

Administrative Review Report

Westfield School District

396335

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/21/2019	04/12/2019
On-Site Review	04/23/2019	04/25/2019
Site Selection Worksheet	02/19/2019	03/20/2019
Entrance Conference	04/23/2019	04/23/2019
Exit Conference	04/25/2019	04/25/2019

Commendations:

- The food service director at Westfield School District is doing a fantastic job.
- Meal pattern documentation is thorough and organized. All a la carte foods and beverages analyzed met the Smart Snacks standards.
- All food service professionals should be commended for the colorful and appealing meals, and for their great rapport with students. Keep up the good, hard work!
- Food service staff interact kindly with students, work harmoniously as a team, and take pride in preparing an attractive meal.
- The director encourages professional training and finds educational opportunities for staff.
- Westfield's director has fully accepted and excelled in using DPI's new AR software, SNACS, despite the frustrations that come with a test year.
- The kitchen is clean, organized and lively. Food service staff are committed to food safety.
- Westfield's wellness policy and action plan are enthusiastic, engage the entire community, and model wellness for the students.
- Civil Rights training and signage are evident.
- All school staff were friendly and welcoming. Thank you for your willingness to answer questions, and quickly produce needed documents to keep the review progressing. Kudos for the way the director embraces positive changes.
- Thank you for offering free breakfast for all Westfield Middle School students as a way to increase participation and use excess cash balance.

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Findings and Corrective Action:

Site Name	Westfield School District
Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
Corrective Action	<p>Finding: The SFA unpaid meal charge policy contradicts USDA FY School Programs Memorandum #3. Regulations require that school officials provide reduced priced or paid meals to eligible children if they have money in hand to pay for the current meal.</p> <p>CA: Provide a timeline of when the policy will be revised and adopted to reflect all students' ability to purchase a reimbursable meal if they have cash in hand.</p>
Site Name	Westfield School District
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
Corrective Action	<p>Finding: The SFA did not accurately calculate the nonprogram food ratio. The SFA completed the Nonprogram Foods Revenue Tool, but did not include all required information into the tool, such as district-wide sales and current reimbursement rates(7 CFR 210.14).</p> <p>CA 1: Watch the Nonprogram Food Revenue webcast on the DPI website.</p> <p>CA 2: Update the 5-day Nonprogram Foods Revenue Tool, including all missing information and upload the updated tool into SNACS. Attach a district-wide sales report for the same 5 day period.</p>
Site Name	Westfield School District
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
Corrective Action	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The household's meal benefits were incorrectly calculated. See the SFA-1 provided by the consultant for details.</p> <p>CA: Notify the household of the correct meal benefit, per program requirements. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
Site Name	Westfield School District
Form Name	Verification (207 - 215)
Question #	209
Corrective Action	<p>Finding: Applications selected for verification were not verified correctly per 7 CFR 245.6a. Household submitted a letter from their employer which was not accepted since it was not on letterhead. The information included in the letter was sufficient and would have confirmed the eligibility. The household was changed to denied and later picked up on DC.</p> <p>CA: Review the verification webcast on the DPI website and submit a statement of understanding on how verification is completed. Submit a copy of post-verification "We have checked" letter and a completed Verification checklist. Since the student is now receiving free benefits based on DC, provide a statement of understanding that a letter provided by an employer for verification can be accepted if all the required information is included and does not have to be on company letterhead.</p>
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409

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Corrective Action	<p>Finding: Many of the production record requirements are not being filled in. Requirements include recipe numbers, planned/actual number of servings prepared, planned/actual quantity prepared, and number of reimbursable and adult meals planned and served. Cereal and juice must be recorded by type, unless a cereal or milk recipe is created and kept on file. Technical assistance was provided on this process. CA: Review the Production Record Requirements for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>CA: Submit one week of completed breakfast and lunch production records, including cereal and juice recipes.</p>
Site Name	Westfield School District
Form Name	Wisconsin School Day Milk Program
Question #	4
Corrective Action	<p>Finding: Westfield Elementary School incorrectly included 12 milks on the annual WSDMP claim since this school does not participate in this program. It was an error at the point of service (POS). The 12 milks will be removed from the annual claim if the WSDMP claim has not yet been processed. If the claim has been processed, the total milk overclaim is \$2.40 and falls under the \$100 disregard for this program and will not be reclaimed. CA: Train the point of service staff at Westfield Elementary on the correct button to use for ala carte milk and/or update the POS system and remove the WSDMP button from the screen.</p>

Technical Assistance Entries:

TA Date	Question #	Site
04/24/2019	410	Pioneer Westfield Middle
Comments		
<p>There is no overlap in meal pattern between grades 7-8 and 9-12. While the maximums for grains and meat/meat alternates are not enforced, it is not recommended to greatly exceed the maximums, as this will result in the menu exceeding the dietary specifications. Technical assistance was given on the daily and weekly requirements, and on the difference between meal pattern and OVS. Recommend offering 1 oz eq of grain more often so that the 7-8 menu does not exceed its calorie limit.</p>		

TA Date	Question #	Site
04/24/2019	305	Westfield School District
Comments		
<p>Unpaid Meal Charges: 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) When school officials, staff, or local businesses choose to make a donation to either pay for an individual student's meal or to pay down unpaid meal charges, consider establishing an Angel Fund for those donations, and a policy which will equitably distribute the benefit.</p>		

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TA Date	Question #	Site
04/24/2019	709	Westfield School District
Comments		
<p>Non-program Foods:</p> <ul style="list-style-type: none"> • 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. • 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. • When unused food that was on the meal service line and is going to be discarded is sold to food service staff the price should meet or exceed the raw food cost. Sales for these items need to be included in the 5-day Non-program Food Revenue tool completed annually. 		
TA Date	Question #	Site
04/24/2019	AFR	Westfield School District
Comments		
<p>Annual Financial Report:</p> <ul style="list-style-type: none"> • 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). • Under "nonprogram foods", report the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals, a la carte, and caterings would also be included here. 		
TA Date	Question #	Site
04/24/2019	126	Westfield School District
Comments		
<p>Determining F & R Applications:</p> <ul style="list-style-type: none"> • When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss. A business loss (negative dollar amount) would become \$0 for the income on the application. • Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and <i>may not be determined until clarified with the household</i>. 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. • 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. 		
TA Date	Question #	Site
04/24/2019	137 & 138	Westfield School District
<p>BI list:</p> <ul style="list-style-type: none"> • To avoid discrepancies between the application determination and the Benefit Issuance list, use the electronic BI list available on the district's POS software. • For accuracy, make monthly updates to the BI list noting Inactive or Withdrawn students. 		