 12 hours

Managers: 10 hours

Other Staff (20 hours or more per week): 6 hours

Part Time Staff (under 20 hours per week): 4 hours

If hired January 1 or later, only half of the training hours are required during the first school year of employment.

Findings and Corrective Action: Professional Standards

Finding #1: The food service director title has not been clearly established.

Corrective Action Needed: Submit a statement clarifying who fills the food service director role for Professional Standard purposes.

Finding #2: Trainings are not tracked.

Corrective Action Needed: Include all current training hours for each food service employee (including fs volunteers) onto the central tracking tool and submit as part of corrective action. Include a training plan for staff to meet minimum hours for all positions. Volunteers should receive training in job-specific areas (e.g., food safety, civil rights) and may not meet the full 4 hours.

Food Safety and Storage

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

Time/Temperature Control for Safety (TCS) Food

Milk and dairy products

Shell eggs

Meat (beef, pork, and lamb)

Poultry

Fish

Shellfish and crustaceans

Baked potatoes

Heat-treated plant food, such as cooked rice, beans, and vegetables

Tofu or other soy protein

Sprouts and seed sprouts

Sliced melons

Cut tomatoes

Cut leafy greens

Untreated garlic-and-oil mixtures

Synthetic ingredients, such as textured soy protein in meat alternatives

When using "Time as a Public Health Control:"

- The internal temperature must be at or below 41 degrees Fahrenheit (°F) at the beginning of the holding period for cold time/temperature control for safety (TCS) food.
- TCS food can be held up to 6 hours at an internal temperature between 41°F and 70°F under monitored conditions. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold TCS food rises above 70°F, or the food is removed from service.
- Hot TCS foods can be held up to 4 hours at an internal temperature greater than 70°F. Provisions must be made to discard product if the 4 hour time limit is exceeded, the temperature of the hot TCS food falls to 70°F, or the food is removed from service.

- **There can be no leftovers and no reuse of the items covered under this plan.** Thus, if any TCS food is held without mechanical refrigeration during service, including TCS foods on garden bars, all leftover TCS food must be discarded.

Food Employee Reporting Agreements

- All food service employees must have a signed [Food Employee Reporting Agreement](https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf) on file (<https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf>).
- Employees must sign a new Food Employee Reporting Agreement form if changes are made to the document. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document.

Findings and Corrective Action: Food Safety

- **Finding #1:** Missing Food Employee Reporting Agreements.

Corrective Action Needed: Complete all missing agreements. Submit copies of completed agreements as an attachment to assigned DPI Nutrition Program Consultant via email.

- **Finding #2:** Reach-in milk cooler temperatures are not being taken/recorded.

Corrective Action Needed: Begin taking daily milk temperatures and recording them on a [log](#). Submit two weeks of completed milk logs to the DPI consultant via email.

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.
- 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.
- If no country of origin is identified on the label, than SFA must get certification from the 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 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 the 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 the 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 and Buy American monitoring procedures can be found in the [Contract Management](#) chapter of the *Introduction to the Procurement Policy and Procedures Handbook* (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>). Additional Buy American monitoring procedures can be found on the [Buy American Provision](#) webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american/monitoring>). 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 noncompliant products, can be found on the SNT [Procurement](#) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Findings and Corrective Action Needed: Buy American

- ❑ **Finding:** The following products were identified 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:
 - Mandarin Oranges (China)
 - Pineapple (Indonesia)

Corrective Action Needed: Begin using a Noncompliant Product List for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. Provide the completed list as corrective action. A [template form](#) is located on the procurement webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).

Summer Food Service Program (SFSP) Outreach

Technical Assistance (TA)/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 Holy Rosary School, USDA requires 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](#) 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](#) website (<http://www.fns.usda.gov/summerfoodrocks>)

Resources:

- To access an inclusive map of all potential participating sites in your area, see the [interactive map](#) on the SFSP website (<http://www.fns.usda.gov/capacitybuilder>).
- For more information on Summer Feeding option contact:
Amy J. Kolano, RD, CD, Summer Food Service Program Coordinator
Phone: 608.266.7124; e-mail: amy.kolano@dpi.wi.gov

Findings and Corrective Action: SBP and SFSP Outreach

□ **Finding:** The SFA did not conduct SFSP outreach before the end of the school year to ensure that eligible families are informed of the availability and location.

Corrective Action Needed: Submit a plan as to how the district will notify families of summer feeding options near the end of the 2017-18 SY.

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 student success.

For more information on this initiative, please visit the Wisconsin DPI Every Child a Graduate webpage (dpi.wi.gov/statesupt/agenda-2017).



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