

USDA Child Nutrition Programs Administrative Review Summary Report

School Food Authority: Wauwatosa School District **Agency Code:** 406244
School(s) Reviewed: Wauwatosa Montessori School, Roosevelt Elementary, Wilson Elementary
Review Date(s): January 17th – January 19th, 2017 **Date of Exit Conference:** Jan. 19th, 2017

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 at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, 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 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, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills.
- SFAs are required to have a local meal charge policy in place no later than July 1, 2017. More information, resources, and best practices may be found on the Wisconsin DPI School Nutrition Financial Management webpage dpi.wi.gov/school-nutrition/national-school-lunch-program/financial, scroll down to the unpaid meal charges section.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Wauwatosa School District for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. The food service director is doing a great job. He is very receptive to learning and finding ways to improve the program. It is obvious that he is dedicated to making improvements. The free and reduced meal applications were very organized.

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.

Food safety plans are up-to-date and the temperature logs are very organized. There is an excellent training program for employees that covers safety and lunch program regulations. There were no meal counting, consolidation, or claiming errors. Verification documentation is very organized.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Comments/Technical Assistance/Compliance Reminders

Benefit issuance list with names of all students certified as eligible for free or reduced price meals on any day in December was forwarded to School Nutrition Team prior to the onsite portion of the AR. The names of 450 students were selected in accordance with USDA statistical sampling protocol. Documentation was pulled to support eligibility status of these students. The time and effort to gather this documentation streamlined the onsite review process and was much appreciated.

Findings: Eight applications for 9 students receiving free or reduced price meal based on household size and income were missing required information.

Application Coded A - The household member did not provide the last four digits of his/her Social Security number in boxes provided or check the box to indicate he/she did not have a number.

Applications Coded B, C, E and F – Household member did not complete the box to confirm total number of household members.

Application Coded D – The adult household member did not fill in the total number of household members in the box provided on the application and did not report last digits of the social security/indication the household member did not have a number.

Application Coded G – The signature of the adult household member who completed the application was missing.

Application Coded I - The adult household member completing the application reported there were 6 total household members but only listed the names of two adults and two students. Eligibility determination was based on household size of 5.

Households submitting applications that did not qualify for meal benefits were correctly denied and properly notified of the appeal procedures in writing. Documents for those students that were directly certified supported students' free meal eligibility and households received the appropriate notice.

According to the district's designated determining official, direct certification match results are obtained a minimum of three times (at or around the beginning of school, three months after initial effort and six months after initial effort).

Verification

When conducting verification, the letter to the household explaining any change of benefit status must be sent out as soon as verification is complete. Households have ten calendar days from the day the letter is sent to file an appeal. If they do not file an appeal, the school has up to ten days to change their benefits in the system.

Point of Service

The point of service must yield an accurate count of meals served and account for any a la carte items sold. While at Wilson, the serving line was very backed up and the cashier assisted the server. However, two students walked up to the point of service and typed in their pin code and hit the button on the screen that finalizes the transaction and walked away while the cashier was not there. One of those student's pin numbers did not go through and the cashier had to go back into the system and add her. Another student picked up an entrée item and nobody was at the register so he went to his table and sat down. The cashier needs to ensure that she is the only one confirming that students have reimbursable meals. If the cashier has to help the server, then it can lead to issues like the above.

Findings and Corrective Action Needed

☐ **Finding #1:** Eight applications for 9 students receiving free or reduced price meal based on household size and income were missing required information.

Application Coded A - The household member did not provide the last four digits of his/her Social Security number in boxes provided or check the box to indicate he/she did not have a number.

Applications Coded B, C, E and F – Household member did not complete the box to confirm total number of household members.

Application Coded D – The adult household member did not fill in the total number of household members in the box provided on the application and did not report last digits of the social security/indication the household member did not have a number.

Application Coded G – The signature of the adult household member who completed the application was missing.

Application Coded I - The adult household member completing the application reported there were 6 total household members but only listed the names of two adults and two students. Eligibility determination was based on household size of 5.

Corrective Action Needed: Necessary information was obtained for applications coded A, B, C, and F. Corrections were made on the application, coded I, to add the name of a student in district's database but omitted on the application. The adult household member who was contacted about the sixth household member provided the name of the new baby. The household of 6 qualifies for free meal benefits so the status was changed from reduced price to free effective within 3 days, as required. The notice was sent on January 18, 2017 to inform the household of the change. Submit information supporting that the application, coded D, has been signed by an adult household member. Submit a corrective action statement indicating how applications who do not fill in the total number of household members will be handled and a statement indicating how missing social security numbers will be handled. Please note that this information cannot be obtained from district's database.

☐ **Finding #2:** The point of service at Wilson elementary may lead to counting and claiming errors. The day of review, line was very backed up and the cashier walked away from the point of service. Two students walked up to the point of service and typed in their pin code and hit the button on the screen that finalizes the transaction and walked away while the cashier was not there. One of those student's pin numbers did not go through and the cashier had to go back into the system and add her. Another student picked up an entrée item and nobody was at the register so he went to his table and sat down. The cashier needs to ensure that she is the only one confirming that students have reimbursable meals. If the cashier has to help the server, then it can lead to issues like the above.

Corrective Action Needed:

1. The cashier needs to be trained on point of service procedures. Review procedures with the cashier and submit a document stating when the training was conducted and signed by the cashier.
2. Submit a corrective plan to ensure this issue is not ongoing. This can include how to avoid the line backing up, plans to make service more efficient when there are multiple menu items, what will happen when there is a backup in the service line, how the cashier will deal with issues related to students not getting their pin number in, a plan for on-site monitoring visits to ensure that there are no issues in the future, etc.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Comments/Technical Assistance/Compliance Reminders

Breakfast and lunch signage was posted. However, the breakfast signage at Roosevelt was meant for SFAs who do not participate in Offer versus Serve and did not have the number of food items that each menu item was planned nor the number of items from each component that students could select. Instead it stated that students must select “all food components”. Technical assistance was provided to the food service manager and the appropriate signage from acquired.

As a reminder, signage must be placed where students can see it and should be posted before the point of service. Please move the lunch signage at Wilson Elementary to the front of the line. The updated meal pattern mandated by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 outlined a sodium restriction using three targets to allow for a gradual implementation. The first target was implemented July 1, 2014. Products that can be major contributors of sodium include condiments, regular canned vegetables, deli meats, dairy products, olives, and processed food items. The use of these products should be closely monitored and limited to meet sodium requirements in this school year and upcoming school years, as Target #2 for sodium will need to be implemented in the 2017-18 school year.

Recipes should be updated to reflect current practices and products. Standardized recipes exist, but many are not accurately reflecting what is happening in the central kitchens as Wauwatosa School District uses Wisconsin Commodity deli turkey and turkey ham. The recipes they receive from Sodexo call for different deli meat ingredients, which would end up crediting differently and could cause confusion for staff preparing sandwiches and salads. This is an issue that the food service manager will have to tackle with cooperation from upper management within Sodexo. DPI conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Travel and meal expenses are allowable foodservice expenses and may be reimbursed through the school’s foodservice fund. It is strongly recommended that the lead workers and menu planners from each site attend pertinent courses such as Lunch In a Nutshell and Menu Planning Tools. Information on the dates and locations of these trainings will be posted on the DPI Training website (<http://dpi.wi.gov/school-nutrition/training>) as they are scheduled. The Whole Enchilada (Meal Pattern) is highly recommended for the staff.

Findings and Corrective Action Needed

□ **Finding #1:** There was a weekly grain shortage for the week of review of elementary lunches.

Corrective Action Needed: Please provide February’s menu to the public health nutritionist with documentation on the crediting of the grains and meat/meat alternate component. It will be confirmed that the technical assistance provided with menu planning and meeting weekly requirements was met.

3. RESOURCE MANAGEMENT

Comments/Technical Assistance/Compliance Reminders

Revenue from Nonprogram Foods

Regulations now require schools to run what is called the Non-Program Foods Revenue Tool which will determine if the school is generating sufficient revenue to cover food costs. Information used to run the tool is taken from the Annual Financial Report. This department strongly recommends schools cover food and labor costs for all Ala Carte activities. The USDA tool is located on our website at http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/npr_tool.xls.

Also as a reminder non-program foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals, Catered Meals, and Food Service operated Vending Machines. All non-program food costs including food, labor, equipment, purchased services, and other expenses must be covered by revenues received from the sale of those foods. Non-program foods may not be supported by reimbursable meals or have a non-program foods loss absorbed by the food service account. Thus non-program foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit. There is a calculator located on our website to aid you in calculating the prices of your non-program foods.

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/nonprogram-food-price-calculator.xlsx>

To document non-program food compliance with the Federal regulation, the USDA Non-program Foods Revenue Tool needs to be completed. To do this, the SFA must select a reference period of at least 5 consecutive operating days (4 consecutive days for schools which only operate 4 days) of a regular school week, and compare the reference period revenue ratio to the food cost ratio to determine if the revenue ratio is equal to or greater than the food cost ratio. Rather than separating all costs for the entire year (although recommended), SFAs must separate their non-program food costs from their program food costs for the selected period to complete the Non-program Foods Revenue Tool. If the revenue ratio is equal to or greater than the food cost ratio, the SFA is in compliance.

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} \geq \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$

SFAs must collect the following SFA-wide information for the reference period

For non-program food revenue, the dollar amount of non-program food sales, including a la carte sales, adult meals, vending machines, and any other non-program food purchased with nonprofit school food service account funds. For total revenue, the dollar amount of program and non-program food sales.

For non-program food cost data, include:

An itemization of all non-program foods to be offered during the reference period;

The per item/serving cost of each non-program food, including food sold only as non-program food, food sold as program and non-program food (crossover food);

The number of servings/items sold.

For total food cost data, include all non-program food cost data and program food cost data. Program food cost data should be readily available using production records, invoices, etc.

The revenue from nonprogram foods tool was completed on-site and no further action is required.

Thank you for completing this quickly.

Annual Financial Report

All revenues including reimbursements and student payments, and expenses including labor, equipment, purchased services, and other need to be entered into the program to which they belong. Because Wauwatosa food service is managed by Sodexo, the cost of food can be included in purchased services category. The new 16-17 Annual Financial Report instructions are located on our website at: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/annual-financial-report-instructions-new-1617.doc>

Additional Updates

USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs, by July 1, 2017, 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 58-2016: Unpaid Meal Charges Guidance: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-58-2016.pdf>

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

Findings and Corrective Action Needed

Finding #1: Adult meal prices are only \$3.50. This price does not meet the minimum requirements for adult meal prices.

Corrective Action Needed: Calculate the correct adult meal price using this guide:

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc> and update the prices immediately. Submit a copy of the pricing guide used to calculate the prices and documentation indicating that this has been updated. Update the online contract to reflect the updated price. (The adult meal pricing guide was used and prices were updated.) Make changes in the contract to reflect the updated meal price for adults and make sure the website is updated with the price change.

Finding #2: The costs of equipment and the Food Service Management Contract were not allocated to the lunch and breakfast program appropriately. Equipment purchases should be allocated

based on the amount of time they are used for each program. The Food Service Management Contract allocation under purchased services needs to be updated to reflect the amount allocated to each program.

Corrective Action Needed: Update the annual financial report by printing out a copy of the form submitted previously and writing in the correct numbers. Fax that form to 608 – 267 – 9207 and submit a scanned copy to the nutrition program consultant via email.

Finding #2: Prior to the on-site review, the nonprogram food revenue tool was not completed.

Corrective Action Needed: This was completed while on-site and reviewed. Wauwatosa School District is in compliance with nonprogram food regulations. No further action is needed.

4. GENERAL PROGRAM COMPLIANCE

Comments/Technical Assistance/Compliance Reminders

Smart Snacks

Smart Snacks items were not reviewed as they were not sold at the three schools chosen for in-depth review. The Smart Snacks rule has changed and items that were compliant last school year may no longer be in compliance. The fourth general standard has been eliminated and the sodium standards are stricter.

Local Wellness Policy Summary

The local wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-2017 and full compliance with the requirements of the final rule by June 30, 2017.

At a minimum, SFAs must permit participation by the general public and the school community including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators in the wellness policy process. In addition, SFAs must designate one or more school officials to ensure each school complies with the policy.

Content of the Wellness Policy

At a minimum the wellness policy must include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. SFAs are required to review and consider evidence-based strategies in determining these goals. **Evidenced based is defined as strategies that have been studied, evaluated, and peer reviewed. At a minimum, USDA FNS expects SFAs to review Smarter Lunchroom tools and strategies. Information on Smarter Lunchroom strategies can be found at: <http://dpi.wi.gov/team-nutrition/smarter-lunchrooms>.**
- 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.
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

SFAs must complete an assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and process made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.

A summary of the requirements can be found at:

https://healthymeals.nal.usda.gov/sites/healthymeals.nal.usda.gov/files/uploads/LWPsummary_finalrule.pdf. USDA Food and Nutrition Service has information on the local school wellness policy process and wellness policy elements at: <https://healthymeals.nal.usda.gov/school-wellness-resources>. Wisconsin Team Nutrition has several wellness policy resources available including a toolkit, a wellness policy builder, and wellness policy report card at: <http://dpi.wi.gov/school-nutrition/wellness-policy>.

Food Safety

Food safety plans were available on-site for review. Thank you for taking the time to update food safety plans at the beginning of the year. Food safety plans must be site specific and include a list of menu items categorized by Process 1, 2, and 3. Make sure an updated list of menu items is included in the food safety plan for each school. Process 1 items are those that do not go through the temperature danger zone (41 – 135 degrees). Process 2 items are those that go through the temperature danger zone once (heat and serve items). Process 3 items are those that go through the temperature danger zone more than one time (heated and then cooled; heated, cooled, reheated).

During meal service, an employee at Montessori was serving food with gloves on but also using the computer at the POS. Gloves should be changed between tasks. If necessary, a barrier can be placed on the mouse each day to ensure that there is no cross contamination.

Milk barrels are allowed to be used, but an SOP was not found in the food safety plan. A template can be found here: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-barrel-temperature.docx>. Make sure that the temperature of milk at the end of service is taken and recorded; any milk that is above 41 degrees must be discarded. Milk that is under 41 degrees may be used again at next meal service.

On-site Monitoring

Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP administered by the SFA by February 1.

The Administrative Review Final Rule updated 7 CFR Part 220.11(d)(1) establishing the requirement to conduct onsite monitoring of the School Breakfast Program beginning in school year 2016-17. The annual requirement is to annually review 50% of schools approved to participate in the SBP within the jurisdiction of the SFA, with each school in SBP being reviewed

once every two years. For more information see USDA memo SP 56-2016
<http://www.fns.usda.gov/sites/default/files/cn/SP56-2016os.pdf>.

The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our website at: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> under the SFA onsite monitoring section.

Special Dietary Needs

Special dietary accommodations were discussed. If providing a substitute for students, a note from a licensed medical practitioner must be on file (doctor, nurse practitioner, physician's assistant, etc). We have a prototype Medical Form posted on our website that is also available in Spanish and Hmong that you can use http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/special_dietary_requests_form.pdf. When the form is completed indicating that the special dietary request is based on a disability, the school is required to provide a meal that meets the child's needs as documented. The meal would not have to meet the meal pattern requirements, as the diet requests serves as the meal pattern for that particular child. Any special items served to students with a disability cannot be priced higher than what a normal priced meal would be. Additional information on 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>.

During meal service at Roosevelt, two students were offered juice in place of milk, but food service staff was not sure if there was a note on file. As a reminder, juice may not be substituted for milk without a note from a medical professional on file. Juice may be offered as an a la carte item, but the student must choose a reimbursable meal outside of that juice. The juice must meet Smart Snacks standards.

Nondiscrimination Complaints

Schools must have a formal 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. The form to assist in filing these complaints can be found on the DPI SNT website at https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf

The most recent non-discrimination statement must be used on all program materials and cannot be smaller than the primary font used in any promotional materials (printed and online) and letters sent to households related to the National School Lunch Program. The formatting must stay the same as well. The statement is as follows:

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov

This institution is an equal opportunity provider.”

Buy American

The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports small local farmers and provides healthy choices for children in the school meal programs. Purchasing from these entities also supports the local economy. 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. Further, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

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.

Based on an inspection of food inventory while on-site, Wauwatosa is complying with the Buy American provision. Two products fell under the exceptions. More information on this new requirement can be found on the SNT website at <http://dpi.wi.gov/school-nutrition/procurement/buy-american> including a tool to assist with tracking noncompliance products.

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 Wauwatosa, USDA would like 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 website
- 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>.

As part of the National School Lunch Program, it is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, it is as simple as a blurb in a newsletter sent home to students, or putting up free posters and/or mail these items free of charge. 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:

Summer Food Service Program Coordinator
Phone: 608.266.7124

Findings and Corrective Action Needed

Finding #1: The old on-site monitoring form was used.

Corrective Action Needed: The person responsible for on-site monitoring agreed to use to start on-site monitoring with the new form. By signing this document, Wauwatosa Food Service agrees to meet this requirement using the new form going forward. No further action is required.

Finding #2: Overt identification was found at the POS. The meal price based on the child’s eligibility status could be seen by staff and children.

Corrective Action Needed: The software system cannot be changed; find a way to ensure that this information is not easily viewable by non-food service staff. This can be accomplished by turning the computers away from students or using a screen to block the view of students. Submit a brief statement explaining how this will be done.

Finding #3: The correct nondiscrimination statement was not used on letters to households.

Corrective Action Needed: Submit updated copies of letters used to notify households of approval or denial of benefits.

☐ **Finding #4:** The food safety plans at Montessori and Wilson did not have menu items categorized by process 1, 2, and 3.

Corrective Action Needed: Categorize the menu items based on the process approach and submit a copy of this to Jenn Lam. This must be done for the schools mentioned above.

Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career in an initiative called “Agenda 2017”. 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 your students’ success.

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

