



SFA Name: Capitol West Academy- 408114

Administrative Review Conducted on: 2/7/2017

Sites Selected for Review: Capitol West Academy

<b>Commendations &amp; Suggestions</b>
Outstanding job meeting all of the requirements for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
All documentation was ready and organized for the review.
The staff have been friendly and accommodating during the review process.
The nutrition education outreach that is emailed to all of the schools is fantastic!

<b>Other areas of Technical Assistance (NOT requiring Corrective Action)</b>
During the review, Local Wellness Policy was discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum at least once every three years. The results of the assessment must be made available to the public.
Breakfast in the Classroom- Recommend 1 method for taking the point of service counts for all classrooms. The SFA should also review how to take an accurate point of service with all staff. All meal tally sheets and summary sheets used for the claim for reimbursement should be maintained on file.
Professional Standards- Recommend adding the type of employee (director, full time, part time, non-nutrition staff with program related duties) and number of required hours to ensure the correct number of hours are met.
Food Safety- The SFA was informed that milk crates should not be on the refrigerator floors. The food inventory held at the school should be dated to ensure first-in-first-out is properly implemented.

**Date Corrective Action Plan was provided to SFA:** \_\_\_\_\_

**Due Date for Corrective Action Plan:** \_\_\_\_\_

The following pages address the findings that were identified during your Administrative Review.  
 For each finding you will be presented with the following:

The finding, and details specific to the SFA regarding the finding

The Code of Federal Regulations citation number or alternate resource citation

A summary of the regulation / requirement

Suggested guidance for the SFA in order to achieve compliance

SFA area for reply to state how, when and by whom corrections will be made

**Please provide a detailed response to each finding in the spaces provided.**

<b>Finding #1</b>
1221. The SFA has additional employees outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program who have not received applicable training.
<b>Technical Assistance Provided</b>
During the on-site review, training requirements were discussed with the SFA. To be in compliance, the SFA must ensure that employees outside of the School Nutrition programs (whose responsibilities include duties related to the operation of the School Nutrition program) receive adequate training specific to the task they perform. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs. For those staff taking point of service, at least civil rights and offer vs serve training is recommended. Please visit this website for trainings: <a href="https://dpi.wi.gov/school-nutrition/training">https://dpi.wi.gov/school-nutrition/training</a>
<b>Regulation / Citation and Summary</b>
such as a secretary or an office assistant who processes free and reduced-price meal applications during the fall months only? No. Office staff members that process free and reduced-price meal applications or that provide other support for the school nutrition program for a short period of time during the school year are not required to meet the annual training standards. However, these individual should receive adequate training specific to the task they will perform.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for Professional Standards, the SFA must provide the State Agency with an assurance that the appropriate staff understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency, indicating how the SFA will ensure that the appropriate training is completed.
<b>SFA Response</b>

<b>Finding #2</b>
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800. The SFA is using the incorrect civil rights statement. They are using an outdated version of the statement.

#### Technical Assistance Provided

During the review the requirement for the civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the statement on all Program material. Recommend visiting the USDA website: <https://www.fns.usda.gov/fns-nondiscrimination-statement>

#### Regulation / Citation and Summary

FNS Instruction 113-1 IX A 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the homepage of the program information.

#### SFA Suggested Guidance for Compliance

To come into compliance with civil rights requirements, the SFA must submit an assurance to the State Agency that the current non-discrimination statement has been added to all program materials. In addition, the SFA must submit a sample of program materials, such as a menu or letter to households with the statement added to the State Agency.

#### SFA Response

#### Finding #3

1005. An assessment of the Local School Wellness Policy has not been completed. Once it is completed it should be made available to the public.

#### Technical Assistance Provided

During the review, Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy. Recommend visiting the following website for additional information: <https://dpi.wi.gov/school-nutrition/wellness-policy>

#### Regulation / Citation and Summary

210.30 Local School Wellness Policy (e) Implementation assessments and updates. Each local

educational agency must: (1) Designate one or more local educational agency officials or school officials to ensure that each participating school complies with the local school wellness policy; (2) At least once every three years, assess schools' compliance with the local school wellness policy, and make assessment results available to the public. The assessment must measure the implementation of the local school wellness policy, and include: (i) The extent to which schools under the jurisdiction of the local educational agency are in compliance with the local school wellness policy; (ii) The extent to which the local educational agency's local school wellness policy compares to model local school wellness policies; and (iii) A description of the progress made in attaining the goals of the local school wellness policy.

(3) Make appropriate updates or modifications to the local school wellness policy, based on the triennial assessment.

#### **SFA Suggested Guidance for Compliance**

To come into compliance with this requirement the SFA must submit a statement that and assessment of the wellness policy will be completed by the wellness committee. In addition to the statement the SFA must submit the minutes from the meeting that was held to complete the assessment. If the assessment has been updated by the corrective action due date, submit a copy of the assessment report. If the due date is prior to the completion of the assessment, submit a detailed timeline for the completion of the assessment. Once it is completed copy of the assessment should be submitted to the state agency for review.

#### **SFA Response**

#### **Finding #4**

1707. The snack monitoring reviews have not been completed. The program was not monitored within the first 4 weeks of operation and 2 reviews are required.

#### **Technical Assistance Provided**

During the review, program monitoring was discussed with the SFA. The SFA must monitor the program and ensure that any needed corrective action is completed. The importance of addressing all corrective actions was discussed with the SFA. The SFA must monitor the program twice per year with the first review occurring within the first 4 weeks of operation. For monitoring forms, please visit: <https://dpi.wi.gov/school-nutrition/after-school>

#### **Regulation / Citation and Summary**

210.9(c) Afterschool care requirements. Those school food authorities with eligible schools (as defined in §210.10(n)(1)) that elect to serve meal supplements during afterschool care programs, shall agree to: (7) Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an

#### **SFA Suggested Guidance for Compliance**

To come into compliance with monitoring requirements, the SFA must provide an assurance that staff administering the Afterschool Care Snack Program understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan. The SFA must also complete the monitoring reviews and submit them or, if early in the year, must provide the date when monitoring will occur. Once these reviews are completed, they should be submitted to the State Agency at that point. Include the person by position will be in charge of completing the snack program monitoring reviews.

**SFA Response**

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