

Administrative Review Report

Woodlands School Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/12/2024	04/18/2024
On-Site Review	04/29/2024	04/30/2024
Site Selection Worksheet	02/12/2024	02/16/2024
Entrance Conference	04/29/2024	04/29/2024
Exit Conference	05/10/2024	05/10/2024

Commendations:

Thank you to the school staff members for being welcoming during the review. The food service director was very receptive to feedback and eager to learn. The meal servers were very friendly during the review and provide excellent customer service to the students. The point of service person at the State Street campus does a great job with their duties including marking students off in line, keeping daily records, and providing excellent customer service to the children.

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/14/2024 08:19 AM	Finding: 182 student meal eligibility statuses were reviewed; 7 errors were identified. This is an error percentage of 3.85% which means the errors are subject to fiscal action, but an independent review of applications in 2024-25 will not be required. The list of errors and details of the issues and corrections needed have been provided in an Excel file called "Benefit Issuance Errors to Correct" which is uploaded into the Documents section of SNACS. Letter templates referenced in the Excel have also been uploaded ("Adverse Action Letter Template" and "Increase in Benefits Letter Template"). The errors involve: <ul style="list-style-type: none"> • Students receiving benefits without any valid documentation from the 2023-24 school year to support the status. • A student receiving Reduced benefits based on direct certification when they should have been receiving Free based on a completed application with a Food Share case number. • Students receiving Free benefits based on application with a case number and program name listed as "Badgercare" which is not an eligible assistance program on an application. • Student approved for Reduced benefits based on an income application with ambiguous income information reported. Corrective Action: Complete the necessary steps described for each student error in the Excel file referenced above. Upload the requested supporting documentation into SNACS. *Please prioritize resolution of this finding since student eligibility is affected.*

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	101	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:27 PM</p>	<p>Finding: The determining official (DO) did not keep sufficient records regarding eligibility determinations. While the applications submitted by households were entered into the SNACS free/reduced module by the DO, lack of training on this module resulted in insufficient recordkeeping for the submitted applications. The DO must record the eligibility determinations as follows:</p> <ul style="list-style-type: none"> • Indicate the approval date; • Indicate the level of benefit for each child approved; • Sign or initial and date the application. <p>Corrective Action: Provide a plan for how this information will be documented and retained. Immediately begin tracking this information on any applications received.</p> <p>Please note, that there is designated space on the back of each paper application "for school use only" to document this information. The date of approval is crucially important information to track.</p>
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	102	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:28 PM</p>	<p>Finding: The free/reduced-price meal application packet distributed to households did not contain all of the required information. The USDA instructions for completing an application were not included as required.</p> <p>Corrective Action: Submit a written plan describing how the complete application packet will be distributed to households next school year. Please specify what materials will be included in the application packet for families.</p>
Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	106	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:29 PM</p>	<p>Finding: The SFA uses student's free/reduced-price meal eligibility information to automatically reduce fees for afterschool care. The Determining Official is the same person that handles these fees, so this confidential information is not being shared with additional staff members. However, the use of this free/reduced eligibility information for the fee reduction is outside the purpose of school meal benefits and therefore requires parental consent to use in this manner.</p> <p>Corrective Action: Submit a statement of understanding that using student's free/reduced eligibility for local fee waivers requires written parental consent. Please also describe how required parental consent will be obtained for this fee waiver next school year. DPI has a template sharing of information form that can be used for this purpose. For more information, please review the Sharing Information and Disclosure Agreements section of the DPI free/reduced webpage and the Confidentiality and Disclosure section of the USDA Eligibility Manual.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	

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Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:31 PM</p>	<p>Finding: It could not be confirmed whether or not the unpaid meal charge policy was distributed to all households in writing at the start of the school year as required. The SFA considers the paragraph in the parent handbook called "Student Accounts" to be the unpaid meal charge policy. It was unclear if the handbook was provided to all households at registration and was unclear if families received specific emails regarding the policy.</p> <p>Corrective Action: Provide a detailed plan of how the unpaid meal charge policy will be distributed next school year.</p> <p>It must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement. If using email to distribute, the SFA must ensure the information reaches all households, including those without access to a computer or internet. The method used must ensure ALL households get the information.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	306	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:41 PM</p>	<p>Finding: The SFA's unpaid meal charge policy does not contain sufficient content to meet program requirements. Onsite interviews with the FSD indicate the paragraph in the parent handbook called "Student Accounts" is considered the unpaid meal charge policy.</p> <p>The policy does not specify:</p> <ul style="list-style-type: none"> Whether or not children will continue receiving reimbursable school meals regardless of account balance. If students will be cut off from receiving meals at a certain negative balance, that must be clearly specified. What, if any, consequences there are for negative account balances. How delinquent debt is handled (i.e. how families are contacted about negative balances and how their debt will be collected) How the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. <p>NOTE: If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal.</p> <p>Corrective Action: Provide a plan and timeline for when the policy content will be updated so it meets the content requirements. See corresponding technical assistance section of this report for more information and resources.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	

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Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:35 PM</p>	<p>Finding: The Annual Financial Report (AFR) for the 2022-23 school year has errors in need of correction. The total revenues, total expenditures, and ending fund balance reported on the AFR do not match the agency's food service ledger for 2022-23.</p> <p>Additionally, the SFA has no revenue or expenditures allocated to the category of Non-Program Foods but non-program food is served—the extra milk students purchase with lunch and milk for snack break are non-program foods. The revenue and expenses for these milks must be appropriately allocated to the non-program food category on the AFR.</p> <p>Invoices paid to the vendor should be classified as Food expenditures for NSL—not purchased services. It is NOT necessary to breakdown the different parts of the vendor invoice by category—the entire invoice amount is allowed to be listed as "food" on the AFR.</p> <p>Corrective Action: Review the AFR manual and/or watch the AFR webcast prior to working through the AFR corrections. When you are ready to record and submit the AFR corrections, use the fillable PDF Annual Financial Report Template to report all of the corrected amounts. Be sure that the total expenditures and total revenues reported on the corrected AFR match the PI 1505 numbers. Upload the final complete PDF form into SNACS. Once approved, the report will need to be updated in the Online Services portal by the DPI accountant.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	777	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:35 PM</p>	<p>Finding: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is not tracking the funds as required. Please see the corresponding technical assistance section of the final report for additional details and a link to a template tracking tool that can be used.</p> <p>Corrective Action: Provide the process that will be used to track how the funds are spent. Begin tracking SCA funds and upload a copy of the tracker used. As a reminder, the SFA has received a total of \$56,089.17 to date (includes all from rounds 1-4 that were received when the two buildings were separate entities and after they consolidated).</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:30 PM</p>	<p>Finding: The public release was not distributed to the required locations. Further, the date listed on the release was 6/30/23, however it is supposed to be sent out after July 1 but before the start of the school year.</p> <p>SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> Local news media

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		<ul style="list-style-type: none"> Grassroots organizations - local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.) Local employment office Major employers contemplating or experiencing large layoffs <p>SFAs are allowed to, but not required to, pay to have the public release published through a media outlet. Media outlets are allowed to establish a fee for publishing the public release, but the SFA may decline to pay for the service and forgo having the public release published. SFAs must maintain documentation of whom the public release was sent to, the specific materials distributed, and any other communications related to the public release distribution.</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year. Be sure to specify the grassroots organizations and media outlet(s) that the public release will be distributed to.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>05/10/2024 12:24 PM</p>	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). See corresponding technical assistance portion of this report for additional guidance on this topic.</p> <p>Corrective Action: Utilizing the DPI template policy as a reference, (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf), develop procedures that will be adopted by the SFA and upload into SNACS. Describe how and when the procedures will be communicated and implemented in the SFA.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>05/10/2024 12:23 PM</p>	<p>Finding: The SFA did not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31.</p> <p>Corrective Action: Notify the public of the LWP and upload documentation for how the public was notified. <i>Corrected after onsite review and prior to report issuance by posting policy to the school website: https://www.woodlands-school.org/for_families/local_wellness_policy.</i></p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	<p>Flagged 05/10/2024 12:22 PM</p>	<p>Finding: SFA has not completed the assessment of the Local Wellness Policy (LWP) within the last three years, and thus it has not been made publicly available either.</p> <p>See corresponding technical assistance section of this report for more information. Be sure to use the LWP Triennial Assessment Report Card to complete the assessment: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/local-wellness-policy-report-card-with-instructions.docx</p> <p>Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the completed Report Card that includes WellSAT scores into SNACs or provide a link to this document on the school website.</p>
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:30 PM</p>	<p>Finding: The SFA could not provide documentation showing that they informed households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). While an SFSP poster was uploaded as a review document, it could not be confirmed if, when, or how the poster or other information was distributed to households.</p> <p>A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs are required to inform families where to find free summer meals.</p> <p>It is recommended to share the following in an end of year newsletter or parent email and on the SFA website to further assist families in finding free summer meals. Please note, posting on the website alone is not sufficient outreach and promotion of the SFSP.</p> <p>To find free summer meal locations:</p> <ul style="list-style-type: none"> • Call 211 to locate meals in the area • Text 'food' (in English or Spanish) to 304-304 • Check the Summer Meals Site Finder Map on the Find a Summer Meals Site webpage <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	129	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 05/10/2024 12:26 PM</p>	<p>Finding: The SFA's direct certification notification letter and application approval letter do not include all required information -- information on how households that qualify to opt out of Summer EBT was not included. This was due to the SFA using the SNACS program for assisting with free/reduced benefit management without first notifying DPI they wanted to use SNACS for this purpose. Thus, the SFA did not receive the training or important communications regarding issues in SNACS with the notification letters.</p>

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		<p>Corrective Action 1: Provide a statement that the SNT template letter will be used, or upload a corrected letter template for direct certification (DC) notification and application approval to the household into SNACS.</p> <p>Corrective Action 2: Provide the Summer EBT opt out information to all households that qualified for free or reduced meals in SY 2023-2024. The message that needs to be sent is included in the DPI DC and application approval letter templates. Upload copy of what was communicated to households in SNACS.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>05/10/2024 12:37 PM</p>	<p>Finding: The SFA did not complete the verification process correctly or on time. Additionally, documentation regarding verification for 2023-24 was not provided to the reviewer as requested prior to the exit conference and issuance of the review report.</p> <p>The issues include:</p> <ul style="list-style-type: none"> • Verification was not completed by the required November 15th due date • No confirmation review was conducted • Verifying Official did not properly retain copies of the income information supplied by the verified family • The Verifying Official (VO) originally contacted many more families than necessary for verification. None of these families responded, and the VO realized the error before changing any of the students' statuses. Please note only a specific number of applications are verified each year. For Woodlands, this will typically calculate out to be just 1 application to verify each year between October 1 and November 15. <p>Corrective Action 1: Submit the complete packet of verification materials for the verified household, including copy of their original application.</p> <p>Corrective Action 2: Review the Verification Process and the Verification Collection Report e-learning module on the DPI website (<a).="" <a="" a="" also="" and="" attend.="" be="" by="" completing="" consider="" dpi="" each="" fall="" fall—please="" for="" fsd="" having="" href="#" in="" is="" it="" live="" notifications="" offered="" process="" recommended="" regarding="" the="" there="" this="" to="" training="" use="" verification="" virtual="" watch="" when="" will="" year,="">DPI Verification Tracker Form to keep track of the steps and the dates of completion. Provide the process that will be used moving forward to ensure all steps of verification are completed.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>05/10/2024 12:40 PM</p>	<p>Finding: The vended meal agreement between the school agency and the food vendor indicates that the "vendor will not provide staff to prepare/serve meals at the SFA site," on page 1 of the base year agreement. However, each site does have a vendor staff member serving meals each day. The agreement must accurately reflect the arrangements between the SFA and the vendor.</p>

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	<p>Comments listed on menu, 1 SF for each location, CN label access.</p> <p>Select one of the following:</p> <p><input type="checkbox"/> Vendor will provide staff to prepare/serve meals at the SFA site. Describe staffing arrangement (i.e., staff hours billed separately or included in fixed Price Per Meal) on modifications page.</p> <p><input checked="" type="checkbox"/> Vendor will not provide staff to prepare/serve meals at the SFA site.</p>	
	Corrective Action: Provide a plan and timeline on how this detail will be corrected for the 2024-25 school year.	
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>05/10/2024 12:25 PM</p>	<p>Finding: Some written materials regarding the Child Nutrition Programs have the incorrect version of the USDA non-discrimination statement (NDS) or are missing the statement. Please correct the following items:</p> <ul style="list-style-type: none"> • Local wellness policy – missing NDS • 2023-24 "Hot Lunch Letter" to families – missing NDS • School's "Hot Lunch Program" website – outdated NDS posted <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Please ensure the exact language and formatting (specifically spacing of the paragraphs) of the NDS are used. Upload into SNACS a copy of materials updated.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>05/10/2024 12:34 PM</p>	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. Completed trainings must be tracked and the tracker must include each person's name, their date of hire, their position/role, and their required number of training hours needed per year.</p> <p>For professional standards purposes, staff that work 20 or more hours in school nutrition each week are "full time" and must complete 6 hours of training annually. Staff that work less than 20 hours each week in school nutrition are "part time" and must complete 4 hours of training annually. Food service directors must complete 12 hours of training annually.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS. A template training tracker can be found on the DPI Professional Standards webpage under Training Trackers: https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards.</p>
Site Name	Woodlands School State Street	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/30/2024 09:04 AM	Finding: Students at Woodlands State Street were only offered chocolate milk on one day during the week of review. Grades K-8 must be offered a variety of milk, (at least two allowable milk types) at lunch. Allowable milk types in USDA School Meals Programs are low-fat and fat-free flavored or unflavored milk and lactose-free or lactose-reduced fat-free or low-fat milk. Corrective Action: Submit a statement explaining your understanding that at least two milk types must be offered daily.
Site Name	Woodlands School State Street	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 05/10/2024 12:39 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location. While the location was acceptable, the date of the posted report was April 2023. Corrective Action: Corrected, no further action required.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/10/2024	4999		Administrative Review		FSD			

Comments

Accurate Claim Data	Created By	Created Date			
<p>Please ensure all information entered on each claim is accurate. Please refer to the claiming manual for details on what each field is supposed to reflect.</p> <ul style="list-style-type: none"> Student Approved Free - Enter the highest number of students who are approved for free meals during the claiming month at each site. Student Approved Reduced - Enter the highest daily number of students who are approved for reduced price meals for each site during the claiming month. Enrollment - Enter number of enrolled students who had access to NSLP/SBP at each site during the claiming month. "Enrolled" children are formally approved to attend your school. Do not include half-day kindergarten and pre-kindergarten students if they do not have access to the meal programs. ADA (average daily attendance) - Enter the ADA for each site. This would be calculated from the edit check report by multiplying the Attendance Factor by the enrollment and rounding up to the next whole number. Operating Days - Enter operating days for each program for each site on the claims to represent the number of days in the month that the specific program was offered. The number of operating days for each program and site is not automatically the number of school days in the month—it is the number of days meals were served. 		5/10/2024 2:31:38 PM			
05/10/2024	4998	Administrative Review	FSD		

Comments

Food Safety Inspections	Created By	Created Date
Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year, which typically includes a food safety inspection and a review of the site's food safety plan. SFAs should retain copies of their inspection reports.		5/10/2024 2:31:03 PM

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During the review, the SFA was not able to provide a copy of the first food safety inspection report from the 2023-24 school year. The FSD should reach out to the local regulatory authority to obtain a copy of this inspection report and keep it with the rest of the program records.			
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05/10/2024	4997	Administrative Review	FSD
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Comments		
Food Safety Plans	Created By	Created Date
<p>SFAs are required to implement food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles. This requirement covers any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other Child Nutrition Programs.</p> <p>Food safety programs should contain Standard Operating Procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria where school meals are served.</p> <p>Schools must have a comprehensive, site-specific food safety plan which includes HACCP process 1, 2, and 3 items, SOPs, equipment list, and food service staff list. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the SNT Food Safety webpage.</p> <p>All food service staff, student workers, volunteers, and other staff involved in the Child Nutrition Programs should follow the procedures detailed in the SOPs included in the site-specific food safety plan.</p> <p>Please ensure the food safety plan is reviewed/updated annually, and that it is site-specific so it only contains information relevant to the specific operation.</p>		5/10/2024 2:30:32 PM

05/10/2024	4996	Administrative Review	FSD
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Comments		
Special Dietary Needs	Created By	Created Date
<p>Special Dietary Needs - The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan.</p> <p>Policy Requirements - At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend schools develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. The School Nutrition Team has created a Special Dietary Needs Policy template which can be modified to fit the needs of the SFA. If the school already has a policy in place, it is recommended to compare this policy to ensure your policy includes all important information.</p> <p>It is recommended that the SFA post their special dietary needs policy on the food service webpage, along with a copy of the medical statement form the district uses when families need to request a meal accommodation.</p> <p>Medical Statement - It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website. This template is available in English, Spanish, and Hmong. At a minimum the statement must include:</p> <ol style="list-style-type: none"> 1. an explanation of how the child's physical or mental impairment restricts the child's diet 2. the food(s) to be avoided 3. the food or choice of foods that must be substituted 4. The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner. <p>A signed medical statement from a state authorized medical authority does not need to meet meal pattern requirements provided the statement supports food substitutions made outside of the meal pattern requirements.</p> <p>SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within Offer vs. Serve for the meals to be reimbursable. If an accommodation without a medical statement is made, then all requests for meal accommodations must be met to ensure civil rights compliance. A signed medical</p>		5/10/2024 2:30:12 PM

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statement is not needed in order to provide low fat or fat-free lactose-free milk, since this is an allowable milk type and thus does meet the meal pattern requirements.							
Resources - The Special Dietary Needs Flowchart outlines the process of accommodation determination. The USDA Q&A on Accommodating Special Dietary Needs resource, the USDA Special Dietary Needs Handbook , and Q&As: Milk Substitution for Children with Medical or Special Dietary Needs (Non-Disability) contain additional detailed information							
05/10/2024	4995		Administrative Review		FSD		
Comments							
Professional Standards Training				Created By		Created Date	
Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this " In A Nutshell- Training " document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. The DPI Professional Standards Tracking Tool or the USDA Professional Standards Tracking Tool are encouraged but not required.						5/10/2024 2:29:48 PM	
05/10/2024	4994		Administrative Review		FSD		
Comments							
Bad Debt				Created By		Created Date	
Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. SP23-2017 Unpaid Meal Charges Guidance Q&A is found on the SNT Financial Management webpage.						5/10/2024 2:29:33 PM	
When local officials determine further collection efforts for delinquent debt are not possible or too costly, the debt must be reclassified as "bad debt." When this uncollectable debt becomes bad debt, it is written off as an operating loss. Food service funds may not be used to cover costs related to the bad debt. These losses must be restored using non-federal funds such as the school district's general fund. A transfer must be made into the Nonprofit School Food Service Account to cover the loss. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.							
05/10/2024	4993		Administrative Review		FSD		
Comments							
Records Retention – Daily Check Off Sheets				Created By		Created Date	
The SFA should retain the daily paper check off sheets used at the point of service, even though the information is nearly always entered into the software during that same meal period that same day. While the paper is just a temporary document to quickly mark students off until there is time to enter into the software, it is a program record that should be retained like all other program records.						5/10/2024 2:29:10 PM	
05/10/2024	4992		Administrative Review		FSD		
Comments							
Training – Determining Official				Created By		Created Date	
The person that will be the Determining Official for the 2024-25 school year is highly encouraged to attend DPI trainings on this topic. There are online trainings on this always available in the Online Learning Library . There will also be in-person training this summer in Green Bay in mid-July and virtual live training in August—visit the School Nutrition Summer Training webpage for more details.						5/10/2024 2:28:54 PM	
05/10/2024	4991		Administrative Review		FSD		
Comments							
Carryover of Eligibility				Created By		Created Date	
The SFA should keep a closer eye on the 30-day eligibility carryover in future years. As a reminder, an individual child's free and reduced-price eligibility status from the previous year will continue, within the same SFA, for up to 30 operating (school) days into the new						5/10/2024 2:28:40 PM	

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school year or until a new eligibility determination is made, whichever is first. During the carryover period, when a new determination is made (by application or DC), if the new meal benefit increases for a better meal benefit, the change must be made immediately, and the household is notified. During the carryover period, when a new determination is made (by application or DC), if the change is a decrease in meal benefits, the SFA must notify the household in writing. SFAs may have 1-5 calendar days to notify households and change the benefit. Adverse action is not applicable if a child's eligibility expires at the end of the carryover period. On DC runs during the carryover period, an "N" code is not a new determination.							
05/10/2024	4990		Administrative Review	FSD			
Comments							
Meal Benefit Eligibility				Created By	Created Date		
<p>Students must always receive the best benefit for which they are eligible. If students are directly certified for reduced-price meals due to a Z code match and their parent/guardian submits a meal application, the application should be reviewed to see if they may be eligible for free meals. There was at least one instance during the review when this was not done and student did not receive the free meals for which they were eligible. Applications submitted for students already directly certified for free meals may be disregarded since they are already receiving the best benefit available.</p> <p>As stated in the USDA Eligibility Manual, "All free and reduced-price applications, including applications from households determined ineligible for benefits, must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year to which they pertain [7 CFR 245.6(e)]. Additional documentation, such as notices of adverse action, must also be retained if the documentation shows changes made to a child's eligibility status during the school year. Any application disregarded because all children in the household were determined categorically eligible [free] through direct certification must be retained and the date of disregard must be documented. As stated at 7 CFR 245.6(b), if a household submits an application for directly certified [free] children, the direct certification eligibility determination will take precedence."</p> <p>The SFA is encouraged to run direct certification (DC) several weeks before school starts and send out the household DC notification letters before the free/reduced meal applications get sent out. This may help reduce the number of families that are directly certified free that submit applications, which could reduce administrative burden.</p> <p>The SFA should retain copies of all the DC notification letters, application approval letters, and application denial letters that are sent to the households.</p> <p>The total household members box on a meal benefit application 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. Applications missing adult signatures must be returned to the household adult to obtain. Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified with the household. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing (letter or e-mail). The Determining Official should document the details of the conversation plus date and initial the application updates. Reasonable effort should be made to obtain the missing information prior to denying the application.</p> <p>If a household submits an application that indicates <i>Other Source Categorical Eligibility</i>, such as homeless, migrant, runaway or Head Start program, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency before meal benefits can be provided. Once confirmed, this eligibility is only available to the designated child and is not extended to other members of the household. The effective date is the date the Determining Official is made aware of the eligibility.</p> <p>Applications that indicate a child is a foster child are considered <i>Other Source Categorical</i> eligible and this child is eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is not extended to other household members.</p>							5/10/2024 2:28:22 PM
05/10/2024	4989		Administrative Review	FSD			
Comments							
Annual Financial Report				Created By	Created Date		
<p>The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR. 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. Be sure to review the manual and/or the webcast prior to</p>							5/10/2024 2:27:57 PM

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correcting the AFR, so you know exactly which amounts of money to account for in which section.

05/10/2024	4988		Administrative Review	FSD			
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Comments

Supply Chain Assistance Funds	Created By	Created Date
<p>Supply Chain Assistance (SCA) Funds are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs.</p> <p>The USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers includes detailed information on allowable ways to utilize these funds.</p> <p>SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker that SFAs may use to track these funds, however, SFAs may use any form of tracking. The school's vendor may be able to assist with this tracking process.</p> <p>SCA funds are recorded under WUFAR code 717 Revenue Source - federal reimbursement and 547 Program/Project Code - National School Lunch (NSL). Record the entire amount into NSL revenue on the AFR during the year it is received and expense it to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.</p>		5/10/2024 12:46:50 PM

05/10/2024	4987		Administrative Review	FSD			
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Comments

Procedures for Civil Rights Complaints	Created By	Created Date
<p>While the SFA may have policies related to discrimination, no policy was provided that fulfills the USDA requirements for processes for receiving and handling civil right complaints within the school meal programs. The existing policies do not contain the specific information needed related to the meal programs.</p> <p>The policy/procedures are intended for district internal use only. There is not a need to post the civil rights complaint processing procedures on your website, as parents and students do not need to be given this information. The procedures are just to guide what would happen within the district if such a specific complaint was received.</p> <p>Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous.</p> <p>All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the Template Civil Rights Complaint Procedures to create written procedures.</p> <p>An 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.</p> <p>If a complaint of discrimination is received at your district, the following procedures should be followed:</p> <ol style="list-style-type: none"> Document the complaint using the USDA Program Discrimination Complaint Form. Submit complaints within five days of receiving the complaint to: <ul style="list-style-type: none"> Wisconsin Department of Public Instruction (DPI) <ul style="list-style-type: none"> Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need-to-know 		5/10/2024 12:46:33 PM

05/10/2024	4986		Administrative Review	FSD			
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Comments							
Direct Certification Time Frames				Created By	Created Date		
<p>Woodlands School Inc. is required to run direct certification (DC) full enrollment student input files:</p> <ul style="list-style-type: none"> • 1st: beginning of the year (between July 1 - first day of school) • 2nd: three months after first run (between October - December) • 3rd: six months after first run (between January - March) • 4th: between March 15 and April 1 (for CEP proxy report) <p>While the SFA did run DC an acceptable number of times in the 2023-24 school year, it is recommended to complete the runs closer to the timeframes specified above. There was no DC run completed between late October and late March—a run in early February would have been beneficial. DPI recommends running DC more often than four times a year. A DC match should be completed when you receive a new student. The effective eligibility date for a DC eligible student is the date of the original output file.</p>					5/10/2024 12:46:15 PM		
05/10/2024	4985		Administrative Review	FSD			
Comments							
Local Wellness Policy (LWP)				Created By	Created Date		
<p>USDA does not specify the how often the SFA needs to update the LWP, as the need to update it will vary depending on the content and structure of the policy. However, it is recommended that the policy is updated, at a minimum, after conducting the triennial assessment. SFAs may review and update their policy more frequently, such as annually, to ensure it is compliant and reflective of the school's goals and policies. Please continue working on developing the LWP to make it more SFA-specific and to include detailed goals.</p> <p>SFAs are required to retain basic records demonstrating compliance with local wellness policy (LWP) requirements. For assistance in the creation and updates of an LWP, Wisconsin Team Nutrition has several wellness policy resources available: A toolkit, a wellness policy builder, and wellness policy report card found on the LWP webpage.</p> <p>Each year, stakeholders must be provided with the opportunity to participate in the development, implementation, periodic review, and update of the local school wellness policy as stated in 7 CFR 210.31(d)(1). It is at the discretion of the SFA on how stakeholders are invited to participate. Suggestions for including a variety of stakeholders include:</p> <ul style="list-style-type: none"> • sending a letter to parents/families; • providing status updates in teacher/staff trainings; • posting a call for volunteers on the LEA website; • including a blurb on the school, or local community newspaper, newsletter, and/or blog; • partnering with community organizations to spread the information; and • posting information about the process on social media. <p>SFAs must inform the public each school year of basic information about the local school wellness policy, including its content and any updates as described in 7 CFR 210.31(d)(2). Posting the policy on the school's website may be an easy and effective way to accomplish this.</p> <p>SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. SFAs must use the Wisconsin Local Wellness Policy Triennial Assessment Report Card in order to fulfill the triennial assessment requirement. The first page includes instructions for completing the Local Wellness Policy Triennial Assessment Report Card which can be found on page two.</p>					5/10/2024 12:45:48 PM		
05/10/2024	4984		Administrative Review	FSD			
Comments							
Use of SNACS Program Outside of Admin Review				Created By	Created Date		
<p>Use of the administrative review module in the DPI SNACS program is required during the completion of the review. However, use of additional features in SNACS is optional. It has several additional modules including the Student Management and Eligibility Certification Modules which it appears you have utilized. Please note it is important that DPI is aware of what schools are using SNACS for other purposes so DPI can provide you with training and add you to any communications sent to schools that use SNACS for their school nutrition software. There are several user guides DPI can share with as well as offer you support and tips.</p>					5/10/2024 12:44:57 PM		

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Please let the DPI SNACS specialists know if you plan on using SNACS for purposes outside of the review and they will work with you to ensure that you have everything needed to be comfortable using the software. If you are interested in learning more and would like a demo of SNACS complete our Schedule a Demo request and we will get something scheduled soon.						
05/10/2024	4983		Administrative Review		FSD	
Comments						
Minimum Hiring Standards for New Food Service Directors					Created By	Created Date
<p>Each SFA must designate one staff member as the "Food Service Director" (FSD). The Food Service Director performs and/or oversees areas such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and day-to-day program management.</p> <p>The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment.</p> <p>The Hiring Standards for New SFA directors are based on the size of the SFA and include education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called "In a Nutshell- Hiring Requirements".</p> <p>Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards.</p> <p>Further, the WI Food Code requires that each SFA have at least one person that is a certified food protection manager (ServSafe Manager is one allowable certification for this). For USDA professional standards requirements (specifically for new food service directors hired after July 1, 2015), the requirement is that the new director receive at least 8 hours of food safety training in the 5 years prior to their hire date or within the 30 days following their hiring date. It is recommended that new directors earn a food protection manager certification to fulfill the USDA minimum hiring standard requirement and the WI Food Code requirement.</p> <p>Please ensure the new food service director for the 2024-25 school year meets the minimum hiring standards and obtains the required food safety training in the correct timeframe from the date of hire.</p> <p>Additional resources may be found on the Professional Standards webpage.</p>						5/10/2024 12:44:35 PM
05/10/2024	4981		Administrative Review		FSD	
Comments						
Unpaid Meal Charge Policy					Created By	Created Date
<p>Per USDA policy memo SP 46-2016, no later than July 1, 2017, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to unpaid meal charges. Policies developed at the SFA level must be provided to the state agency during the administrative review.</p> <p>The policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal.</p> <p>The policy should be implemented and enforced SFA-wide, but there is local discretion to vary policy based on student grade level.</p> <p>The policy must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement.</p> <p>The policy must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts.</p>						5/10/2024 12:43:41 PM

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Policies regarding the collection of unpaid meal charges should be included in the written unpaid meal policy.							
SFAs are encouraged to review the policy on a regular basis (e.g., annually or biannually).							
FNS recommends keeping low or negative account balances confidential to minimize student distress and embarrassment. Direct communications to the adult in the household privately (and ahead of time) via mail, phone, or email. If low balance reminders and/or F/R applications are sent home with the student, communicate this in a discrete manner (e.g. white paper and envelope).							
For a snapshot of what the policy should include, see the Unpaid Meal Charges In a "Nutshell." For a comprehensive overview including best practices and helpful materials, see the Unpaid Meal Charges section of the Financial Management Webpage or the USDA Unpaid Meal Charges Webpage .							
04/30/2024	4855		Administrative Review		FSD		
Comments							
Farm to School				Created By		Created Date	
Improve the quality of school meals and support your local community by incorporating Farm to School (F2S) activities in school meal programs. F2S activities can include the use and promotion of locally grown foods, taste testing, agriculture and nutrition education, and hands-on learning opportunities in a school garden. Schools can participate in their own capacity and there are no requirements for involvement. The goal of F2S is to meet the needs of your community. Visit the DPI F2S webpage: https://dpi.wi.gov/school-nutrition/farm-to-school for more information.						4/30/2024 9:10:51 AM	
04/30/2024	4854		Administrative Review		FSD		
Comments							
Offer vs Serve				Created By		Created Date	
While Offer Versus Serve (OVS) is not required for grades K-8, it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, students in grades K-8 must be served $\frac{3}{4}$ cup vegetable and $\frac{1}{2}$ cup fruit to create a reimbursable meal, in addition to the other full components. If OVS is implemented, then students can choose three of the five components offered, including $\frac{1}{2}$ cup of fruit and/or vegetable, to create a reimbursable meal.						4/30/2024 9:09:55 AM	
04/30/2024	4853		Administrative Review		FSD		
Comments							
School Breakfast Program				Created By		Created Date	
Consider participating in the School Breakfast Program (SBP). Participation in SBP will enable the SFA to help students start their school day with good nutrition and provide reimbursement to you for doing so. More information is available on the School Breakfast Program webpage (https://dpi.wi.gov/school-nutrition/school-breakfast-program).						4/30/2024 9:09:18 AM	