



Administrative Review Summary and Corrective Actions

SFA Name:	Crivitz School District
SFA Code/ ID Number:	381232
Administrative Review Conducted on:	Thursday, November 9, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on November 9, 2017; an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by DATE. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Thank you,

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Administrative Review Technical Assistance Summary

SFA Name:	Crivitz School District
SFA Code/ID Number:	381232
Administrative Review Conducted on:	Thursday, November 9, 2017

Commendations & Suggestions

Outstanding job meeting all of the requirements for the lunch menu. All daily and weekly meal component and food quantity requirements were met for the week of menu review for lunch.

Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for both paid student lunches and adult meals.

Thank you for being so well prepared!

The cafeteria was very clean and organized. All food service staff do a great job and have positive interaction with the students.

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

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

Resource Management - Internal Controls

The SFA could improve internal controls over cash management by implementing segregation of duties. The SFA's bookkeeper has physical access to the cash, controls the financial recordkeeping, and performs the bank reconciliations. Cash handling, recordkeeping, and reconciliation functions should be separated when possible, to mitigate the risk of theft or errors. Improvements could include: 1) Have 2 employees present when counting cash, 2) Have another employee routinely check that the actual cash deposited matches the cash counted, and 3) Have an administrator closely review the bank statements and approve the bank reconciliations.

SFA has certificates of training but is not using a tracking tool. TA given on-site. During the review, training requirements were discussed with the SFA, including the Professional Standards Tracking Tool.

Professional Standards - technical assistance provided regarding employees hours. Full-time staff are those people that work at least 20 hours per week. Part-time staff work less than 20 hours per week. There is no

Wellness Policy - technical assistance provided regarding the requirement to assess the wellness policy on a triannual basis and make the results available to the public.

SFA Name:	Site(s) Selected for Review:		
<i>Crivitz School District</i>	1 <i>Crivitz Elementary</i>	NSLP Grade Group: K-8	SBP Grade Group: K-8
SFA ID Number:	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:
<i>381232</i>	3 <i>NA</i>	NSLP Grade Group:	SBP Grade Group:
Week of Menu Review:	<u>9/18/17 - 9/22/17</u>		

Menu Review Findings: Breakfast

For the week of menu review, not all grains offered at breakfast were whole grain-rich. This contributed to not meeting the following requirements: daily grain, weekly grain, and whole grain-rich. Meat/meat alternate products may credit towards the weekly grain requirement, once the daily grain requirement is met with a whole grain-rich product.

Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the School Breakfast Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

For detailed regulations see: 7 CFR 220.10

Required Criteria for Response to Findings	SFA Response	CNR Internal	
		Appv	Intls.
1. Provide a statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements as applicable.			
2. Provide a written process for sites to reference when they do not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			

6. Provide labels, ingredient lists, CN labels, Product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.

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SFA Name: Crivitz School District
 SFA Code/ID: 381232

Administrative Review Conducted: Thursday, November 9, 2017
 Site(s) Selected for Review: Crivitz Elementary
N/A
NA

Date Corrective Action Plan was provided to SFA: 11/29/2017

Due Date for Corrective Action Plan: 12/29/2017

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.
Please enter the detailed response for each in the spaces provided.

Finding #1: Resource Management			
The SFA has not sufficiently priced its nonprogram foods to be in compliance with revenue from nonprogram food requirements.			
Technical Assistance			
The SFA did not complete the NonProgram Food Revenue Tool prior to the review. During the review, the SFA completed the tool and it showed the SFA was out of compliance. The SFA needed \$20 in additional nonprogram revenue to be in compliance, which comes to an annual deficiency of approximately \$720.00. It is suggested that the SFA increases extra milk prices to \$.50 or extra entree prices to \$1.50 (or some combination) to come into compliance with the tool. The NonProgram Food Revenue Tool must be completed every year, and nonprogram food prices increased if the tool shows the SFA did not price its nonprogram foods at a sufficient rate to ensure its revenue ratio equaled or exceeded its food cost ratio. If nonprogram food prices will not be increased, the SFA should transfer nonfederal funds into the food service account. This would be reported under the "Transfer from Non-Food Service Account- NonProgram Food Revenue" column on the annual financial report.			
For detailed regulation see: 210.14(f) Revenue from nonprogram foods.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. List the steps the SFA will take to increase nonprogram food revenues. This should include the specific price increases and the date the increases will take effect.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement of understanding that the DPI Nonprogram Food Revenue Tool will be completed each year. This should include a timeframe for when the tool will be completed and assurance that the SFA will take the necessary steps to come into compliance if the tool shows they did not generate sufficient nonfederal revenue.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



Administrative Review Team

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