

Administrative Review Summary Report

Technical Assistance and Corrective Action Plan

Agency Code: 413990

School Food Authority: Norwalk – Ontario – Wilton SD

School(s) Reviewed: Brookwood High School

Review Date(s): 3-9-17

Date of Exit Conference: 3-9-17

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 School Food Authority meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

Of immediate concern are critical area Performance Standard violations that may result in fiscal action. The identified findings, corrective action required and any documentation needed to demonstrative corrective action was completed are specified.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Norwalk-Ontario School District for the courtesies extended to us during the on-site review. It was helpful to have all of the requested documentation pulled and ready for the review and we greatly appreciated the work done prior to the review in completing the Off-site Assessment Tool. I hope that you found the time spent in providing technical assistance during the on-site review helpful.

The School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement and many other topics. More information can be found on our training page, along with other upcoming trainings and webinars <http://dpi.wi.gov/school-nutrition/training>.

Consider pursuing a GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the WI Department of Public Instruction and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to: <http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills>.

Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career in an initiative called "Agenda 2017". His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

Review Areas

1. Meal Access and Reimbursement: Certification and Benefit Issuance, Verification, Meal Counting and Claiming

Appreciation/Commendations/Noteworthy Initiatives:

- Of the 234 students eligible for free/reduced price meals in February, a sample of 176 was pulled and all were determined correctly, and direct certification had been run in the appropriate timeframes. Kudos for a job well done!

Comments/Technical Assistance/Compliance Reminders:

Verification

- When choosing the Verification sample size, it is required to round up to the nearest whole number, but not to verify more than the sample size requires.

Meal Counting and Claiming

- When entering the claim it is necessary to use the edit check (AccuClaim for Skyward) to calculate your reimbursable meals by site for consolidation. **Please submit the edit checks used for submission of the March claim.**

Findings and Corrective Action Needed:

- Finding #1:** The standard sample used by the SFA for Verification, required a sample size of 3% X 65 applications to equal 1.95 or 2 applications to be verified and the SFA verified 3 applications. **Corrective Action Needed:** Please provide a statement of understanding that the correct sample size will be validated before it is pulled and letters are sent. Information on the verification process can be found on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification>

2. Meal Pattern and Nutritional Quality: Meal Components and Quantities, Offer versus Serve, Dietary Specifications and Nutrient Analysis

Commendations

A big thank you to the food service manager for sending organized and complete meal pattern documentation prior to the on-site review. All meal pattern requirements were met for the week of review! A nice variety of colorful fruits and vegetables are offered at lunch, and students did a great job of selecting reimbursable meals. Creative signage helps students know how many pieces of certain fruits and vegetables they must take. Keep up the good work!

Comments/Technical Assistance/Compliance Reminders:

- **Production Records:** Consider switching to a different type of production record template. The production records currently being used are from NutriKids, and it seems that they may not be the best fit for your operation. There are templates on our website that you may use if you wish: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>. Make sure that your production records meet all of the “must haves” that are required per the list on our website. There were a few instances on the production records from the week of review where certain items were not filled in (for example, toast usage and milk usage by type on two days). Production records are your way of documenting that reimbursable meals are being served every day, so take care to fill them out completely and consistently.
- **Meal Pattern by Grade Group:** At lunch, grades 7-8 and 9-12 have separate meal pattern requirements. The average daily calorie ranges for these two grade groups do not overlap, which means that these two groups must be offered varying portion sizes in order to meet their respective requirements. For example, on spaghetti day you may choose to offer ½ cup pasta to grades 7-8 and 1 cup to grades 9-12. When planning menus for grades 7-8, make sure to keep in mind the weekly

requirements for grain and meat/meat alternate. A lunch meal pattern table can be found here:
<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#meal-pattern-tables>.

3. Resource Management: Risk Assessment and Comprehensive Review of Nonprofit School Food Service Account, Paid Lunch Equity, Revenue from Nonprogram Foods, Indirect Costs

Comments/Technical Assistance/Compliance Reminders:

Annual Food Service Financial Report:

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong. The new 16-17 Annual Financial Report instructions are located on our website at:
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/annual-financial-report-instructions-new-1617.doc>
- The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered "Excess Cash Balance."

Nonprogram Foods Revenue Rule SP-20-2016 <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>

- All nonprogram food costs including food, labor, equipment, purchased services, and other must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- Nonprogram Food costs and revenues must be separated from Program Food costs and revenues.
- The USDA Nonprogram Revenue Tool must be completed yearly, at a minimum. The DPI Nonprogram Food Revenue Tool/Calculator located on our website feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>.

Allowable Expenditures

- The nonprofit school food service account is to be used only for the operation of the school meal program including food, supplies, equipment and personnel. .
- Allowable costs are defined in 2 CFR 200 Subpart E and should be necessary, reasonable and allocable. More information on allowable costs can be found within the Indirect Costs guidance
<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>.
- **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.

Unpaid Meal Charges Policy

- All School Food Authorities (SFA) operating federal school meal programs must have a written and clearly communicated policy to address unpaid meal charges in place by July 1, 2017.
- SP57-2016 Unpaid Meal Charges guidance Q & A may be found at
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-57-2016.pdf>.
- 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.
- The policy should be implemented and enforced SFA-wide.
- The SFA has discretion to vary policy based on student grade level.

4. General Program Compliance: Civil Rights, On-site Monitoring, Local School Wellness Policy and School Meal Environment, Smart Snacks in Schools, Professional Standards,

Water, Food Safety, Storage and Buy American, Reporting and Recordkeeping, SBP and SFSP Outreach

Comments/Technical Assistance/Compliance Reminders:

Civil Rights

- 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 long statement. However, when space is very limited, such as on the printed menus, the abbreviated statement may be used, “**This institution is an equal opportunity provider,**” so that it can be printed in the same size font as the other printing in the document.

On-site Monitoring

- Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP administered by the SFA by February 1.
- The Administrative Review Final Rule updated 7 CFR Part 220.11(d)(1) establishing the requirement to conduct onsite monitoring of the School Breakfast Program beginning in school year 2016-17. The annual requirement is to annually review 50% of schools approved to participate in the SBP within the jurisdiction of the SFA, with each school in SBP being reviewed once every two years. For more information see USDA memo SP 56-2016 <http://www.fns.usda.gov/sites/default/files/cn/SP56-2016os.pdf>.
- The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our website at: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> under the SFA onsite monitoring section.

Local Wellness Policy and School Meal Environment

- The local wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-17 and full compliance with requirements of the final rule by June 30, 2017.
- At a minimum, SFAs must permit participation by the general public and the school community including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators in the wellness policy process. In addition, SFAs must designate one or more school officials to ensure each school complies with the policy.
- **Content of the Wellness Policy** - At a minimum the wellness policy must include:
 - Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
 - Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
 - Standards for all foods and beverages provided, but not sold, to students during the school day.
 - Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
 - Description of public involvement, public updates, policy leadership, and evaluation plan.
- SFAs must complete an assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and process made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.

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

Smart Snacks in Schools

- **A la Carte:** All items sold a la carte by food service are compliant with Smart Snacks. Great job! The food service manager is keeping thorough and organized documentation to show compliance with the rule. Continue to use the Smart Snacks calculator to evaluate any new products you wish to sell a la carte.
- **FFA Vending Machine:** All items sold in FFA vending machine are compliant with Smart Snacks.
- All foods or beverages sold to students on the school campus between midnight and 30 minutes after the end of the instructional day must be in compliance with the Smart Snacks rule that went into effect on July 1, 2014. Information on this regulation, along with a product calculator to help determine compliance of various food items, can be found on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.
- Each student organization may hold two exempt fundraisers per school year. An exempt fundraiser can sell foods or beverages that do not meet the Smart Snacks guidelines. Each fundraiser cannot exceed two consecutive weeks in length, and it cannot occur in the meal service area during meal time. The school must complete the exempt fundraiser tracking tool annually and use it to ensure that each student organization does not hold more than two exempt fundraisers. Template tracking tools can be found on our Smart Snacks webpage.

Professional Standards

- The Professional Standards regulations in 7 CFR 210.30 established annual training standards for all school nutrition program directors, managers, and staff which must be tracked.
- Annual 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.
- **Annual Training Requirements for All Staff** - If hired January 1 or later, only ½ of the training hours are required during the first school year (SY) of employment.

Directors	Managers	Other Staff	Part Time Staff
	(20 hrs or more/week)	(less than 20 hrs/week)	
2016-17 SY	2016-17 SY	2016-17 SY	2016-17 SY
12 hours	10 hours	6 hours	4 hours

Food Safety and Storage

- Most recent food safety inspection must be posted in public view.
- All food service employees must have a signed Employee Reporting Agreement on file.
- When using “Time as a Public Health (Temperature) Control”:
 - The internal temperature must be at or below 41 degrees F. at the beginning of this holding period for cold potentially hazardous foods.
 - Up to 6 hours at an internal temperature of 41-70 degrees F. under monitored conditions for cold potentially hazardous foods. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold potentially hazardous food rises above 70 degrees F., or the food is removed from service.
 - The maximum time is 4 hours for heated potentially hazardous foods. Provisions must be made to discard product if the 4 hour time limit is exceeded, the temperature of the heated potentially hazardous food falls to 70 degrees F., or the food is removed from service.
 - **There can be no leftovers and no reuse of the items covered under this plan.** Thus, if any Temperature Control for Safety (TCS) food is held outside of mechanical refrigeration during service, including TCS foods on garden bars, all left over TCS foods must be discarded.

Must be kept above 135 on hot line with mechanical heat	Must be kept under 41 degrees with mechanical refrigeration
Animal protein – eggs, meat, chicken, fish, shellfish, etc	Milk and cheese, including house made dressing made with milk
Tofu and soy products –texturized vegetable protein, hot edamame	Hard boiled eggs
Baked potatoes	Tofu, edamame, soy
Heat-treated plant food, such as cooked rice, beans, vegetables	Sliced melons, cut leafy greens, cut tomatoes
Anything with cheese	Untreated garlic-and-oil mixtures
	Sprouts

Buy American

- The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports small local farmers and provides healthy choices for children in the school meal programs. Purchasing from these entities also supports the local economy. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.
- The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Further, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.
- There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the “domestic” standard as described above (“non-domestic”) in circumstances when use of domestic products is truly not practicable. Refer to SP 24-2016 for more information on the Buy American provision and limited exceptions.

Findings and Corrective Action Needed:

- Finding #1:** The menu does not have the nondiscrimination statement printed on it.
Corrective Action Needed: Please add the shortened nondiscrimination statement “**This institution is an equal opportunity provider**”, to the menu and submit a copy of the April menu.
- Finding #2:** On-site monitoring had only been done for 1 lunch site in the SFA and the SFA has 2 sites.
Corrective Action Needed: Please submit an On-site Monitoring for Brookwood Middle/High School lunch.
- Finding #3:** The most recent Health inspection was not posted out in the cafeteria in public view.
Corrective Action Needed: Please move health inspection report outside the door of the kitchen so it is visible to all. This was completed while on-site so no further action required.
- Finding #4:** There is a beverage vending machine in the cafeteria area that sells diet soda and sports drinks. These types of beverages are only allowable in certain sizes for grades 9-12. Since Brookwood High School includes grades 7-8, these beverages are not able to be sold during the school day. When a school has combined grade groups, beverages must meet the requirements of the lowest grade groups. The beverages that are allowed to be sold to grades 7-8 are:
 - Water, plain (all sizes)
 - Low-fat unflavored milk and fat-free flavored or unflavored milk (≤12 fl oz)
 - 100% juice, flat or carbonated (≤12 fl oz)
 To bring this vending machine into compliance with the Smart Snacks rule, items inside it either need to meet the beverage requirements listed above, or the machine must be turned off from midnight until 30 minutes after the end of the school day. Please see our Smart Snacks webpage for more information: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.

Corrective Action Needed: Please submit a written statement explaining what you will do to bring this vending machine into compliance with the Smart Snacks rule.

- Finding #5:** There is a beverage vending machine in the elementary school entrance that sells diet soda, low-calorie sports drinks, and juice; these beverages are all allowable for grades 9-12. The machine also contains Tampico, a non-100%-juice beverage that contains 125 calories per bottle; this exceeds the allowable 60 calories and 12 fluid ounce limit and therefore does not meet the Smart Snacks beverage standards. The high schoolers have access to this vending machine since it is near the entrance they use. Students in grades 7-8 do not use this entrance but it is not clear whether or not they can or do use the machine. Per the teacher in charge of this machine, elementary students are not able to use it.

If this machine remains turned on during the school day, it can only be available to grades 9-12, and the Tampico must no longer be offered. It isn't clear whether it is possible to restrict access to only grades 9-12. The easiest solution to bring this machine into compliance is to turn it off between midnight and 30 minutes after the end of the school day.

Corrective Action Needed: Please submit a written statement explaining what you will do to bring this vending machine into compliance with the Smart Snacks rule.

- Finding #6:** All staff must have on-going continuing education to provide students with quality school nutrition programs. While you had completed the training, this training must be tracked by individual employees and hours of training received on some type of tracking tool.

Corrective Action Needed: Please submit a Professional Standards tracking tool for all employees in the SFA.

- Finding #7:** The SFA has canned black olives from Indonesia and canned pineapple from Spain.

Corrective Action Required: Please submit a statement of understanding that all procurement documentation must include the "Buy American" language in the contract. If you do receive noncompliant product it must be tracked on a tracking form.

As discussed at the exit conference, it is understood that prompt corrective action is required for the findings identified above. Part 210.08 of federal regulations requires fiscal action to be calculated for critical violations to reclaim of unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Section 207 of the Healthy Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. The final rule at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. A summary of this review will be made publicly available on the SNT website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.