



Administrative Review Summary and Corrective Actions

SFA Name:	Wausaukee School District
SFA Code/ ID Number:	386230
Administrative Review Conducted on:	Wednesday, November 8, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on November 8, 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 **12/30/17**. 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.

CN Resource

1930 N Arboleda, 101, Mesa, Arizona 85213

Administrative Review Technical Assistance Summary

SFA Name:	Wausaukee School District
SFA Code/ID Number:	386230
Administrative Review Conducted on:	Wednesday, November 8, 2017

Commendations & Suggestions

Outstanding job meeting all of the requirements for the meal pattern for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for paid student lunches.
Fantastic job of organizing all documents for the review. This was one of the most organized, accurate, and complete reviews I have ever conducted.
Meal service was extremely efficient. The students got in and out quickly and had a nice choice of fruits and vegetables. The homemade rolls/buns are a very nice touch to your school foodservice program.

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

Resource Management - Adult Breakfast Price The SFA underpriced adult breakfasts. Adult meals should be priced at the student rate plus the value of any USDA or state per-meal reimbursements. For the current year, the SFA should be charging at least \$1.68 (\$1.30 student price + \$.30 USDA reimbursement + \$.08137 state reimbursement). The SFA is only charging \$1.60. Reimbursement rates can be found on the DPI financial website under "Reimbursement": https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial
FDPIR and FoodShare #'s - We discussed the proper format of FDPIR and Foodshare numbers to ensure that applications are being filled out correctly. Laura does a nice job of collecting and approving applications. There were no errors.
Wellness Policy Assessment - During the review, Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy. The results of the assessment must be made available to the public.
The SFA should be reminded that only the people who work directly with the applications or need to know status within the food service department should know the eligibility status of the students.

SFA Name: *Enter Here* Site(s) Selected for Review: 1 Wausaukee High School NSLP Grade Group: 9-12 SBP Grade Group: 9-12 N/A

SFA ID Number: *Enter Here*

Week of Menu Review: September 18-22, 2017 *There were no findings from the week of menu review*

Menu Review Findings: Lunch- Day of Review

On the day of review, the lunch menu did not meet the 1 cup daily fruit requirement. A fruit was provided, however the minimum required portion size was not met, only 1/2 cup was offered.

Technical Assistance

All menus served within the SFA for the National School Lunch 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 210.10

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written 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.			
2. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a written 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.			



SFA Name: Wausaukee School District
 SFA Code/ID: 386230

Administrative Review Conducted: Wednesday, November 8, 2017
 Site(s) Selected for Review: Wausaukee High School

Date Corrective Action Plan was provided to SFA: 11/30/2017

Due Date for Corrective Action Plan: 12/30/2017

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			
Resource Management - NonProgram Food Revenue Tool The SFA sold nonprogram foods, but did not determine compliance with nonprogram food requirements.			
Technical Assistance			
The SFA has not determined compliance with nonprogram food revenue requirements. The DPI NonProgram Food Revenue Tool should be completed every year. You can use a 5-day reference period to complete the tool. This tool should include adult/staff meals, a la carte, extra milks, and extra entrees as your nonprogram foods. If the tool shows you are out of compliance, you need to increase nonprogram food prices. A copy of the DPI tool and instructions can be found on the DPI financial website under "NonProgram Food Revenue": https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial			
For detailed regulation see: 210.14(f) Revenue from nonprogram foods.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Watch the Nonprogram Foods Revenue Tool webinar (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html) and provide a copy of the completed quiz questions.			
2. Submit a completed copy of the DPI NonProgram Food Revenue Tool. If the tool shows you are out of compliance, include a written statement explaining how nonprogram food prices will be increased to come into 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.			
4. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

[] 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.



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