

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

---

**School Food Authority: St. Pauls Lutheran School (Tomah) Agency Code: 41-7815**

**School(s) Reviewed: St. Pauls Lutheran**

**Review Date(s): December 12-14, 2016**

**Date of Exit Conference: December 14, 2016**

---

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

**General Program Reminders/Updates:**

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, procurement, and many other topics which count toward professional standards. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI School Nutrition Training webpage [dpi.wi.gov/school-nutrition/training](http://dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information, go to the Wisconsin DPI School Nutrition Training webpage [dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- SFAs are required to have a local meal charge policy in place no later than July 1, 2017. More information, resources, and best practices may be found on the Wisconsin DPI School Nutrition Financial Management webpage [dpi.wi.gov/school-nutrition/national-school-lunch-program/financial](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial), scroll down to the unpaid meal charges section.

**Appreciation/Commendations/Noteworthy Initiatives:**

Thank you to the staff at St. Pauls Lutheran School in Tomah for the courtesies extended to us during the on-site review. The staff works as a team and exhibits a great rapport with the students at all age levels. They work to offer popular meal choices and encourage students to try different healthy foods. Thank you for being available when answering questions and providing additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to

respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

## **REVIEW AREAS**

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

#### **Commendations**

- Applications are reviewed in a timely manner to provide meal benefits to the student. Children are eligible for free or reduced price meal benefits on the date their eligibility is determined by the Determining Official.
- Thank you for running the Direct Certification matches in the required time frames, when you receive a new student and other times to pick up any newly eligible students.
- The program manager keeps the eligibility status materials confidential and only used for program benefits.
- Thank you for using the DPI prototype letters with the current non-discrimination statement.
- A review of the claim numbers against the Edit Check is completed monthly.

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

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

- Nineteen eligibility determinations were reviewed and two errors were identified.

##### **Applications**

- All free/reduced applications and the direct certification runs were available for review. All applications have been approved and students are receiving the benefits they have been determined eligible for.
- When an application only has one frequency of payment indicated for all of their reported incomes on the application, you should not convert it to annual, but using the Income Eligibility Guidelines (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/income-eligibility-guidelines-1617.doc>), you would look at the amount of their income under the column indicating that frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually).
- When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss.

##### **Zero Income**

- Effective in SY 2016-2017, any income field left blank is a positive indication of no income and certifies that there is no income to report. When no income is provided for any household members, the application may still be processed as complete.

##### **Household Size Box**

- As a reminder, for the household income size box:
  - If the Total Household Members box has been completed, but the number of children and adults listed on the application add up to a different number, the SFA is required to follow up with the household to clarify the correct number of people in the household and ensure

all household member have been included on the application before an eligibility determination is made.

- If the Total Household Members box has not been completed, the SFA is required to follow up with the household to confirm the total number of household members. It cannot be assumed that the number of people listed on the application is the total number of household members. This box has been added as an edit check to ensure all members of the household are included and can make a difference in the eligibility determination. Per clarification from the USDA Regional office, any application that does not have this box completed is considered an incomplete application.

### Incomplete Applications

- 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. The SFA may return the application to the household or contact the child's parent or guardian either by phone, or in writing, including email. The determining official should document the details of the conversation, date, and initial. Applications missing signatures must be returned to the parent to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application.

### Annual Income

- If the household provided annual income, the LEA must follow up with the household to ensure that the amount is an accurate reflection of the household's current income.

### Other Source Categorical

- If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, or runaway, 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.
- Applications that indicate a child is a foster child are categorically 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.

### Transferring Students

- Transferring the eligibility determination between LEAs ensures that qualifying students continue to receive school meal benefits as they transition to new schools, and avoids the possibility of unpaid meal charges. FNS strongly encourages LEAs to immediately accept the eligibility determinations made at a student's previous LEA when a student transfers between LEAs during the school year, over the summer, or at the start of the next school year. The transfer of eligibility between LEAs for students attending CEP schools will be required by July 1, 2019.

### Direct Certification

- As a reminder, you are required to run direct certification minimum of three times a year: at or near the beginning of the school year, three months after the initial run (November) and six months after the initial run (February). It is beneficial to run Direct Certification at the end of October before the Verification process begins.
- The effective eligibility date for a DC eligible student is the date of the original output file.

### Independent Review of Applications

- LEAs that have a 5% or higher error rate during the certification review of the Administrative Review are required to conduct a second review of applications in the following school year.
- St. Pauls Lutheran School had a 5.26% certification error rate and will be required to conduct a second review of applications in the following school year. More information on this requirement is found in the Eligibility Manual. You will also receive a SNT memo in June with more information.

### Disclosure

- The information provided by families on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits.
- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers. Consent must be obtained each school year. A template sharing information form is located on the SNT webpage <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs-1617.doc>.
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template disclosure form is located on the SNT website <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>.

### **Verification**

- When applications are chosen for verification, the person designated as the Confirming Official should be reviewing these applications prior to contacting the family to ensure the initial determination is correct. There is a place for the Confirming Official to sign and date on the back of the application. This is followed by the Verification Official signing the back of the application when the process is completed.
- The Verification Collection Report was submitted before the administrative review but needed a modification. This was completed while onsite.
- The LEA has a regulatory obligation to verify “for cause” all approved applications that may be questionable. For more information, refer to the current Eligibility Manual.
- If after the verification process, a benefit eligibility status increases, the change must take place within 3 days. When benefit’s eligibility decreases, the change cannot take place before 10 calendar days and a notice of adverse action must be sent in writing with appeal rights procedures.

### **Meal Counting and Claiming**

- Meals must be offered to all students each day school is in session a full day, so DPI has posted a Field Trip resource page on our website <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning> then select Field Trip resources. There is a specific Standard Operating Procedure (SOP) template for Field Trip activity.
- Please note that SFAs may claim visiting students in the paid category or the individual’s category with documentation, unless they are from a CEP school.
- REMINDER: Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components, and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item.

## **Findings and Corrective Action Needed**

### **Certification and Benefit Issuance**

- ❑ **Finding #1:** One application was incomplete because the last four digits of the household social security number and total household number box were not completed.

**Corrective Action Needed:** Please contact the household for information to complete these two items on the application and give to the consultant. **Action completed 12-12-16 and listed as corrected on the SFA-1 form.**

- ❑ **Finding #2:** A student was found on the Direct Certification run from November 3, 2016 but was not receiving the free meal benefit eligibility. This was entered on SFA-2 form.

**Corrective Action Needed:** Correct the student's eligibility on the benefit issuance list and the claiming document to be eligible for free lunch within three days. Send a direct certification approval letter to the household and give to the consultant. **Letter was sent to complete this action 12-12-16 and free meal benefit began on November 3, 2016 per the Direct Certification run date.**

### **Verification**

- ❑ **Finding #3:** The verification process requires the Confirming Official and Verifying Officials to enter the process and provide their signature on the household application selected for verification. This was not completed.

**Corrective Action Needed:** Complete the signatures and dates on the application and give to the consultant. **The signatures were obtained and completed on the application 12-12-16 which completed this item.**

### **Meal Counting and Claiming**

- ❑ **Finding #4:** Meal counts are obtained by teachers marking off the students as they select the lunch meal, followed by the head cook counting the marks and coding the participating students in the proper status category. Then the individual students are marked in the electronic version of meal counting. After an edit check, this count is used for the online monthly claim. There were small discrepancies noted in 3 different grade count pages, which netted the same total claim, but would change the claim because of the different eligibility status of students. This will be entered into a fiscal action workbook and I will report the impact for your SFA. Any fiscal charges under \$600 are disregarded and not collected from the SFA.

**Corrective Action Needed:** Please send me an email with a detailed process to count, enter, check and prepare the reimbursable lunch numbers for the claim.

## **2. MEAL PATTERN AND NUTRITIONAL QUALITY**

### **Commendations**

Thank you to the school nutrition director for your promptness in responding to our inquiries and suggestions. Due to your active involvement in this Administrative Review, the Section 3 portion of the audit went smoothly and we were able to resolve many of the questions before the on-site visit.

The new school nutrition director has taken it upon herself to introduce hummus to the students of St. Pauls Lutheran and recognizes that increased exposure and small portions of this new menu item will improve student acceptance of this menu item. In addition, she offers a variety of colors and textures when planning the vegetables. It is a Smarter Lunchroom technique to serve bright and contrasting colors together, which she does when pairing cucumbers and carrots.

The planned menu meets the minimum daily and weekly requirement for the meat/meat alternate and grains component. The maximum requirement for these components have been relaxed, yet St. Paul Lutheran's menu still follows the original guidelines. This menu also does not offer more than 2 ounce equivalents of grain-based desserts and includes fresh vegetables daily. The School Nutrition Team is not obligated to complete a Nutrient Analysis because we have deemed the program's school meals to be low-risk and we are confident that the dietary specifications of calories, saturated fat, trans fat, and sodium are being met. Nice work!

There were substitute lunch servers during the time we were onsite and they followed the proper portion sizes and Offer Vs. Serve practices.

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

As a reminder, all components included in the reimbursable meal should be listed on the lunch menu. Be sure to include that you serve a milk variety daily. One statement on an available space within the menu document will suffice.

Thank you for updating the Toasted Cheese Sandwich recipe. This now reflects the products and procedures you follow in your food service operation. As you come across recipes throughout the school year that have outdated ingredients or do not follow exactly how you prepare the menu item in your facility, please update as needed.

### **Offer versus Serve**

- Servers and substitute servers are trained on the required meal components and the Offer Vs. Serve concept. Please document those staff members' training for Professional Standards.

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

#### **Meal Components and Quantities**

**Finding #5:** During the week of review, there was not ½ cup of the legume vegetable subgroup planned.

**Required Corrective Action:** Please review the meal pattern and vegetable subgroup chart to ensure you include ½ cup of legumes on all weeks of the school lunch menu. Send December and January menus to [Molly.Gregory@dpi.wi.gov](mailto:Molly.Gregory@dpi.wi.gov) for confirmation that this vegetable subgroup has been met on future weeks. It is not required, but I would recommend expanding the legumes to include options other than black beans.

### 3. RESOURCE MANAGEMENT

#### Commendations

- The Paid Lunch Equity tool is completed yearly and prices raised accordingly per regulation.

#### Comments/Technical Assistance/Compliance Reminders

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

- We discussed how to access the Aids Register, to track all program deposits made to the agency's account. The Aids Register also shows the amount deducted from reimbursement to pay for shipping, handling and processing costs of USDA Foods. This is accessible from our Online Services webpage: <http://dpi.wi.gov/nutrition/online-services>.

##### Annual 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, and this will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. 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 ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.
- The ending balance, on June 30, can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00.
- Items noted during the review of the AFR that should be addressed when tracking revenues and expenditures moving forward include:
  - Expenses for paper supplies, chemicals, thermometers, etc., should be reported under “Other”. Only expenses for edible food items and beverages should be reported under “Food”.
  - “Equipment” should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under “Other”.
  - Under “Purchases Services” you should be reporting any time you pay someone for services provides such as equipment repair and health inspections.
  - Under “Ala Carte”, you should be reporting the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals would also be included here.
  - When revenues are recorded from the federal reimbursement payments, you want to make sure that you are recording the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling and processing fees for USDA Foods. The amount deducted from your revenue should be reported as a food expenditure.

##### Allowable Costs

- The nonprofit school food service account is to be used for the operation of the school meal program including food, supplies, equipment and personnel.

- The nonprofit school food service account may not be used to purchase land and/or buildings unless approved by FNS.
- 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>. All costs charged to the food service fund must be made into a direct cost; we spoke about the process to charge custodial services and garbage costs.
- 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. 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>.
- USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs, by July 1, 2017, to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy must include, see the Unpaid Meal Charges In a “Nutshell”: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>. For a more comprehensive overview, see SP 58-2016: Unpaid Meal Charges Guidance: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-58-2016.pdf>
  - Best Practices
  - Local meal charge policy checklist
  - Sample outstanding balance letter
  - Sample robo-call script

### **Paid Lunch Equity**

- Great job running this tool! The current weighted average for St. Pauls is \$2.60; the USDA target price for 2016-17 SY tool is \$2.78 and this school was required to be at \$2.32 so you are over the target.

### **Revenue from Nonprogram Foods**

- **Nonprogram Foods Revenue Rule SP-20-2016**  
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>
- Regulations now require schools to run what is called the Non-Program Foods Revenue Tool which will determine if the school is generating sufficient revenue to cover food costs. Information used to run the tool is taken from the Annual Financial Report. This department strongly recommends schools cover food and labor costs for all Ala Carte activities. The USDA tool is located on our website at [http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/npr\\_tool.xls](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/npr_tool.xls).
- - Nonprogram Foods – “In a Nutshell” <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>.
  - Nonprogram foods include: Adult Meals, Extra Milk (for cold lunch or milk break), and Catered Meals.
  - 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>.
- SFAs that sell **only nonprogram milk** and **adult meals** as nonprogram foods are exempt from completing the USDA Nonprogram Food Revenue tool <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>. At the current time, that is what St. Pauls Lutheran School is offering as nonprogram foods.
- Adult meals are considered non-program foods. Food service programs must price adult meals above the overall cost of the meals. Since adult meal costs can be difficult to calculate, SFAs must, at a minimum, follow the **minimum** pricing guidelines in Food Nutrition Services Instruction 782-5. A *Wisconsin Adult Meal Pricing Worksheet* has been developed to assist you in pricing adult meals <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc>. Districts need to reassess adult meal prices annually prior to contract submission to ensure student reimbursement are not being used to subsidize adult meals. The current reimbursement rates (2016-17 SY) should be used to determine 2017-18 SY prices since rates aren't released until July 1 of each year.

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

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

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

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

For non-program food cost data, include:

- An itemization of all non-program foods to be offered during the reference period;
- The per item/serving cost of each non-program food, including food sold only as non-program food, food sold as program and non-program food (crossover food);

The number of servings/items sold.

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

### **Indirect Costs**

- DPI does not allow the annual assigned indirect cost rate to be applied to the school's food service account. For both public and private schools in Wisconsin, any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than on the indirect cost rate. This could include items such as utilities, rent, printing and mailing services, administrative oversight, etc.
  
- Allowable Expenditures assessed to the food service fund must be supported with documentation for things such as gas, electricity, waste removal, fuel, water, etc. for both public and private schools. Examples of supporting documentation for costs assessed to food service fund could include:
  - Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local realty broker who has knowledge of current rates for rent of similar facilities).
  - Utility charges - separately metered or current usage study by the local utility company.
  - Labor expenditures - based on actual amount of time worked specifically for the purpose of school food service times the employee's wages and benefits.
  - Printing/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
  - Waste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from district's total.

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

#### **Comprehensive Review- Maintenance of the Nonprofit School Food Service Account**

- ❑ **Finding #6:** Maintenance of the Nonprofit School Food Service Account was flagged for a comprehensive review because of the answer stating that a certain charge was being assessed to the food service account for utility usage. That is not allowable because it is not based on exact charges. We discussed how to charge direct costs to the food service on a monthly or quarterly basis.

**Corrective Action Needed:** Please email your decision of charges to be assessed to the food service account, how to calculate the charges and the process to pay the charges.

#### **Comprehensive Review- Revenue from Nonprogram Foods**

- ❑ **Finding #7:** Revenue from Nonprogram Foods was flagged for a comprehensive review because of offering adult meals and selling milk a la carte. It was determined that these are being charged at acceptable rates. Please refer to the exemption to the USDA Nonprogram Food Revenue tool <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>.

**Corrective Action Needed:** Please email a statement of how you will determine prices for adult meals and milks annually.

## 4. GENERAL PROGRAM COMPLIANCE

### Commendations:

- The Civil Rights Self-Evaluation Compliance form was completed by October 31 annually.
- The Public Release statement was submitted to a local news outlet and local grassroots organization per the regulation. Keep in mind to include any major employers contemplating layoffs.
- The food safety inspection report, “And Justice For All” poster and school lunch component poster were displayed in the cafeteria, as required.
- Employee Health Reporting Agreements were on file, but need to be updated by all employees working with food annually. You may use this as training hours.

### Comments/Technical Assistance/Compliance Reminders:

#### **Civil Rights**

##### Nondiscrimination Statement

- When including the non-discrimination statement on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>. However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” so that it can be printed in the same size font as the other printing in the document.

##### And Justice for All Poster

- “And Justice for All” posters need to be posted in public view. This was in compliance during the onsite visit.

##### Civil Rights Training

- Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.
- Civil rights training had been attended by the regular serving staff and confirming official; complete this requirement by having the substitute staff view the presentation.

##### Special Dietary Needs

- Special dietary accommodations were discussed. If providing a fluid milk substitute for students who are lactose intolerant, it cannot be juice, unless based on a documented disability by a medical practitioner. Water is available to all students, a lactose free milk could be offered or you can provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. If choosing to provide a fluid milk substitute, you must notify our office in writing and provide us the nutritional panel from the product you will be using. For more information on fluid milk substitutes, <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>.
- All food substitutions for children with disabilities must be documented by a licensed medical practitioner. DPI has a prototype Medical Form posted on our website that is also available in Spanish and Hmong that you can use <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/special-dietary-requests-form.pdf>. When the form is completed indicating that the

special dietary request is based on a disability, the school is required to provide a meal that meets the child's needs as documented. The meal would not have to meet the meal pattern requirements, as the diet requests serves as the meal pattern for that particular child. Additional information on Special Dietary Needs can be found on the DPI School Nutrition Team website <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>.

- School food service staff may make food substitutions, at their discretion, for individual children who do not have a disability. The school must still have a completed Dietary Request Form on file from a medical authority (could be a school nurse) certifying the student as having a special medical or dietary need. Such determinations are only made on a case-by-case basis and all accommodations must be made according to the USDA's meal pattern requirements in order to claim.
- Review the use of appropriate fluid milk substitutions which must be nutritionally equivalent to cow's milk and pre-approved through DPI. Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program. Lactose-free milk is currently allowed as part of the reimbursable school meal. SFAs may offer it to children who have lactose intolerance without requiring documentation. If schools offer lactose-free milk, there is no need to offer a fortified milk substitute, or seek pre-approval for use. See SP 07-2010 <http://www.fns.usda.gov/qas-milk-substitution-children-medical-or-special-dietary-needs-non-disability> for more information.

#### Processes for complaints

- All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. The form to assist in filing these complaints can be found on the DPI SNT website at [https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)
- All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 3 days. You will want to make sure that this is included in the district procedures to ensure compliance.

#### **Local Wellness Policy Summary for Administrative Review**

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

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

## Content of the Wellness Policy

At a minimum the wellness policy must include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. 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.

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

### **Smart Snacks in Schools**

- The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year. A fundraiser cannot exceed two weeks in time. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but may not compete directly with the sale of reimbursable meals. All food fundraisers must be tracked SFA-wide to assure compliance with the regulation. Copies of the tools are available on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.

### **Professional Standards**

- 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 National School Lunch and School Breakfast Programs. In addition, the regulations established annual training standards for all school nutrition program directors, managers, and staff which must be tracked.
- Each SFA must designate at least one staff member as a program “director”. A program “director” is the person designated to perform or oversee the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, customer service, nutrition education, and general day-to-day program management.

- 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.
- Training obtained since April 1, 2015 may count towards training requirements. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our website at <http://dpi.wi.gov/school-nutrition/training/professional-standards>.
- **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.

<b>Directors</b>	<b>Managers</b>	<b>Other Staff</b> (20 hrs or more/week)	<b>Part Time Staff</b> (less than 20 hrs/week)
2015-16 SY	2015-16 SY	2015-16 SY	2015-16 SY
<b>8 hours</b>	<b>6 hours</b>	<b>4 hours</b>	<b>4 hours</b>
2016-17 SY	2016-17 SY	2016-17 SY	2016-17 SY
<b>12 hours</b>	<b>10 hours</b>	<b>6 hours</b>	<b>4 hours</b>

### **Water**

Water is required to be available at no charge to students during the lunch meal service. Schools can provide free water in a variety of ways, such as water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups. St. Pauls offers water in a dispenser with cups and is readily available in the cafeteria.

### **Food Safety, Storage and Buy American**

#### Food Safety Inspections

- Every school operating USDA School Child Nutrition programs, must have two food safety inspections during each school year to include an actual Food Safety Inspection, and one which is a review of the site’s written Food Safety Plan.

#### Temperatures

- All pieces of cooling equipment must have the internal temperature taken and recorded daily on a temperature log. Purchase new thermometers periodically to be certain that equipment is operating at the optimum temperatures.

#### Food Safety Plans

- The Food Safety Plan was available for review. Food service staff were knowledgeable about foodservice practices and uses good food handling practices. All temperature logs, calibration logs and receiving logs were up to date.
- All schools must have a comprehensive site-specific food safety plan on site which includes all process 1, 2, and 3 items, all standard operating procedures (SOP) for each individual site, all

equipment, and food service staff and be reviewed yearly. The food safety plan was available, reviewed this school year and used. Please include SOPs for Field Trips, meals served in the PreKindergarten classroom and milk barrels, if you choose to use them according to the current rules.

Storage

- SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)).
- The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas.

Time as Public Health Control

- 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 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 <http://dpi.wi.gov/school-nutrition/procurement/buy-american/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.

More information on this new requirement can be found on the SNT website at <http://dpi.wi.gov/school-nutrition/procurement/buy-american> including a tool to assist with tracking noncompliance products.

### **Reporting and Recordkeeping**

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- All free and reduced price applications, including applications from households denied 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.

### **Outreach**

#### Summer Meals

- As part of the National School Lunch Program, an SFA is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, you may inform households with a notice in a newsletter or email, or putting up free posters from USDA. To access an inclusive map of all potential participating sites in your area, see the interactive map on the SFSP website <http://www.fns.usda.gov/capacitybuilder>.

For more information on Summer Feeding option contact:

Amy J. Kolano, RD, CD

Summer Food Service Program Coordinator

Phone: 608.266.7124

e-mail: amy.kolano@dpi.wi.gov

- ❑ **Finding #8:** The Civil Rights training must be completed by all school staff who interact with the students receiving meals.

**Corrective Action Needed:** Please have the substitute lunch servers review and complete the training log to show they have been informed of the civil rights training; send the log to the administrative review consultant for completion of this finding.

- ❑ **Finding #9:** A frozen winter blend vegetable product was found in the freezer that was a product of Mexico. Please contact the food distributor to ask for a domestic product as the regular product to purchase. You may want to remind them that you are required to Buy American products when feasible and ask if there are canned mandarin oranges or pineapple that meet the specifications. If you are not able to find these compliant products, please track these on a template like this

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>.

**Corrective Action Needed:** Please contact your food distributor to ask for domestic replacements for these three food items (mandarin oranges, canned pineapple and winter blend frozen vegetables) and report conclusion to the nutrition program consultant.

- ❑ **Finding #10:** The hiring standards for SFA directors are based on the size of their SFA and includes education and school nutrition experience plus food safety and continuing training requirements <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-chart-by-district-size.pdf>. The newly hired director has the education and school nutrition experience and a certificate for completing a ServSafe online course, but needs 8 hours of food safety training as soon as feasible.

**Corrective Action Needed:** Please search for a food safety training opportunity to complete the 8 hours of food safety requirement and prepare a statement to send to the nutrition program consultant as the corrective action for this requirement. You may visit the DPI website <http://dpi.wi.gov/school-nutrition/training> for upcoming training opportunities; you may need to wait until summer for the School Nutrition Skills Development Courses (SNSDC).

---

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

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

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

