

USDA Child Nutrition Programs
Commendations, Corrective Actions & Technical Assistance

School Food Authority: Milwaukee Seventh-day Adventist School **Agency Code:** 401873
School(s) Reviewed: 1873-Milwaukee Seventh-day Adventist School **Review Date(s):** 4/3/19
Review Team: TCB Reviewers **Date of Exit Conference:** 4/3/19
Corrective Actions Due Date: 5/8/19

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 Milwaukee Seventh-day Adventist School for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The TCB review team appreciates the eagerness of the staff at Milwaukee Seventh-day Adventist School for their willingness to make changes to meet school nutrition program regulations. The staff is concerned for the nutritional well-being of their students as evidenced through food safety, menu, service, local wellness, and overall responsiveness to recommendations made while on site. We were impressed at the overall cleanliness of the kitchen and the courteousness of staff toward students.

The TCB review team is confident that Milwaukee Seventh-day Adventist School will continue to improve their knowledge and operation of child nutrition programs.

Commendations

Commendation #1: *Staff was friendly and available throughout the entire review process.*

Commendation #2: *The meal served on the day of the review was presented in an appealing manner.*

Required Corrective Actions

Please review and reply to this Corrective Action Plan to identify procedures and/or documents needed to correct these issues.

Finding #1: *The School Nutrition Program Director did not obtain the 8-hour food safety certification (7 CFR 210.30).*

Required Corrective Action #1: *Complete 8 hours of food safety training and provide documentation of completion.*

Finding #2: *The SFA did not meet on-site monitoring requirements for NSLP or SBP per 7 CFR 210.8.*

Required Corrective Action #2: *Complete all required onsite monitoring for the current school year and upload into the shared Google Administrative Review folder. If any corrective actions are found during the on-site monitoring, please complete the corrective actions within 45 days of the initial on-site assessment and include this as follow-up to the main part of this Corrective Action. Additionally, submit a plan describing how onsite monitoring will be completed for each school and program moving forward as well as the position/role responsible to complete the forms.*

Finding #3: *The SFA does not have internal controls to ensure the accuracy of the meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Meal counts were not correctly reported on the monthly claim. This finding will result in potential fiscal action to be determined upon successful completion of all Corrective Actions.*

Required Corrective Action #3: *Upload monthly edit checks and Point of Service rosters for breakfast and lunch for September 2018 thru March 2019 into the shared Google administrative review folder.*

Recommended Technical Assistance

Please review the following Technical Assistance; a response is not required. Internally, identify procedures and/or documents needed to work toward continuous improvement of the program. Please note, numbers below may not correspond directly to numbered findings above.

Technical Assistance #1:

The DPI website provides guidance regarding [Buy American](#), including a template policy, the justification form called “Buy American – Noncompliant Product List” and other resources. (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>)

Technical Assistance #2:

Documentation of tracking [Professional Standards](#) trainings/continuing education must be maintained for all school food service staff to demonstrate the minimum training requirements are being met (7 CFR 210.30). (<https://dpi.wi.gov/school-nutrition/professional-standards>)

Technical Assistance #3:

Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8).

Technical Assistance #4:

The SFA must assess the Local Wellness Policy every three years. The first assessment must be completed no later than June 30, 2020. The final Local School Wellness Policy Implementation Under the Healthy Hunger Free Kids Act of 2010 Rule requires the SFA to retain basic records demonstrating compliance with the local school wellness requirements. Your SFA’s local school wellness policy does not contain language for all the minimum required elements. Language must be added related to the following content area: a plan for measuring implementation and notifying the public. Your SFA does not have documentation to support that the public was notified about the Local Wellness Policy. SFAs may use a variety of methods to notify the public about the policy. This may include mailing flyers, newsletters, emails, or website postings. The SFA must retain documentation of the notification. More information regarding the Local Wellness Policy may be found on the [School Wellness](#) webpage (<https://dpi.wi.gov/school-nutrition/wellness-policy>).

Technical Assistance #5:

SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8).

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



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