

Administrative Review Report

St. Francis School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/04/2019	02/06/2020
On-Site Review	02/19/2020	02/20/2020
Site Selection Worksheet	12/04/2019	12/06/2019
Entrance Conference	02/19/2020	02/19/2020
Exit Conference	02/20/2020	02/20/2020

Commendations:

From the Nutrition Program Consultant (NPC):

Thank you to the staff at St. Francis School for the courtesies extended during the on-site review. Thank you for being available for 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. The school has experienced staff turnover of the past year, and there are several staff members now in new roles--including the new food service director. It is clear that the school staff are willing to learn, work together, and prioritize students. Despite the staffing challenges, the school is doing a good job providing nutritious meals in a positive environment.

Thank you to the food service consultant who assisted St. Francis staff with the food service operations this year. It was outstanding that the consultant was able to provide on-site and off-site training to the new food service director, assist with administrative review preparation, and attend the on-site review.

The exit conference was well-attended and included the authorized representative, new food service director, principal, interim principal, food service consultant, and the school secretary. It was excellent to have everyone present and invested in the school nutrition programs. Thank you for fitting this important meeting into busy schedules!

From the Public Health Nutritionist (PHN):

Thank you to all staff at St. Francis School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the food service director for uploading all meal pattern documentation into SNACS and answering questions ahead of the time as this greatly expedited the AR. Although the food service director is brand new, they are willing and eager to learn and have a great attitude about taking on the responsibility of running the food service program. The kitchen was clean and organized, food fresh and appealing, and service pleasant and well-run. Students were well behaved and friendly and staff were welcoming and easy to work with. Thank you for serving healthy meals to the students of St. Francis School!

Recommendations:

The food service director could benefit from attending some DPI School Nutrition Team (SNT) trainings. There will be summer trainings offered throughout the state in the summer. There is also a training program for new food service directors called Great Beginnings that is offered over the course of several days in Madison in the fall. Please read communications sent out by the SNT and regularly check the [SNT Training webpage](#) for updates on these opportunities.

There is also a variety of [webcasts](#) available on the SNT Training webpage. Additionally, the [General Calendar of Requirements](#) is a helpful tool that can be used to ensure that all program requirements are met within the appropriate timeframes.

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Findings and Corrective Action:

Site Name	
Form Name	Certification and Benefit Issuance (100 - 121)
Question #	103
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not correctly implement the 30 day carryover for students with an eligibility status from the previous school year (7 CFR 245.6). While students that were eligible during the prior school year were given this same benefit to start the 2019-20 school year, one student was not properly changed to paid after the end of the 30 day period.</p> <p>Corrective Action: Provide a corrective action plan on how the 30 day carryover will be correctly implemented going forward. It is recommended to explore the features in the software system, as there is likely a setting that will allow automatic drop-off at the end of the carryover period if no new meal benefit is established. Please reference page 46 of the Eligibility Manual.</p>
Site Name	
Form Name	Certification and Benefit Issuance (100 - 121)
Question #	110
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not send directly certified households the required notification letter. SFAs are required to notify households in writing when they are directly certified for meal benefits. The direct certification notification letter must include all required information including: explain that the child is eligible for free benefits without further application; free meal benefits extend to all school-aged children in the household; how to notify the SFA of any additional school-aged children in the household not listed on the notification and explain how the household can decline the benefit (7 CFR 245.6). Please reference page 69 of the Eligibility Manual for more information. There is a template letter on the DPI Free and Reduced Meal Eligibility webpage.</p> <p>Corrective Action: Provide a statement that the SNT template letter will be used, or upload a copy of the letter template that will be used for direct certification notification to the household into SNACS. Please also describe the processes that will be implemented to ensure this notification is sent to households, when applicable. Specify the person</p>

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		that will be in charge of this task. The software system appears to have the capability to auto-generate such letters, so investigating this feature is highly recommended. It is also recommended to review the Notification for Meal Eligibility and Verification In a Nutshell resource.
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: While there was a food service ledger kept by the previous food service director at least for the 2018-19 school year, there was not such a ledger kept for the current school year. The bookkeeper manages a separate food service checking account, however this is not equivalent to a food service ledger. The checking account shows the actual cash flow in and out of the account, but it does not necessarily reflect the monthly revenues/expenditures as they are accrued. Additionally, the annual financial report (AFR) for 2018-19 did not appear to match the 2018-19 ledger.</p> <p>Corrective Action: Submit a statement describing how a food service ledger will be kept going forward (this is in addition to the food service checking account). Please be specific regarding who will be responsible for this and if a specific tool/template will be used to complete this.</p> <p>Additionally, please specify who will complete the AFR going forward. This person should watch the AFR webcast, review the AFR "In a Nutshell," and read the AFR instruction manual. These resources will aid in understanding the AFR and how the monthly food service ledger will be used to complete the AFR.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not complete the DPI Non-Program Foods Revenue Tool or USDA Non-Program Food Tool to determine compliance with non-program foods pricing and ratio requirements per 7 CFR 210.14. The SFA sells adult meals, extra milk, extra juice, and snacks to 4K as non-program foods.</p>

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		<p>Corrective Action: Complete the non-program foods revenue tool (DPI version recommended) and upload into SNACS. If using the DPI tool, please use a five day reference period from the current school year. Please also provide a statement of understanding that this tool is required to be completed annually and is to be used to set non-program food pricing. Include the staff position responsible for ensuring this is completed. Additional information on non-program food revenue requirements can be found on the Financial Management webpage.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	800	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The application denial/approval letter does not contain the full, correctly formatted non-discrimination statement. The statement on the letters has modified formatting, which is unallowable. The spacing of the statement must exactly match the USDA statement and the font size must be in the same size font as the majority of the document.</p> <p>Correction Action: Please update the template letter so that it contains the correctly formatted, full non-discrimination statement. If the software system does not allow this modification, please contact the software vendor to request this modification to the letters. Submit copies of the updated letter template or copies of the communications with the vendor to show that the request was made--whichever is applicable.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The public release was not distributed to the required locations prior to the start of the school year.</p> <p>Corrective Action: Upload into SNACS the names of several organizations that the public release will be sent in the following school year. Be sure to specify media outlets and grassroots organizations. Please also confirm that the DPI</p>

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		public release template form will be used--this will ensure all content requirements are met.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31).Content regarding public involvement, school meals, foods sold outside of school meals programs, food and beverage marketing, nutrition promotion, the triennial assessment, and updating/informing the public is lacking.</p> <p>Corrective Action: Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. See corresponding technical assistance for additional information and resources.</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>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <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. See corresponding technical assistance for more information.</p>
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		<p>Finding: There was one student that was incorrectly given free meal benefits in the 2019-20 school year. This student</p>

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was certified for free benefits on 8/23/18 for the 2018-19 school year. However, there was no documentation to support this student's free status for the 2019-20 school year. For these reasons, this student should have changed to "paid" at the end of the 30 day carryover period in October 2019.

Corrective Action: After a school staff member gains access to direct certification, complete a direct certification run of the full student enrollment.

- If this student matches with an S, T, O, G, E, or M code on direct certification, then the student may keep their free benefit for the remainder of the school year and 30 operating days into the next school year. If possible, the software system should be updated to indicate that the student is eligible for free meals based on a direct certification match. The household should be sent a [direct certification approval letter](#), along with a brief explanation of the situation. A phone call to the household to explain the situation is also recommended.
- If the student matches with a Z code (which certifies them for reduced-price benefits), the household should be sent an adverse action letter advising them that their student will go to reduced-price status 10 calendar days after the date the letter is sent. The adverse action letter is needed because their benefit would be decreasing from free to reduced-price. In this case, the school should also send the household a [direct certification approval letter](#) (along with the adverse action letter) that explains how and why the student is now certified for reduced-price benefits. The household should also be encouraged to submit an application as soon as possible to see if they qualify for free meals. If an application is submitted and approved for free meals before the 10 days is up, the student would be able to keep their free meal benefit. It is recommended to call the household as well to explain the situation.
- If the student is an N code on direct certification (meaning no match to an eligible assistance program), then the household must be sent an adverse action letter. The letter must advise that the student will be changed to "paid" 10 calendar days after the date the letter is sent. This communication should also advise the household that they can submit an application and see if they qualify for free or reduced-price meals. If an application is received and approved for free benefits before the 10 days is up, the student could keep their free benefits. If an application is received and approved for reduced-price benefits before the 10 days is up, the student should be changed from free to reduced-price after the tenth day.

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		A template adverse action letter is available in SNACS under Documents. Page 57 of the Eligibility Manual also provides information on adverse action notification. In SNACS, please submit any relevant communications or documentation regarding this student's eligibility.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	134	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not perform Direct Certification (DC) in the required timeframes (7 CFR 245.6). Full Enrollment DC runs must be performed at least three times each school year: at or around the beginning of the school year, 3 months after the initial match and again 6 months after the initial match (7 CFR 245.6).</p> <p>Corrective Action: Determine who will be responsible for running DC going forward and submit a DC access request form for this person via email. Once granted access to DC, complete a full enrollment direct certification run and notify the nutrition program consultant when this is completed. Please also provide a statement of how and when the SFA will perform the full enrollment DC runs in the required time frames during the school year. For additional information, please reference the DC User Guide, DC Webcast, and other resources on the DC webpage.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	207	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: While verification was completed, it was not completed correctly or by the required November 15 deadline. The SFA did not send the household written notification of selection for verification and did not send a letter after verification was completed notifying the household of the results--the verifying official completed these steps verbally only. A confirmation review was not completed and adequately documented. The income information collected from the selected household was only for a few of the reported incomes on the application, instead of all of the incomes.</p>

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		<p>Corrective Action: Determine who will be the verifying official going forward. Please have the newly designated verifying official watch the full verification webcast and complete the quiz at the end. The quiz results/certificate should be submitted as part of the corrective action. Please submit a detailed plan describing how verification will be completed correctly by the deadline going forward. It is also recommended that the new verifying official review the Overview of Determining Eligibility and Verification webcast, nutshell resource, and verification section of the Eligibility Manual.</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>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.</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.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> • Grapes (fresh): Peru • Fruit Punch Juice: U.S., Argentina, Brazil, China, Chile, Costa Rica, Mexico, Spain, New Zealand • Grape Juice: U.S., Chile, Mexico, Spain • Apple Juice: U.S., Argentina, Brazil, China, Chile, New Zealand <p>Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed above.</p>
Site Name	St. Francis	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	

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Question #	320	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA allows 3K and 4K access to both breakfast and lunch, either as part of before-school care, their scheduled school day, or as part of afterschool daycare. However, the school has not been claiming the 3K students that eat meals and has not offered all 3K households the opportunity to qualify for meal benefits. Please see corresponding technical assistance section for more details.</p> <p>Corrective Action: To streamline the benefit issuance management and claiming procedures, the school should begin running all 3K-5th grade students through direct certification and should distribute meal applications to all 3K-5th grade households. This will allow all students the opportunity to receive a meal benefit, if they choose to eat school meals as part of their day, and will allow the school to receive reimbursements for all full, reimbursable meals served. Please submit a statement describing how meal benefits and claiming for 3K students will be handled going forward.</p>
Site Name	St. Francis	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Production record requirements were not met for the breakfast and lunch production records. Refer to the production record requirements document for reference on what is needed.</p> <p>Corrective Action: Submit a plan of action for how requirements will be met going forward.</p>
Site Name	St. Francis	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There was no standardized recipe for the bagged, raw, mixed veggies served at lunch.</p>

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		Corrective Action: Create a standardized recipe for the bagged veggies. You may use the standardized recipe template found on the standardized recipes webpage .
Site Name	St. Francis	
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		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. <i>Corrected on-site; no further action required.</i></p>
Site Name	St. Francis	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: During meal service, milk is served out of crates without utilizing temperature control (e.g. mechanical refrigeration or ice-lined insulated containers equipped to maintain a temperature of 41 degrees or less). After meal service, any unserved milks are returned to the cooler for future service. This practice does not adhere to the current standard operating procedures SOPs contained in the food safety plan.</p> <p>Corrective Action: Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under temperature control or be handled using time as a public health control procedures. Saving and re-servicing TCS foods held outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary.</p> <p>Regardless of which option for serving TCS foods is used, a corresponding SOP must be included in the site-specific food safety plan and adhered to. Consider the following options to modify the current procedures:</p> <ol style="list-style-type: none"> 1. Serve the TCS food items out of a mechanical refrigeration unit that is regularly monitored, such as a milk cooler.

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	<ol style="list-style-type: none"> 2. Utilize time as a public health control (TPHC) procedures. Under this plan, leftovers cannot be saved for future service and must be discarded. 3. Utilize ice-lined milk bags, barrels, or containers so that temperature control is used, along with monitoring of temperatures. Please reference the template SOP for Use of Milk Bags: Monitoring Temperature Option for language pertaining to this practice. 4. Work with local regulatory authority/sanitarian to develop an alternative, approved method for re-serving milk and other TCS foods that have been held outside of temperature control during meal service. <p>Submit a statement describing how TCS food items held outside of temperature control during service will be handled going forward. If applicable, please upload a corresponding SOP that will be included in the food safety plan. The school has a milk barrel with frozen inserts available, so utilizing it and establishing a corresponding SOP may be the most desirable option for the school to keep milk and other TCS foods under temperature control during meal service.</p>
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Site Name	St. Francis
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1408
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: On the production records where cooked food temperatures are supposed to be recorded, there were many days that were missing cooked food temperatures. Foods must be cooked to the proper internal temperature prior to service, and these temperatures should be recorded to document that they were achieved.</p> <p>Corrective Action: Please submit one week of completed records that show cooked food temperatures have been recorded. Please also submit a statement describing how it will be ensured that all cooked food temperatures will be recorded going forward.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/27/2020	1823	700	Administrative Review	ALL				
Comments								
Food Service Accounting					Created By		Created Date	

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The school has a separate checking account for food service, which is excellent. There is also a good system in place to ensure only allowable costs are charged to food service. The food service director, school principal, bookkeeper, and priest are all involved in the process of making and approving food service purchases.

The annual financial report (AFR) for the 2018-19 school year was completed by the food service consultant based on the revenue/expenditure spreadsheet kept by the previous food service director. The AFR did not seem to match exactly to the spreadsheet, which is likely due to the fact that the ledger was kept by a different person than who submitted the report due to staff turnover.

The food service director, or other designated staff person, should maintain a monthly ledger for food service which tracks all revenues and expenditures as they are accrued, as opposed to when invoices are actually paid or when federal reimbursement payments are actually received. State aid payments should be recorded when they are received, as these are paid in a lump sum once per year typically in the spring following the school year in which they were earned. Household payments should only be recorded in the ledger when the revenue is earned by food service through a meal purchase. While the cash/checking account may show all household deposits into meal accounts, this money is not actually a food service revenue until the student purchases the food. It is highly recommended that the food service director utilize the [monthly Purchase Record/Revenue Template tool](#) to assist in tracking the food service revenues and expenditures by program.

In the food service transaction detail report, there are some entries noted as "loan owed to parish." This is presumably money the parish puts into the food service checking account to make adequate cash available to pay bills. This "loan" may be more appropriately labeled as "cash advances" to signify that the parish is supplying funds to cover food service bills until the food service account has adequate cash available to pay the bill directly or pay the parish back for the bills. The parish may pay bills on behalf of food service, and food service can then reimburse the parish for these amounts. During the school year, SFAs may "advance" cash (a temporary loan) from the parish or sponsoring agency fund to the food service fund. An advance, when made, is reported as a revenue. An advance payback during the school year is reported as a negative revenue. An advance must be paid back in the same year in which it occurs or it becomes a permanent transfer to the food service fund at the end of the operating year.

If at the end of the school year the food service ledger shows a negative balance, then the parish must transfer the amount of the deficit into the food service account. This transfer of funds to cover the operating losses cannot be returned to the parish as it would in the case of "cash advance" described above.

2/27/2020 2:14:32 PM

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02/26/2020	1819	320	Administrative Review	St. Francis					
Comments									
3K and 4K Meals					Created By	Created Date			
<p>The school has both 3K and 4K half-day programs. The 4K students have regular access to breakfast because their school day begins around breakfast time. The 3K students generally do not have access to breakfast because their school day starts later in the morning. However, there are a few 3K students that come to school early and eat breakfast as part of before-school care. Children enrolled in either of these programs may also sign up for after-school daycare after their short school day ends. The 3K and 4K children that attend daycare after school have access to lunch as part of the care. Because the daycare is operated by and located in St. Francis school, the 3K and 4K children that eat breakfast and lunch may be claimed under SBP and/or NSLP in their appropriate benefit categories.</p> <p>The school has already been administering meal benefits for the 4K students and claiming their meals. However, the 3K students have not been given the opportunity to qualify for meal benefits. Any 3K students that eat meals are currently charged at the paid rate and have not been claimed for reimbursement. During meal observation, it was noted that the 3K and 4K students that participate in the meal programs eat in the cafeteria at the same time as older students, which constitutes co-mingling. For this reason, the Infant and Pre-K meal pattern does not need to be followed for these children, provided that the co-mingling service continues to occur.</p> <p>The school can begin claiming the 3K student meals beginning in February. The school should run all students through direct certification and distribute meal applications to all households (including 3K-5th grade). When distributing meal applications to the 3K households, the school should communicate to the households which meals the children will have access to (depending on their schedules). The school should keep an updated benefits issuance list for the 3K-5th grade and create meal accounts for everyone. The school should investigate if the software system will allow the edit check parameters to be expanded to include 3K--5th grade on a single report, which could then be used for claiming purposes.</p>						2/26/2020 12:32:34 PM			
02/26/2020	1818	705	Administrative Review	ALL					
Comments									
Allowable Costs to Food Service					Created By	Created Date			
<p>As a reminder, all expenses charged to the food service account must be necessary, reasonable, and allocable. Costs that are shared across the school/church can only be charged to food service if it can be determined how much of the item/service was directly used by food service.</p>						2/26/2020 11:37:37 AM			

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<p>For example, if trash removal were to be charged to food service, there would need to be an annual study completed to determine how much of the total trash is generated by food service. This documented percentage could then be applied to the total cost of the trash removal service.</p> <p>On the last administrative review, it was noted that food service was charged for utilities without proper documentation. At the beginning of the 2018-19 school year, there were a few trash fees charged to food service--most of which were repaid by the school/parish. The amount that food service was actually charged for trash in the 2018-19 school year was \$79, which is much less than what the actual food service trash cost for the year would actually amount to. Because of this, the \$79 does not need to be repaid to food service. The SFA is no longer charging food service for trash or any other utilities.</p>									
02/26/2020	1817	709	Administrative Review	ALL					
Comments									
Non-Program Food Sales					Created By			Created Date	
<p>The food service director purchases snack items that are sold to the 4YK students during the school day. Because these snacks are foods sold to students, on the school campus, during the school day outside of the reimbursable meal, the snacks must meet Smart Snacks requirements and be priced high enough to meet the non-program food revenue requirements. Using the Smart Snacks calculator and DPI non-program food revenue tool can assist in ensuring these requirements are met.</p>								2/26/2020 11:10:55 AM	
02/26/2020	1816	305	Administrative Review	ALL					
Comments									
Unpaid Meal Charge Policy Distribution					Created By			Created Date	
<p>The SFA has an established unpaid meal charge policy. It is included in the student handbook, which all households must read and sign off on during registration each year. This is completed electronically at home or on a computer in the school office. It is highly recommended to also send out a copy of the policy to households with the rest of the free/reduced-price meal information packet prior to the start of the school year. Sending out the policy with any low-balance communications is also recommended.</p>								2/26/2020 11:07:05 AM	
02/26/2020	1815	305	Administrative Review	ALL					
Comments									
Field Trip Meals					Created By			Created Date	
<p>While SFAs are not required to offer field trip meals, it is highly encouraged to do so whenever possible. When offering field trip, the meals should meet the meal pattern, be charged to students at their normal lunch price (\$0.00, \$0.40, or full paid price), and should</p>								2/26/2020 11:05:01 AM	

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be counted via a valid, reliable point of service (POS). Sending a class roster with the meals and having teachers check off each student's name when they receive their meal would constitute an acceptable POS. The completed rosters should then be returned to food service and used to charge the student's accounts. If offering field trip meals, the food safety plan must contain a corresponding standard operating procedure. Please reference the Field Trip Meal resources for more information.									
02/26/2020	1814	305	Administrative Review	ALL					
Comments									
Visiting Students					Created By			Created Date	
It is allowable to charge visiting students of school age the paid student lunch price and claim them in the paid category. This is not required, but it is an option that may be desirable especially if non-enrolled school aged children frequently visit the school during meal periods.								2/26/2020 10:57:42 AM	
02/26/2020	1813	1213	Administrative Review	ALL					
Comments									
DPI SNT Listserv					Created By			Created Date	
Any staff member wishing to subscribe to the DPI School Nutrition Team Listserv should send an email to join-schoolmealsnews@lists.dpi.wi.gov , with the subject line "Subscribe to the DPI School Nutrition Team Listserv," and the body of the message stating "Please subscribe me to the DPI School Nutrition Team Listserv."								2/26/2020 10:56:31 AM	
02/26/2020	1812	1211	Administrative Review	ALL					
Comments									
Professional Standards					Created By			Created Date	
There are several staff members that are subject to professional standards requirements and must track their training hours annually. The new food service director must complete 12 hours of training annually, including civil rights training. Because the new director will be completing an eight hour food safety training course within the next month to fulfill the minimum hiring standard for new directors, these eight hours cannot count towards the required 12 hours for this year. Food safety training the director takes in the future can count, but the eight hours to meet the minimum hiring standards cannot.								2/26/2020 10:51:28 AM	
If the school principal and/or secretary will continue to have duties in the school nutrition programs (including managing direct certification, application approval, or involvement in the verification process), they should each complete four hours of training annually, including civil rights training. Please reference the "In a Nutshell: Training Requirements" document, as well as the other resources available on the Professional Standards webpage .									

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02/26/2020	1811	1400	Administrative Review	ALL			
Comments							
Kitchen Sharing				Created By	Created Date		
<p>The school kitchen is occasionally used by the church and other groups for events when school is not in session. There are currently procedures and safeguards in place to make this kitchen sharing possible. The school has an established policy for kitchen use, which is posted on the door of the kitchen. All cabinets in the kitchen are clearly labeled as "school foodservice only," where appropriate. The storage areas containing food for the meal programs are locked up during non-meal service times. The food service director has a system to check if certain dishes/utensils have been adequately washed and sanitized by the other groups, or if they need to be rewashed. Overall, it seems like the kitchen is able to be shared safely and efficiently.</p> <p>When the school kitchen will be used by other groups/organizations when facilities are not being used for program purposes (i.e. preparing/serving breakfast, lunch, or snacks, if applicable), it is largely at local discretion. If it will be allowed, clear guidelines must be in place regarding use of the kitchen. Additionally, the school(s) should have a standard operating procedure (SOP) in their food safety plans describing how non-food service kitchen users will be handled. There is a template SOP called "non-food service staff & other visitors in food service" in the template food safety plan on the Food Safety webpage.</p> <p>A school kitchen that allows another organization (or the church) to use their space for a one-time event may need the group to acquire a temporary food service permit. If a group is using the school kitchen for events serving the public more than 12 times in a year, a restaurant license may be required. Contact your local regulatory authority that conducts your food safety inspections for more information regarding these permits and licenses. Depending on the organization using your kitchen and what they are using it for, these permits or licenses may be required.</p> <p>The school food authority (SFA) has the responsibility to protect the food used in the school meals programs. Steps must be taken to ensure food for school meals is not contaminated, adulterated, accidentally used for non-program purposes, etc. The Code of Federal Regulations for the National School Lunch Program specifically requires that storage of purchased and donated foods meet specific requirements. If other organizations or groups are going to use the kitchen, there must be precautions taken to safeguard the program foods (such as locking or limiting access to storage areas, limiting use of certain pieces of equipment, etc).</p> <p>If possible, a member of school food service should be present when others are using the kitchen to ensure the food and equipment are kept safe and to ensure the kitchen is left in good condition. This</p>					2/26/2020 10:35:21 AM		

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<p>supervision by the school food service staff member may include providing training on handwashing, cleaning/sanitizing surfaces, equipment use, and other relevant topics. He or she may not be paid from the non-profit food service account as compensation for time spent supervising these events. The above information pertains to outside groups/organizations/individuals using the kitchen space for preparing food for events during times when the kitchen is not being operated for the school nutrition programs. While there are ways to allow the kitchen to be used for these purpose, there are precautions that must be taken to ensure it is done safely and responsibly.</p>									
02/26/2020	1808	1501	Administrative Review	ALL					
Comments									
Records Retention					Created By			Created Date	
<p>The software system electronically retains all free/reduced-price meal applications indefinitely. For this reason, the SFA would not be required to print all applications and retain hard copies. However, this may be a good practice to adopt as a secondary means of record retention. As a reminder, any paper applications submitted and any other documents pertaining to the school meal programs must be retained for at least three years plus the current year.</p>								2/26/2020 10:13:39 AM	
02/26/2020	1807	209	Administrative Review	ALL					
Comments									
Verification Documentation					Created By			Created Date	
<p>When the verifying official (VO) is collecting and reviewing documentation submitted by a household for verification, documentation must be provided for all sources of income reported on the application (including child's income, if applicable). If the household does not provide documentation for all incomes, the VO must contact the household to request the missing information or otherwise clarify/confirm that the reported income is no longer being received. During verification, the VO is encouraged to contact a DPI School Nutrition Team staff member with any questions regarding the documentation received from the household.</p>								2/26/2020 10:11:11 AM	
02/26/2020	1806	215	Administrative Review	ALL					
Comments									
Verification Timeline					Created By			Created Date	
<p>The verification process can begin as early as October 1 of each school year and must be fully completed by November 15. The verification collection report (VCR) must be submitted annually after verification is completed between November 1 and February 1, though it is recommended to complete it as early as possible. Please reference the Calendar of Requirements for reminders about the verification process timeline and due dates.</p>								2/26/2020 9:52:48 AM	
02/26/2020	1805	207	Administrative Review	ALL					

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Comments					Created By	Created Date
Verification Notification						
<p>When a household is selected for verification, the LEA must inform the household, in writing, of its selection and must provide a list of the documents or other forms of evidence the household must submit to the LEA. When a household is selected for verification, it must provide "sources of information" to the LEA to confirm current income or participation in a categorically eligible program.</p> <p>According to 7 CFR 245.6a(a)(7), sources of information may include written evidence, collateral contacts, and systems of records. Acceptable documentation of income or receipt of assistance may be provided for any point in time between the month prior to application and the time the household is required to provide the documentation.</p> <p>Households may provide pay stubs with income from employment. If a weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient. If the household submits a pay stub including overtime, the determining official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime.</p> <p>For more details on verification specifics, please reference the materials on the Verification webpage. It is also highly recommended that the determining and/or verifying official attend the DPI School Nutrition Team free/reduced-price class in the summer.</p>						2/26/2020 9:48:01 AM
02/26/2020	1804	208	Administrative Review	ALL		
Comments						
Verification, Confirmation Review					Created By	Created Date
<p>Before verification can begin, the confirming official (CO) must review each approved application selected for verification to confirm that the initial determination was accurate. After the CO confirms the initial determination, then the verifying official may begin the verification process by contacting the household to request supporting documentation. If the CO disagrees with the initial determination, then specific procedures must be followed to proceed as specified in the Eligibility Manual.</p>						2/26/2020 9:37:54 AM
02/26/2020	1803	132	Administrative Review	ALL		
Comments						
Direct Certification Software Features					Created By	Created Date
<p>The SFA should investigate the direct certification (DC) modules available in the software system. It appears that the software has the capability to generate a student roster for uploading to the DC</p>						2/26/2020 9:23:10 AM

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matching database, a function to upload and sync the DC output file with the student information system, and the option to generate direct certification approval letters for household notification. Utilizing these features will help streamline DC management.								
02/26/2020	1802	142	Administrative Review	ALL				
Comments								
Declining Benefits					Created By	Created Date		
<p>The SFA did not have any families decline benefits this year. Please note, the if a household wishes to decline a benefit for which they are eligible, the SFA must honor this request and change the students to "paid" the day the notification is received. It is highly recommended to retain a written record of any such requests. The DPI template direct certification letter contains a tear-off section that households can complete and return if they wish to decline a benefit.</p>						2/26/2020 9:19:34 AM		
02/26/2020	1801	141	Administrative Review	ALL				
Comments								
Benefit Extension					Created By	Created Date		
<p>The SFA extends benefits to other children in the household primarily based on knowledge of the households since the school and community are small. Households must also have the opportunity to notify the school of any non-directly certified children living in the household who may be able to receive benefits via extension from another directly certified child in the household.</p> <p>The DPI template direct certification notification letter contains language that informs households of this benefit extension. As a reminder, students that match to direct certification as S, T, O, M, G, and Z codes can extend that meal benefit to any other school-aged children in the household. When benefit extensions are identified, the benefit issuance list should be updated to reflect the eligibility of the students eligible by extension. It is important to note that E codes on direct certification signify "foster child" and this may not extend to other children in the household.</p> <p>Please reference page 65 of the Eligibility Manual. If specific questions regarding extension of benefits arise during the school year, please a DPI School Nutrition Team staff member for assistance.</p>						2/26/2020 9:16:57 AM		
02/26/2020	1800	109	Administrative Review	ALL				
Comments								
Other Source Categorical Eligibility					Created By	Created Date		
<p>Because the school is very small, the school officials generally have knowledge of children's home circumstances which can aid in identifying homeless or runaway students. While not a requirement for private schools, it is highly encouraged that private schools</p>						2/26/2020 9:06:23 AM		

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<p>establish their own homeless/runaway liaison to aid in identifying these students and certifying them for free meals. Migrant students must be certified by the state agency. Please reference pages 38-42 of the Eligibility Manual for more information regarding identifying homeless, migrant, and runaway students.</p>									
02/26/2020	1799	102	Administrative Review	ALL					
Comments									
Online Meal Applications					Created By	Created Date			
<p>Households are able to submit meal applications online directly through the software portal. When these applications are submitted, they are automatically processed by the system and a notification letter is generated. The determining official is notified when a new notification letter is generated, however the official does not process the applications or sign each one.</p> <p>Per page 72 of the Eligibility Manual, "The LEA (not the computer system) is ultimately responsible for determining eligibility for free or reduced price meals. The LEA must ensure their computer system meets all requirements and performs all functions as outlined in this guidance with a high degree of accuracy. The determining official may sign or initial and date a separate sheet of paper that could then be attached to a batch of applications. Alternatively, the official may make a note to the electronic file. The computer system should be able to capture the original date of the approval and the basis for the determination (i.e., household size and income), and update the status of applications to account for transfers, withdrawals, terminations, and any other changes."</p> <p>It is highly recommended that determining official double check applications submitted by households online. It may also be a good idea for the determining official to print and sign all applications to aid in benefits management and recordkeeping.</p>						2/26/2020 8:49:35 AM			
02/26/2020	1797	1212	Administrative Review	ALL					
Comments									
Online Contract Updates					Created By	Created Date			
<p>The online contract must be updated to reflect the correct staff names in the appropriate roles. The food service consultant has been listed as the food service director, however the main kitchen staff member should be designated as the food service director going forward -- please make this update to the contract as soon as possible.</p> <p>When updating the contract, please also check if there are any other names that should be updated at this time (such as the claim preparer). Other contract updates to make at this time include listing JMC as Free and Reduced Price Meal Application Software and listing 3K as the youngest grade served on Schedule A.</p>						2/26/2020 8:10:43 AM			

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Updates will also need to be made to the determining, confirming, verifying, and hearing official designations; however this could occur in the late spring when the 2020-21 contract is submitted since any newly designated officials will step into their roles over the summer.									
02/20/2020	1763	409	Administrative Review	St. Francis	FSD				
Comments									
Menu Planning Worksheets						Created By		Created Date	
To aid in menu planning and to ensure daily and weekly minimums are met for each component, consider filling out menu planning worksheets for each week for breakfast and lunch. Menu planning worksheets can be found under the Menu Planning Tools heading on the Menu Planning webpage .								2/20/2020 12:05:04 PM	
02/20/2020	1755	400	Administrative Review	St. Francis	FSD				
Comments									
Food Buying Guide, Vegetable						Created By		Created Date	
<p>There are two ways to determine how much of a prepared vegetable (e.g. sliced cucumbers, baby carrots) to serve to yield a specific serving size (e.g. 1/8 cup, 1/4 cup, etc.). First, you may chop up the vegetable into small pieces and determine how many (e.g. sliced cucumbers) fit into an 1/8 cup spoodle, for example. Second, you may use the Food Buying Guide to determine the weight of an 1/8 cup portion. Simply slice up cucumbers, put on a scale one-by-one, until that weight is reached.</p> <p>TA was provided onsite about how to determine 1/8 cup by weight for cucumber slices, baby carrots, broccoli florets, and green pepper slices.</p> <p>Using the FBG, the following weights were determined:</p> <ul style="list-style-type: none"> cucumbers (in 1 lb there are 3.1 cups, therefore 1/8 cup = 0.65 oz) broccoli (in 1 lb there are 7.2 cups, therefore 1/8 cup = 0.26 oz) baby carrots (in 1 lb there are 3.125 cups, therefore 1/8 cup = 0.64 oz) green pepper strips (in 1 lb there are 3.675 cups, therefore 1/8 cup = 0.54 oz) <p>Weigh out each vegetable, determine how many that weight is, and use these weights in your standardized recipe for a total 1/2 cup serving.</p>								2/20/2020 10:32:49 AM	
02/20/2020	1754	400	Administrative Review	St. Francis	FSD				
Comments									
Grain Products, Crediting						Created By		Created Date	

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Grain products made in-house, from-scratch may be credited using Exhibit A and the baked weight. They may also be credited using the recipe itself. To do this, use the grains section on the Food Buying Guide website . Click on the tab "Worksheet for Calculating Grains Contribution Using Grams of Creditable Grains," which provides step-by-step instructions. This will help determine the oz eq grain per serving of the product.							2/20/2020 10:24:59 AM	
02/20/2020	1753	409	Administrative Review	St. Francis	FSD			
Comments								
Production Records					Created By		Created Date	
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work on recording all production record requirements. These include planned/actual number of servings per menu items and planned/actual quantity prepared (in purchase units) of each menu item. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Refer to the production record requirements .							2/20/2020 10:10:37 AM	
02/20/2020	1741	409	Administrative Review	St. Francis	FSD			
Comments								
Production Records, cont.					Created By		Created Date	
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of Fruit Juice, assorted, list out each variety offered separately to clearly indicate what was served. Another option is to keep "fruit juice, assorted" on production records, and create a fruit juice, assorted recipe. Use the Variety Item Recipe for assistance.							2/20/2020 8:33:35 AM	
02/20/2020	1740	409	Administrative Review	St. Francis	FSD			
Comments								
Food Buying Guide					Created By		Created Date	
The USDA Food Buying Guide (FBG) contains yield and crediting information for foods with a standard of identity. Fruits, vegetables, grains, meat/meat alternates (M/MA), and dairy can be credited using the FBG. Most fruits and vegetables credit by volume served and most M/MAs and grains credit by weight. If the product is not listed in the FBG, additional crediting documentation is required.							2/20/2020 8:28:00 AM	
After logging in to the USDA Food Buying Guide (FBG), click on "food items search" and type a food in the "keywords" search box. Different options may appear. Find the one that exactly matches your product and click for more information (e.g. Peaches, canned, diced). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, and purchase units for 100 servings.								
02/20/2020	1739	1407	Administrative Review	St. Francis				

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Comments					Created By	Created Date
<p>TCS Foods</p> <p>Time/temperature control for safety (TCS) foods are foods that require time and temperature control to prevent the growth of pathogens. Ideally, all TCS foods would be held under temperature control (such as mechanical refrigeration or ice-lined insulated containers equipped to maintain a temperature of 41 degrees or less) at all times, including during meal service.</p> <p>However, TCS foods may be held without temperature control if specific conditions are met under a practice called "Time as a Public Health Control." Please refer to the Wisconsin Food Code Fact Sheet: Time as a Public Health Control for detailed procedures regarding this practice. To utilize "Time as a Public Health Control," the school must have a corresponding SOP in the site-specific food safety plan. Template SOPs are available on the SNT Food Safety webpage. If any TCS food is held without temperature control during service, including TCS foods on garden bars, all leftover TCS food must be discarded.</p> <p>TCS foods include:</p> <ul style="list-style-type: none"> • Milk and dairy products • Shell eggs • Meat (beef, pork, and lamb) • Poultry • Fish • Shellfish and crustaceans • Baked potatoes • Heat-treated plant food, such as cooked rice, beans, and vegetables • Tofu and other soy protein • Sprouts and seed sprouts • Sliced melons • Cut tomatoes • Cut leafy greens • Untreated garlic-and-oil mixtures • Synthetic ingredients, such as textured soy protein in meat alternatives 						2/20/2020 8:20:02 AM
02/20/2020	1738	404	Administrative Review	St. Francis	FSD	
Comments						
<p>Items at Breakfast</p> <p>The School Breakfast Program requires that four food items be offered from the three required components, which are grains, fruit and milk. An item is defined as 1 cup milk, ½ cup fruit and 1 oz eq grain. Menu planners may also offer meat/meat alternates (in addition to grains) or vegetables, if desired. When using Offer versus Serve (OVS), students must select at least three food items, one of which is a ½ cup fruit. Visit the Menu Planning webpage for more information.</p>						2/20/2020 8:19:33 AM

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The menu planner has the discretion to determine how to credit certain food items. The definition of a food item at breakfast is ½ cup fruit, 1 oz eq grain, and 1 cup milk. Therefore, if an apple is served that credits as 1 cup fruit, the menu planner can choose whether the apple will count as one or two items. The same goes for grains. A 2 oz eq muffin may count as one or two items. Remember, the crediting must be clearly communicated to students and staff.							
02/19/2020	1736	409	Administrative Review	St. Francis	FSD		
Comments							
Vegetable Subgroups					Created By	Created Date	
At lunch, all vegetable subgroups must be offered over the course of the week. Amounts depend on the age/grade group served. For a list of common vegetables and their subgroups, refer to the Vegetable Subgroup handout .						2/19/2020 4:21:32 PM	
02/19/2020	1735	409	Administrative Review	St. Francis	FSD		
Comments							
Breakfast and Lunch Meal Patterns					Created By	Created Date	
The Breakfast and Lunch Meal Patterns must be met daily and weekly. Grade groups are listed across the top; food components along the left side; dietary specifications on the bottom. At breakfast, grain, milk, and fruit must be offered. At lunch, grain, fruit, milk, vegetable, and meat/meat alternate must be offered. The breakfast and lunch meal patterns can be found under the Menu Planning Tools heading of the Menu Planning webpage .						2/19/2020 4:19:40 PM	
02/19/2020	1734	409	Administrative Review	St. Francis	FSD		
Comments							
Crediting					Created By	Created Date	
Crediting is how a food fits into the meal pattern (i.e. meat/meat alternate, grain, fruit, vegetable, and/or milk). Fruits, vegetables, and milk all credit by volume. Grains and meat/meat alternates credit by weight (or ounce equivalents [oz eq]). For more crediting information, refer to the Crediting In a Nutshell .						2/19/2020 4:17:12 PM	
02/19/2020	1733	409	Administrative Review	St. Francis	FSD		
Comments							
Exhibit A, Crediting Grains					Created By	Created Date	
Exhibit A is way to credit grains. It is a table that separates commonly used grains into groups, which provides information on the grams or ounces per 1.0 oz eq for each group. Exhibit A groups all grain products based on how much grain they contain per serving, on average. It can be used to credit products when the baked weight is known. However, there may be circumstances when it is more beneficial to get exact information about the grams of creditable grain from the manufacturer in the form of a CN label or PFS.						2/19/2020 4:11:50 PM	

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To use Exhibit A, determine into which group your product fits. Then, take the ounces or grams of your product and divide by the ounces or grams in its respective group. After calculating, make sure to round down to the nearest quarter ounce equivalent.									
02/19/2020	1732	1105	Administrative Review	St. Francis	FSD				
Comments									
Smart Snacks						Created By		Created Date	
<p>Smart Snacks applies to all foods and beverages sold on the school campus during the school day to students. Foods and beverages sold in schools must meet both the general and nutrient standards unless the sales qualify for an exemption. More information is available on WI DPI's Smart Snacks In a Nutshell.</p> <p>Smart Snacks also applies to snacks sold and provided to students during the school day. The following items are exempt from meeting Smart Snacks standards:</p> <ul style="list-style-type: none"> • an entree the day of and the day after it is served as part of a reimbursable meal • fresh or frozen fruits and vegetables (with no added ingredients) • canned fruits (with no added ingredients) that are packed in 100 percent juice, extra light syrup or light syrup • low sodium and no-salt added canned vegetables (with no added fat) <p>To determine if all other products meet Smart Snacks standards, use the Alliance for a Healthier Generation Smart Snacks Product Calculator. Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records.</p>								2/19/2020 4:07:02 PM	
02/19/2020	1726	404	Administrative Review	St. Francis	FSD				
Comments									
Signage						Created By		Created Date	
<p>Although there is generic signage showing the meal components with the 1/2 cup fruit and/or vegetable verbiage, consider adding and/or replacing with signage that lists the exact menu for the day. For example, signage that lists all breakfast menu items offered for the day, which also includes verbiage, "must select 1/2 cup fruit and/or vegetable for a reimbursable meal." Signage may be ordered from the signage webpage.</p>								2/19/2020 1:25:41 PM	
02/14/2020	1658	1000	Administrative Review	ALL					
Comments									
Wellness Policy Resources						Created By		Created Date	

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As the school works on updating and improving the wellness policy, it is recommended to review the resources on the Local Wellness Policy webpage . Of particular interest may be:					2/14/2020 11:57:41 AM				
<ul style="list-style-type: none"> The Local Wellness Policy Builder which contains sample language that can be used when updating a policy The Local Wellness Policy Checklist which provides a summary of required content areas that must be included in the policy 									
02/14/2020	1657	1005	Administrative Review	ALL					
Comments									
Wellness Policy Triennial Assessment					Created By			Created Date	
<p>SFAs must complete an assessment of their local wellness policy (LWP) at least once every three years, with the first triennial assessment completed no later than June 30, 2020. The assessment must measure the SFA's compliance with their LWP, a description of the SFA's progress toward meeting LWP goals, and how the LWP compares to a model policy. A report must be developed and released to the public, but there is no mandatory template for this report.</p> <p>The Wellness School Assessment Tool (WellSAT) allows SFAs to evaluate how their policy compares to a model policy. It includes 67 policy items considered to be best practices for school wellness. SFAs rate the extent to which their policy contains language related to each policy item. Scores are calculated for comprehensiveness (extent to which recommended content areas are covered in the policy) and strength (how strongly the policy items are stated).</p> <p>The Local Wellness Policy Report Card is a free, online tool SFAs may use to evaluate compliance with their policy and provide a description of progress made toward meeting policy goals. SFAs enter their policy-specific objectives and evaluate the extent to which they were achieved. The tool includes a section for SFAs to input their WellSAT scores. Following completion of the tool, a report is generated. If fully completed, the report card meets all requirements of the triennial assessment.</p> <p>Please visit the Local Wellness Policy webpage for more information.</p>								2/14/2020 11:55:32 AM	
02/14/2020	1656	1003	Administrative Review	ALL					
Comments									
Wellness Policy Committee					Created By			Created Date	
<p>The SFA must permit parents, students, physical education teachers, school health professionals, school administrators, the school board, representatives of the SFA, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. SFA wellness committees should include a diverse team of committed school and community stakeholders.</p>								2/14/2020 11:54:34 AM	

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The SFA must retain documentation on stakeholders who participated in the review and update of the LWP (7 CFR 210.31).									
02/14/2020	1655	1002	Administrative Review	ALL					
Comments									
Wellness Policy Review and Updates					Created By			Created Date	
It is required to review and update the local wellness policy periodically. It is highly recommended to review and update the content of the policy annually.								2/14/2020 11:49:44 AM	
02/14/2020	1654	1001	Administrative Review	ALL					
Comments									
Wellness Policy Public Availability					Created By			Created Date	
Publishing the wellness policy in the school handbook is an excellent way to communicate it to households. However, the policy must also be publicly available. The policy is posted on the school website to meet this requirement. Please remember to always have the most updated version of the policy available on the website to meet the public availability requirement.								2/14/2020 11:49:00 AM	
02/14/2020	1653	1600	Administrative Review	ALL					
Comments									
School Breakfast Program Promotion					Created By			Created Date	
SFAs should inform households of the availability of the School Breakfast Program at the beginning of the school year, and periodically throughout the school year. It is highly recommended that the SFA pursue ways to promote breakfast throughout the year, such as through email blasts or blurbs in the school newsletter.								2/14/2020 10:34:56 AM	
02/14/2020	1652	900	Administrative Review	ALL					
Comments									
On-Site Monitoring					Created By			Created Date	
Because the SFA is a single site, annual completion of the on-site monitoring forms for breakfast and lunch is not required. The food service director may choose to complete the on-site monitoring forms as a means of oversight, but this is not required.								2/14/2020 10:27:40 AM	
02/14/2020	1650	805	Administrative Review	ALL					
Comments									
Special Dietary Needs Accommodations					Created By			Created Date	
A signed medical statement from a licensed medical practitioner (in WI anyone who can write a prescription) must support all food substitutions made outside of the meal pattern requirements.								2/14/2020 10:12:52 AM	

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Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements.										
<p>This flow chart gives guidance on special dietary needs: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf. The USDA Q&A on Accommodating Special Dietary Needs resource and the USDA Special Dietary Needs Handbook contains even more detailed information. It is recommended, but not required, for SFAs to use the prototype Medical Statement for Special Dietary Needs posted on the DPI SNT website, which is also available in Spanish and Hmong.</p> <p>SFAs may at their discretion, choose to accommodate special dietary requests without a signed medical statement from a licensed medical practitioner. These accommodations must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is highly recommended that SFAs have a policy for handling these types of accommodations to ensure that requests are equitable for everyone</p>										
02/14/2020	1649	803	Administrative Review	ALL						
Comments										
Process for Civil Rights Complaints					Created By	Created Date				
<p>All SFAs must have procedures or policies (written preferred) for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended for 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. Please refer to the USDA Program Discrimination Complaint Form for assistance in filing these complaints. Civil rights complaints that are filed with the SFA, must be forwarded to the Civil Rights Division of USDA FNS within five days.</p>						2/14/2020 10:09:31 AM				
02/14/2020	1648	801	Administrative Review	ALL						
Comments										
Public Release					Created By	Created Date				
<p>All SFAs are required to distribute a public release before the start of the school year. The purpose is to inform the public that free and reduced-price meals are available at the school. SFAs must annually distribute the public release to:</p> <ul style="list-style-type: none"> Local news media Grassroots organizations (local organizations providing services to populations in need such as a food pantry, public library, post office, local church, etc.) 						2/14/2020 9:50:14 AM				

Administrative Review Report

St. Francis School

<ul style="list-style-type: none"> 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. SFAs must maintain documentation of whom the public release was sent to along with the specific materials distributed.</p>									
02/14/2020	1647	127	Administrative Review	ALL					
Comments									
School Food Service Webpage					Created By			Created Date	
<p>The school has a helpful webpage for the food service programs. However, much of the information on the webpage is outdated and is reflective of the 2018-19 school year. Please ensure all materials on the webpage are up-to-date prior to the start of the next school year. It is recommended to update the free/reduced-price meal information as soon as possible.</p>								2/14/2020 8:33:13 AM	
02/14/2020	1643	1601	Administrative Review	ALL					
Comments									
Summer Food Service Program Outreach					Created By			Created Date	
<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 can inform families of summer meals via the following methods:</p> <ul style="list-style-type: none"> Promotion of the summer meals locator on the DPI Summer Meals webpage Promotion of calling 211 to locate meals in the area Promotion of the ability to text 'food' to 877-877 to locate meals in the area Promotion of the Summer Food Service Program webpage 								2/14/2020 1:14:26 PM	