

**USDA Child Nutrition Programs  
Administrative Review Summary Report**

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**School Food Authority: Victory Christian Academy**

**Agency Code: 407235**

**School(s) Reviewed: Victory Christian Academy**

**Review Date(s): February 15, 2019**

**Date of Exit Conference: February 15, 2019**

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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 Victory Christian Academy 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 DPI review team appreciates the willingness of the staff to make changes to meet school nutrition program regulations. It was obvious the staff at Victory Christian Academy cares for the well-being of their students. They served a great meal, always with a smile, and have a great relationship with the students. We were impressed with how efficient and smooth their processes were. Awesome job and thank you for what you do for kids!

The DPI review team feel confident that Victory Christian Academy will continue to improve their knowledge and operation of child nutrition programs.

### **REVIEW AREAS**

#### **1. MEAL ACCESS AND REIMBURSEMENT**

##### **Certification and Benefit Issuance**

##### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

###### Meal Access

- With CEP, all students must have access to free meals without having to pay a fee or submit a meal application.

###### Disclosure

- The SFA must seek written consent from the parent or guardian to use the information provided through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc>).
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template [Disclosure of Free and Reduced Price Information](#) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

**Note:** aggregate data (just F/R numbers or percentages without a connection to individual names does not require prior parental sign-off before sharing and often times satisfies the request).

## Meal Counting and Claiming

### Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

- The breakfast and lunch counting process (including breakfast in the classroom) works well with the use of Popsicle sticks. A staff member is at the end of the line collecting one stick per student and verifying the meal. The staff and students are well trained on the process.
- The meal counting and claim for the Review Month was conducted perfectly.

### Findings and Corrective Action Needed: Meal Access and Reimbursement

- **Finding #1:** On page 30 of the parent/student handout, under Breakfast/Lunch program, states "...however each parent/guardian must apply for the food program every year by completing the appropriate paperwork." "Students who have not submitted the appropriate paperwork by the 15<sup>th</sup> day of school will receive a sandwich and milk until it is submitted"  
**Corrective Action Needed:** Please submit a statement that this will be removed from the handbook and replaced with a statement similar to 'all students have access to free meals without having to pay a fee or submit a meal application.'

## 2. MEAL PATTERN AND NUTRITIONAL QUALITY

### Commendations and Appreciations

Sincere thanks to the School Lunch Coordinator and school nutrition professionals and personnel of Victory Christian Academy (VCA) and to the Community Outreach Dietitian of Milwaukee Center for Independence (MCFI). We appreciate your time and efforts spent preparing for and participating in the onsite review. Through open communication with the School Lunch Coordinator, program strengths and areas of opportunity were identified. The School Lunch Coordinator was receptive to feedback, both positive and constructive criticism. All school nutrition professionals and personnel certainly have the best interests of students at heart. It was nice to see School Breakfast Program signage posted outside the classrooms on the second floor. Best of luck as the school continues expanding!

### Technical Assistance and Program Requirement Reminders

#### **Non-Reimbursable Meals**

Ten students at VCA selected non-reimbursable meals during lunch meal observation on Friday, February 15. VCA does not utilize Offer versus Serve (OVS), and one student declined milk, a required component at lunch. Baby carrots ran out prior to the end of lunch meal service; therefore, 3/4 cup of vegetable was not offered to nine students. **Incomplete meals claimed for reimbursement on the day of onsite review will be subject to fiscal action.**

#### **Offer versus Serve**

OVS is not required for students in grades kindergarten through 8, although it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, each student must be served ¾ cup vegetable and 1 cup of milk as part of his or her reimbursable meal. If OVS is implemented, then students can choose three of the five components offered, including ½ cup fruit, vegetable, or combination, to create reimbursable meals.

The [Offer Versus Serve Guidance manual](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf) and the [Offer Versus Serve webcast](https://dpi.wi.gov/school-nutrition/training/webcasts) may be used as training resources (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf>, <https://dpi.wi.gov/school-nutrition/training/webcasts>). Additionally, [Meal or No Meal](#), a training resource created by the SNT, may be used for staff determining reimbursable meals

(<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-meal-or-no-meal-2018.pptx>). Practice OVS in the context of VCA's menu.

### **Milk Variety**

A variety of milk, at least two allowable milk types, is required to be offered daily at breakfast and lunch. Allowable milk types in Child Nutrition Programs include nonfat (skim) milk, flavored (e.g. chocolate, strawberry, etc.) or unflavored, and low-fat (1%) milk, flavored or unflavored. Milk types may also be lactose-reduced or lactose-free. Available milk types and actual usage by type (or a milk recipe) must be recorded on production records.

During breakfast in the classroom meal observation on Friday, February 15, a variety of milk was not offered to the last seven students served in a classroom on the second floor. The teacher also stopped asking students whether they would like skim white milk or skim chocolate milk and handed students skim chocolate milk.

### **Portioning Fruits and Vegetables**

Most fruits and vegetables credit by volume served (e.g. 1/2 cup green peas will credit 1/2 cup starchy vegetable) and the USDA *Food Buying Guide* for School Meals Programs (FBG) will note if the crediting is different based on volume served (e.g. one orange, fresh, 138 case count credits 1/2 cup fruit). Reference the School Nutrition Team (SNT) [Half-Cup Crediting of Fruits and Vegetables Handout](#) for amounts required to credit as 1/2 cup as well as suggested serving sizes (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/half-cup-fruit-veg.pdf>). If the product is not listed in the FBG, additional crediting documentation is required.

### **Weight versus Volume**

There is a difference between weight (ounces [oz]) and volume (fluid ounces [fl oz]). While spoodles are referred to and labeled with "oz," they actually measure "fl oz." Therefore, a "4 oz spoodle" measures 4 fluid ounces or 1/2 cup (volume), not 4 ounces (weight). Most foods measured with a 4 fluid ounce spoodle will not weigh 4 ounces on a scale. This is an important distinction.

### **Crediting Documentation**

Processed foods that are not listed in the FBG must be accompanied by a product formulation statement (PFS) or child nutrition (CN) label to sufficiently document meal component crediting. Secure a PFS directly from the manufacturer or save a CN label directly off the packaging. Product specification sheets or marketing brochures, commonly found on distributor websites, cannot be used for crediting meal components.

A complete PFS must be directly from the manufacturer and include the product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern requirements; and an original signature from the manufacturer certifying that the information is correct. Documentation should be printed on company letterhead and signed by an appropriate person (e.g. a quality assurance agent or registered dietitian, rather than a salesperson).

The PFS submitted by MCFI for Bush's Best Taco Fiesta Black Beans incorrectly credited 1/2 cup serving of Fiesta Black Beans as 1/2 cup of beans and peas (legumes). Based on the ingredient statement (Prepared black beans, water, sweet corn, tomato puree [tomato paste, water]. Contains 1% or less of: onion powder, spice, garlic powder, tomato powder, extractive of paprika, salt, natural flavor, modified corn starch.) and the updated PFS from the manufacturer, 1/2 cup serving of Taco Fiesta Black Beans credits as 1/4 cup of beans and peas (legumes), resulting in 1/4 cup shortage of weekly vegetable subgroup requirements.

The Public Health Nutritionist (PHN) contacted Domino's Smart Slice on February 6 and on March 4 for a corrected PFS for 11549 Cheese Pizza. The PFS submitted my MCFI incorrectly listed "Pizza Cheese" as the Description of Creditable Ingredients per Food Buying Guide. Supporting documentation, including Yield Analysis and ingredient statement, received by the PHN on March 5 explains why "Pizza Cheese" is named as such and accounts for Food Buying Guide Yield of 0.96 (0.040 oz of non-creditable ingredients per 1.000 oz).

### **Corrective Action**

**Meal Pattern Finding #1:** Ten students at VCA selected non-reimbursable meals during lunch meal observation on Friday, February 15. VCA does not utilize Offer versus Serve (OVS), and one student declined milk, a required component at lunch. Baby carrots ran out prior to the end of lunch meal service; therefore, 3/4 cup of vegetable was not offered to nine students. **Incomplete meals claimed for reimbursement on the day of onsite review will be subject to fiscal action.**

**Required Corrective Action:** Submit two to three sentences describing how selection of non-reimbursable meals will be corrected and avoided in the future.

**Meal Pattern Finding #2:** A variety of milk, at least two allowable milk types, was not offered during breakfast in the classroom meal observation on Friday, February 15.

**Required Corrective Action:** Submit two to three sentences describing how a variety of milk will be offered during breakfast in the classroom meal service. Please address steps that will be taken if one or more varieties of milk runs out.

**Meal Pattern Finding #3:** Weekly vegetable subgroup requirement was not met for beans and peas (legumes) during the review period due to 1/2 cup of Bush's Best Taco Fiesta Black Beans planned, offered, and served. Please reference Crediting Documentation (above) for more information.

**Required Corrective Action:** Describe **specifically** how the weekly vegetable subgroup requirement for beans and peas (legumes) will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Please address Fiesta Black Beans in your reply.

**Meal Pattern Finding #4:** Submitted production records for breakfast and lunch for the review period were incomplete. Serving Site information (e.g. Meals served, Temp. [°F] when Received, Amount Left Over, and \*\*D/S/F/R) and available milk types and actual usage by type (or a milk recipe) were not recorded. All required information on the production record template must be documented for all menu items.

**Required Corrective Action:** Submit three days of completed breakfast and lunch production records. Select production records you are confident are filled in accurately and completely.

## **3. RESOURCE MANAGEMENT**

### **Nonprofit School Food Service Account**

#### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

##### **Annual Financial Report (AFR)**

- The categories of the AFR that should be addressed when tracking revenues and expenditures include:

- Expenses for paper supplies, chemicals, thermometers, etc., should be reported under “Other”. Only expenses for edible food items and beverages should be reported under “Food”.
- “Equipment” should reflect major purchases of equipment over \$5000 or your SFA’s capitalization threshold, whichever is lower. Utensils, pans, smaller equipment such as a cart, etc., should be reported under “Other”.
- Under “Purchases Services” report any time you pay someone for services provides such as equipment repair and health inspections.
- Under “nonprogram foods”, report the expenses for any food items that are not claimed as part of the reimbursable meal such as adult meals.

Allowable Costs

- The nonprofit school food service account is to be used for the operation of the school meal program including food, supplies, equipment and personnel.
- Time studies for all nonfoodservice employees must be conducted yearly.

**Findings and Corrective Action Needed: Nonprofit School Food Service Account**

- **Finding #2:** Annual Financial Report does not have any revenues or expenses allocated to nonprogram foods and the SFA sells adult meals.  
**Corrective Action Needed:** Please provide a statement going forward that adult meals expenses and revenues will be broken out from NSLP and allocated to the nonprogram foods line on the annual financial report. We have a [resource](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf) on our website to aid you in this calculation (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf).

**4. GENERAL PROGRAM COMPLIANCE**

**Civil Rights**

**Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

Civil rights training was conducted for all SFA staff with any association to the meals program. Great job!

**Nondiscrimination Statement**

- When including the [non-discrimination statement](#) on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was updated in 2015 (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>). However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” Either of these statements must be in the same size font as the other text in the document.

**Special Dietary Needs**

- All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs may use the [prototype Medical Statement](#) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. 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>). This [flow chart](#) gives guidance on special dietary needs, as well (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf>)

- School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.
- Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, but an SFA may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. Nutrition information for a fluid milk substitute the SFA wishes to provide for students, must be approved by the SNT office. For more information on [fluid milk substitutes](#), please see our Special Dietary Needs webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>).

### **Findings and Corrective Action Needed: Civil Rights**

- **Finding #3:** The current USDA Nondiscrimination statement is not found in the parent/student handbook or the school website for the public to access in the case of a complaint.  
**Corrective Action Required:** Please submit a timeline for when this will be added to the handbook and the website.

### **Local Wellness Policy**

#### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

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 (HHFKA) of 2010. The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017.

#### **Content of the Wellness Policy**

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 (LWP) requirements. If no LWP has been developed, the SFA must establish a written policy. For assistance in the creation of a LWP, SFAs are encouraged to utilize the [Wisconsin Wellness: Putting Policy into Practice - School Wellness Policy Toolkit](#) (<http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>).

Resources:

- Please refer to the USDA [summary of the requirements](#) for local school wellness policies ([http://www.fns.usda.gov/sites/default/files/tn/LWPsummary\\_finalrule.pdf](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf)).
- USDA Food and Nutrition Service has information on the [local school wellness policy](#) process and wellness policy elements (<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 (<http://dpi.wi.gov/school-nutrition/wellness-policy>).

### **Findings and Corrective Action Needed: Local Wellness Policy**

- **Finding #4:** Victory Christian Academy has a great LWP but does not meet all requirements.



1. **Update/Inform the Public**: The written LWP must include language specifying how the SFA will update and inform the public about the content and amendments of the policy.
2. **Food and Beverage Marketing**: SFAs may only market products that adhere to Smart Snacks guidelines during the school day and are required to include language related to this in the written policy such as “all food or beverage products marketed to students and/or depicted on items/equipment on the school campus, during the school day, must meet Smart Snacks nutrition standards”.

**Corrective Action Required:** Please provide a timeline for updating your policy to become compliant with the final rule.

### **Smart Snacks**

At the time of the on-site review there were no competitive foods or beverages sold at Victory Christian Academy. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser. A staff member at each school must be responsible for documenting compliance of exempt fundraisers and any other competitive food sales. You can find fundraiser tracking tools on the [Smart Snacks webpage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

### **Professional Standards**

#### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

Great job providing training for all staff associated with the meals program. Thank you for using our training tracker to ensure you have all required information. Great job!

### **Food Safety and Storage**

#### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

##### **Food Safety Inspections**

- Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year: including food safety inspection and a review of the site’s Food Safety Plan.
- Food safety inspection reports must be posted in public view. Posting the food safety inspection report in the same location as the “And Justice For All” poster can be a convenient way to have both items publicly visible.

##### **Food Safety Plans**

- The Food Safety Plan was available for review. It was obvious in observing the food service manager/director at work that they are very knowledgeable about food safety practices and safe food handling. All temperature logs, calibration logs, and sanitizing solution logs were up-to-date.
- The site-specific food safety plan should include only SOPs for all programs and procedures utilized at the site.

##### **Food Employee Reporting Agreements**

Thank you for having signed employee reporting agreements for all staff associated with meals programs.

##### **Storage**

All storage areas were clean and very organized. Great job!

### **Buy American**

For domestic products without country of origin labeling (COOL), consider the [Buy American Provision Attestation for Agricultural Product\(s\) Purchased Between School and Contractor](#)



(<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx>). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision as defined in 7 CFR Part 210.21(d). For more information, visit the [Buy American Provision webpage](https://dpi.wi.gov/school-nutrition/procurement/buy-american) (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

## **School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach**

### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

#### **School Breakfast Program**

At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

#### **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 Victory Christian Academy USDA requires 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](https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site) on the DPI Summer Meals webpage (<https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site>)
- 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](http://www.fns.usda.gov/summerfoodrocks) website (<http://www.fns.usda.gov/summerfoodrocks>)

#### **Resources:**

- To access an inclusive map of all potential participating sites in your area, see the [interactive map](http://www.fns.usda.gov/capacitybuilder) on the SFSP website (<http://www.fns.usda.gov/capacitybuilder>).
- For more information on Summer Feeding option contact:  
Amy J. Kolano, RD, CD, Summer Food Service Program Coordinator  
Phone: 608.266.7124; e-mail: [amy.kolano@dpi.wi.gov](mailto:amy.kolano@dpi.wi.gov)

### **Findings and Corrective Action: SBP and SFSP Outreach**

- **Finding #5:** Summer Meals outreach has not been done.  
**Corrective Action Needed:** Please submit a plan for Summer Meals outreach for the 2019 summer months.

## **5. OTHER FEDERAL PROGRAMS REVIEWS**

### **Afterschool Snacks**

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

- Each afterschool snack location is required to maintain documentation supporting that reimbursable meals were provided to students, including production records with snack items and serving size. Menus are not required, but encouraged. Production record examples are found on the afterschool snack program webpage linked above.
- [Snack Count Sheets](https://dpi.wi.gov/school-nutrition/after-school) and [production record templates](https://dpi.wi.gov/school-nutrition/after-school) are located on the Afterschool Snack webpage (<http://dpi.wi.gov/school-nutrition/after-school>).

### **Findings and Corrective Action Needed**

**Finding#6:** Production records are not being filled out completely or accurately.

**Corrective Action Required:** Please provide your plan on how documentation will be maintained to identify what food items are served, serving sizes, and total quantity served.

### **Fresh Fruit and Vegetable Program (FFVP)**

#### **Commendations/Comments/Technical Assistance (TA)/Compliance Reminders**

- Thank you for providing nutrition education that coincides with the fresh fruit and vegetable program.
- Classroom teachers are allowed to participate with the students in the FFVP snack but that they are the only adults that are allowed to. Teachers can be powerful role models for students. While eating the FFVP snack with students, teachers have the opportunity to model healthy eating behaviors. This can be an effective way to reinforce nutrition education lessons and encourage reluctant students to try the snack. However, teachers are not required to participate and no additional funding is provided in the grant for teachers. If a classroom has both a teacher and a teacher's aide, the teacher's aide can be permitted to participate in the FFVP snack in place of the teacher if they have direct involvement with the students. See page 10 of the USDA's [FFVP Handbook](http://www.fns.usda.gov/sites/default/files/handbook.pdf) for more information (<http://www.fns.usda.gov/sites/default/files/handbook.pdf>).

Carolyn Stanford Taylor, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. Her 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](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (<https://dpi.wi.gov/statesupt/every-child-graduate>).”



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