

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

**School Food Authority: Tomorrow River
School District**

Agency Code: 49-0126

School(s) Reviewed: Amherst Elementary

Review Date(s): April 9 – 11, 2018

Date of Exit Conference: April 11, 2018

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. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (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, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Tomorrow River School District (TRSD) for the courtesies extended to us during the on-site review and for being available to answer questions and provide 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 office staff were congenial and spent time to provide answers. This work completed ahead of time led to a great review of your programs and initiatives and less time onsite.

The DPI review team appreciates the eagerness of the staff at Tomorrow River School District for their willingness to make changes to meet school nutrition program regulations; they are interested in growing their knowledge and professionalism. The staff is concerned for the nutritional well-being of their students as evidenced through food safety, menu options, service lines, local wellness, professional standards and outreach to families. We were impressed during meal service that the cashiers were knowledgeable about foods crediting to the meal pattern and offering great customer service. The line staff worked well as a team, used great kitchen skills to produce meals, and operated under food safety guidelines. We also noted great lunch meal participation from school adults who were very complimentary about the food quality, variety and prices. This is a great school community effort!

The DPI review team is confident that TRSD will continue to improve their knowledge and operation of child nutrition programs.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations:

- Applications are reviewed in a timely manner. An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.
- Applications with only one frequency of payment indicated for all of their reported incomes were determined correctly by using the common frequency calculation by using the [Income Eligibility Guidelines](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf).
- 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. All DC runs had documented proof and were imported into Skyward to prepare the Benefit Issuance list from the Point of Service (POS).
- On the household notification letter indicating meal benefits, it also alerts the parents to the fact that A la Carte items are an extra charge to the student's account.

Technical Assistance:

- One hundred seventy-three eligibility determinations were reviewed with only one error identified. Nice work from the determining official!

Public Release

- All SFAs are required to distribute a [Public Release](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nsfp-public-release-1718.doc) before the start of the school year (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nsfp-public-release-1718.doc). The purpose is to inform the public that free and reduced price meals and free milk are available. SFAs must annually distribute the Public Release to:
 - Local news media
 - Grassroots organizations (local organizations providing services to populations in need)

- Major employers contemplating or experiencing large layoffs
- Local employment office, as applicable
- This SFA will be sending the Public Release to local church, which administers a food and the public library.
- SFAs are not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.

Transferring Students

- When a student transfers to a new school, 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 (if they participated in NSLP) when a student transfers between LEAs during the school year, over the summer, or at the start of the next school year. Wisconsin DPI requires source documentation of the student's previous eligibility. The transfer of eligibility between LEAs for students attending CEP schools will be required by July 1, 2019.

Compliance Reminders:

Household Size Box

- The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.
- 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.

Disclosure

- The information provided by the family on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits. This appears to be conducted as such, since parents ask for benefits they wish to receive.
- If the LEA chooses to offer benefits outside of the meal program, they 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, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.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 of Free and Reduced Price Information](#) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

Findings and Corrective Action Needed – Meal Access and Reimbursement

- ❑ **Finding # 1:** One application with one student was determined incorrectly because the child income box was not included in the income calculation. This added income changed the student from Free to Reduced Price meal benefit.
Corrective Action Needed: Please send an Adverse Action letter giving the household 10 days before the benefits is changed in the Skyward POS system to Reduced Price. The letter will include the right to a fair hearing should the household not agree with the finding. **Corrected 4-9-18.**

- ❑ **Finding # 2:** Letters sent to the household for Automatic Approval of Meal Benefits from Direct Certification, Approval/Denial of Meal Benefits and the verification letters for “We Must Check” and “We Have Checked” your application must contain the correct nondiscrimination statement. TRSD has the correct statement except for the last sentence, which is also the shortened statement for use on menus and meal balance notices for families, is incorrect. The short statement should read: “This institution is an equal opportunity provider.”
Corrective Action Needed: Please submit a sample letter template for the Approval/Denial letter with the correct nondiscrimination statement.

Resources:

- [Several training resources](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#training) are available on determining applications or instructions for the household to complete the meal application (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#training).
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Verification

Commendations:

- The applications chosen for verification, included the signature and date of the person designated as the Confirming Official after they reviewed the selected applications to ensure the initial determination was correct prior to contacting the family. That is awesome!

Resources:

- This [verification packet](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms.docx) contains a tracking form and resources which may be helpful in the verification process (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms.docx).
 - [Two training webcasts](https://dpi.wi.gov/school-nutrition/training/webcasts#verif) are available on the verification process and completing the verification collection report (https://dpi.wi.gov/school-nutrition/training/webcasts#verif).
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Meal Counting and Claiming

Technical Assistance:

- The meal counting and claim for the Review Month of March for NSLP and SBP, and the past school year 2016-17 for Elderly Nutrition Program and Wisconsin School Day Milk Program were conducted perfectly.
- 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.

- A Daily Activity report generated from Skyward was referenced for certain financial areas. When pulling information for claims, the Accuclaim in Skyward must be used.
- The SFA may pull numbers from past school years' lunch claims to determine if they qualify for Severe Need Breakfast additional reimbursement funds. These numbers would be entered in the online contract with DPI.

Compliance Reminders:

- Since school meals must be served every day school is in session a full day, it is helpful to families if the school nutrition department offers a prepared lunch for students wishing to participate when there is a field trip. DPI created [Field Trip Resources](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#fieldtrip) to aid the SFA with templates and resources (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#fieldtrip>).
- School food service operations offer meals to students on field trips to maintain a steady revenue stream. Fewer student meals affect the funding schools receive in student payments, federal reimbursement, state match payment, and commodity allocations. This loss of revenue can add up over the course of the school year. In addition, it is difficult for school food service operations to appropriately adjust labor hours when there are occasional dips in participation, which may negatively impact productivity. Field trip meals are also a great convenience to busy parents.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the staff at Tomorrow River School District for their warm welcome and cooperation throughout the administrative review. Reviewers took note of and greatly appreciated your conscientiousness with following the meal pattern. We loved seeing your clean, bright and organized kitchen, the variety of entrée options for all age/grade groups, your dedication to scratch cooking and the beautiful variety of fresh produce available to students. Furthermore, reviewers were impressed that the food service director is involved with a school garden and that the produce is used in school meals. Your dedication to serving healthy and appealing meals to students is evident; keep up the great work!

Comments/Technical Assistance/Compliance Reminders

Meal Pattern

The Tomorrow River School District is currently using four different meal patterns: 4K, K-5, 6-8 and 9-12. Rather than serving a K-5 meal pattern and a 6-8 meal pattern, it may be beneficial to simplify to a K-8 meal pattern for all K-8 students. A K-8 meal pattern makes menu planning easier for school nutrition professionals.

Standardized Recipes

It is recommended to be as specific as possible when listing out the ingredients on a standardized recipe. When a recipe says "wheat flour" with no further descriptor (such as "whole grain" or "whole wheat") the reviewer is unsure if the product meets the whole grain-rich requirement for school meals. While onsite the reviewer did verify that the flour used is indeed a whole-grain flour (white whole wheat flour). To eliminate any confusion for subsequent administrative reviews update the following recipes to say the specific name of the flour used:

- Wheat Rolls (R126)
- Wheat Buns (R10)
- Hotdog Buns Whole Wheat (R70)

Additionally, the Apple/Rhubarb Crisp recipe (R106) uses gluten free flour and it is recommended that the actual type of flour used also be listed on the recipe.

Whole Grain-Rich

All grains offered and credited in school meal programs are required to be whole grain-rich. Foods that meet the whole grain-rich criteria for the school meal programs must contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Grains that are not whole grain-rich cannot be credited toward the grain component. Replace all enriched grain products with whole grain-rich versions.

USDA has a very thorough [Whole Grain Resource](http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf) that provides tools and tips for identifying whole grain-rich products (<http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>).

Crediting

Beans/Peas/Legumes vegetable subgroup can be credited either towards the vegetable or the meat/meat alternate component, but not both, as was the case with the Butcher Boy Burrito. This product can be credited either as 2 oz eq meat/meat alternate and 2 oz eq grains or as 1.50 oz eq meat/meat alternate, 2 oz eq grains and 1/8 cup legume vegetables. The crediting did not cause any meal pattern shortages for the week of review. It is recommended that the meal planner choose to credit this product as 2 oz eq meat/meat alternate and 2 oz eq grains so that it could be used with any age/grade grouping. Update the crediting on production records to reflect this change.

In addition, revise crediting on K-5 production records for the popcorn chicken. The reviewer calculated 1.25 oz eq meat/meat alternate and 0.5 oz eq grain for a serving size of 8 pieces, instead of 1.5 oz eq meat/meat alternate and 0.75 oz eq grain as documented. This did not result in any daily or weekly shortages.

Serving Sizes

Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. It was noted that on a few recipes the serving sizes listed did not match the serving size as listed on the production record. Please update the following recipes and/or production records to reflect the current serving size offered for K-5:

- Baked Beans (R40)
- Mashed Potatoes (R12)

Dietary Specifications

The dietary specifications considered when planning a menu are calories, saturated fat, trans fat and sodium. During onsite observation it was noted that students served themselves large portions of both olives and pickles. These foods can be major contributors of sodium. Use of these items should be more closely monitored and/or limited. Consider only offering olives on the salad bar 1-2 times per week, instead of every day. Additionally, you may consider having staff portion out the olives and pickles on the main line, instead of having them be self-serve.

Child and Adult Care Food Program

The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten.

Thank you to the food service director for creating a new production record for the 4K students and adhering to the new meal pattern. While observing lunch, it was noted that the chocolate milk was out during meal service, even though the adults assisting the students with their meals knew that they could not select the chocolate milk. It is recommended that the crate of chocolate milk not be placed out until after 4K students have gone through the line, or if it could be covered with pan liner to take it out of view.

More information regarding the updated CACFP meal pattern is available on the [Infants and Preschool in NSLP and SBP](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations:

- The district bookkeeper attended DPI summer classes on financial topics. She completed the annual financial report correctly by breaking out expenses and allocating revenues to individual programs. Thank you!

Unpaid Meal Charge Policy

- USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges. For a snapshot 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) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>). For a more comprehensive overview, see SP 23-2017: [Unpaid Meal Charges Guidance](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>).
 - TRSD communicated their Negative Account Balance to the community through *The Community Spirit* publication in September, 2017.
 - If alternate meals are served, a best practice is to have the child pick up a bag lunch in the office before entering the cafeteria so they fit in with the rest of the cold lunch students.
- The policy should be communicated with all staff involved in following the procedures identified. School nutrition staff must know when they can sell a meal and what to do if the account is being held from a meal. Keep in mind that all students eligible for free meals and students with money in hand for that meal, must be served the complete reimbursable meal.

Compliance Reminders:

- SFAs must limit the net cash resources to not exceed three months average expenditures.

Annual Financial Report (AFR)

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be allocated to 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.
- When a student deposits funds in their lunch account which will be used for meal purchases, the amount received is not treated as revenue until the meal has actually been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the foodservice fund (Fund 50) or the general fund (Fund 10) until the meal is served, at

which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your Annual Financial Report.

- Reference the reporting requirements for the Wisconsin School Day Milk Program (WSDMP) as noted in that section of this report. Milk or juice for paid student eligibility must be reported as a nonprogram food revenue and 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.
 - 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) (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>). The garbage collection fee has been calculated to charge food service for the correct portion.
 - Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. [SP23-2017 Unpaid Meal Charges guidance Q & A](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) may be found our Financial Management webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).
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Paid Lunch Equity (PLE)

Commendations:

- The Paid Lunch Equity tool is completed each year and the SFA is adhering to the pricing requirements. The SFA's current weighted average for 2017-18 SY tool is \$2.63.
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Revenue from Non-program Foods

Commendations:

- The school nutrition director calculated the nonprogram foods revenue in the DPI calculator; the 5-day reference period was compliant.

Technical Assistance:

- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), and Catered Meals.
- All costs associated with nonprogram foods, including food, labor, equipment, and purchased services 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>).

Compliance Reminders:

Adult Meals

- 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](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc) has been developed to assist the SFA in pricing adult meals (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc).

Resources

- [Nonprogram Foods Revenue Rule SP-20-2016](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf) (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf)
 - [Nonprogram Foods "In a Nutshell"](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf) (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf)
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4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations:

- The required "And Justice for All" posters are posted in public view where the program is offered.
- Civil rights training is conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.
- The [Civil Rights Self-Evaluation Compliance](https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc) form PI-1441 is completed by October 31 annually and kept on file (https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc).
- The POS screen indicates the eligibility status of the student with tiny symbols so it is not overtly identifiable. The symbols should be changed occasionally.

Technical Assistance:

Nondiscrimination Statement

- When including the [non-discrimination statement](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was updated in 2015 (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.**" Either of these statements must be in the same size font as the other text in the document.

Special Dietary Needs

- All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs may use the [prototype Medical Statement](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on [special dietary needs](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/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). This [flow chart](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf) gives guidance on special dietary needs, as well (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf)
- School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students must meet the

USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.

- Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program, and School Breakfast, but do not apply to the Wisconsin School Day Milk Program. WSDMP allows juice as a milk substitution and is reimbursable. SFAs may offer lactose-free milk to children who have lactose intolerance without requiring DPI pre-approval for use.

Compliance Reminders:

Processes for complaints

- Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program.
 - 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.
 - 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. Please refer to the [USDA Program Discrimination Complaint Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf) for assistance in filing these complaints (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).
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Local Wellness Policy

Commendations:

- The District Local Wellness Policy (LWP) was last revised in April 2017.

Technical Assistance:

- 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 (HHFKA) of 2010. The final USDA rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017.
- The LWP discusses announces leadership, committee membership, some goals, evaluation and public communication of the policy's updates.

Compliance Reminders:

- In reviewing the Tomorrow River School District LWP, it was noted that most of the items required by USDA are included in the latest revised policy.
- It states that meals will meet the Dietary Guidelines for Americans and DPI guidelines; it is preferred that it states that meals will meet or exceed current nutrition program requirement established under the Healthy Hunger-Free Kids Act of 2010.

Findings and Corrective Action Needed – Local Wellness Policy

- ❑ **Finding # 3:** Most of the required items were included in the TRSD Local Wellness Policy, but these points were not specific and need special review:

- Foods sold outside of the school meal programs must comply with the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. This may address allowable compliant and exempt fundraisers.
- Foods provided but not sold, like classroom parties or rewards are not specifically addressed in TRSD's LWP. We like to see the district's input into this area so classroom staff know what guidelines to follow.
- Although we did not see any food or beverage marketing in the school, it is preferred that the LWP refers to the Smart Snacks rule.
- A specific goal in Nutrition Education must be indicated in the district LWP.
- The requirement for Nutrition Promotion must list a goal in evidence-based strategies, like Smarter Lunchroom practices. The school nutrition department is utilizing several of the Smarter Lunchroom strategies at this time.

Corrective Action Needed: Provide a planned timeline for review of the Local Wellness Policy and specifically the above points.

Resources:

- Please refer to the USDA [summary of the requirements](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf) for local school wellness policies (http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf).
- USDA Food and Nutrition Service has information on the [local school wellness policy](https://healthymeals.nal.usda.gov/school-wellness-resources) process and wellness policy elements (<https://healthymeals.nal.usda.gov/school-wellness-resources>).
- Wisconsin Team Nutrition has several [wellness policy resources](http://dpi.wi.gov/school-nutrition/wellness-policy) available, including a toolkit, a wellness policy builder, and wellness policy report card (<http://dpi.wi.gov/school-nutrition/wellness-policy>).

Smart Snacks in Schools

Comments/Technical Assistance/Compliance Reminders

The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards unless the sales qualify for an exemption.

Grades K-12 are housed in the same school building and all grades have access to the vending machines located in the commons area. Smart Snacks guidelines require that if multiple age/grade groups have access to beverage sales then the products must meet the requirements for the youngest age/grade group. The beverage vending machine is available to 6-12th graders (K-5 are chaperoned in the hallways and therefore would not have the ability to purchase any food or beverages from these machines). The beverages must meet Smart Snacks standards for the 6-8 age/grade group; therefore, items like caffeinated, low-calorie (≤ 5 kcal/fluid oz.) flat or carbonated, or no-calorie beverages (< 5 kcal/8 fluid oz; ≤ 10 kcal/20 fluid oz.) flat or carbonated beverages are unallowable.

The following products in the beverage vending machines were found to be non-compliant with Smart Snacks standards.

- Orange Juice 16 fl oz - allowable size exceeded (100% juice must be 12 fl oz or less)

The following products are not allowable for middle school

- Regular Powerade 20 fl oz
- Coke Zero (regular and cherry) 20 fl oz
- Mellow Yellow Zero 20 fl oz

- Powerade Zero 20 fl oz
- Diet Dr. Pepper 20 fl oz
- Vitamin Water 20 fl oz
- 1% flavored milk
 - Any milk sold must be low-fat (1%; unflavored) or fat-free (unflavored o flavored)

Additionally, a snack vending machine, with non-compliant products, had a sign stating the machine was turned off from 8am-3pm. However, the last school bell is at 3:15pm. Any foods or beverages that are non-compliant must be sold *after* the school day. The school day is defined as the period from the midnight before to 30 minutes after the end of the instructional school day.

Therefore, the school may proceed in one of two ways to bring it into compliance: 1) update the signage and machine settings, or 2) switch to Smart Snacks compliant products for unrestricted sales.

Here is a brief review of two situations by which an organization may sell foods and beverages to students during the school day.

1. If foods and beverages sold *are* Smart Snack compliant:
 - a. These foods or beverages may be sold at any time and in any location.
 - b. The organization must keep documentation on file that proves the compliance of the items. This includes nutrition facts labels for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the [Smart Snacks calculator](https://foodplanner.healthiergeneration.org/calculator/) (https://foodplanner.healthiergeneration.org/calculator/).
2. If foods and beverages sold *are not* Smart Snack compliant:
 - a. These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two consecutive weeks in length.
 - b. Exempt fundraisers **cannot** occur in the meal service area during meal times.
 - c. Someone in the school must keep track of the exempt fundraisers. Best practice is to have one person in charge of receiving and tracking fundraisers, this is typically someone in the district office, who is aware of what is going on in the school. Tracking exempt fundraisers is crucial to ensuring that each student organization holding fundraisers comply with the rule. The process of tracking fundraisers simply means keeping a list of each student organization that has had a fundraiser, noting the length of time and location of the fundraiser, and ensuring that no organization has more than two fundraisers and that each fundraiser is not more than two consecutive weeks.

You can find more information on our [Smart Snacks](#) webpage, including the [Smart Snacks in a Nutshell](#) handout, and templates, such as the Exempt Fundraiser Tracking Tool, are available on the Smart Snacks webpage, under the resources heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Findings and Corrective Action Needed -Smart Snacks

- Finding #1 SS:** Noncompliant beverages in FFA vending machine.

Corrective Action Needed: Submit a written statement confirming that the FFA will no longer sell non-compliant beverages. Submit legible photocopies or pictures of the nutrition facts labels and ingredients lists of the new products that are to be sold.

- ❑ **Finding #2 SS:** The signage on the Business Class snack vending machine does not comply with Smart Snacks standards. It states that the machine is off from 8-3pm, however the last school bell is at 3:15pm.

Corrective Action Needed: Submit a written statement that indicates how you bring the snack vending machine into compliance. Explain if you will choose to update the current signage or choose to offer only Smart Snacks compliant products. If you choose to update your signage, submit a copy of the sign along with your written statement. If you choose to switch to compliant products, submit legible photocopies or pictures of the nutrition facts labels and ingredients lists of the new products that are to be sold.

- ❑ **Finding #3 SS:** All school day fundraisers not being tracked adequately.

Corrective Action Needed: Submit a written statement with the name of the person who will be in charge of tracking fundraisers and what tracking tool will be used. You may choose to use a DPI tracking tool, or you may create your own as long as it contains all the required information as noted above. These tools are located on the [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage under the Resources heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Professional Standards

Commendations:

- 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. The current director/chef was hired before the regulation took effect.

Technical Assistance:

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
- Annual Training Requirements for All Staff:
Directors: 12 hours
Managers: 10 hours
Other Staff (20 hours or more per week): 6 hours
Part Time Staff (under 20 hours per week): 4 hours
If hired January 1 or later, only half of the training hours are required during the first school year of employment.

Compliance Reminders:

- 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, substitute, volunteer, etc.), professional standards position (director, manager or staff).

Learning codes are not required, but encouraged. A template tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (<http://dpi.wi.gov/school-nutrition/training/professional-standards>).

Findings and Corrective Action Needed – Professional Standards

- ❑ **Finding # 4:** Although staff have certificates and sign in rosters documenting training occurred, it is not being monitored on a tracking tool. The tracking tool must include the name, job duties, hire date and employee status of each staff with school nutrition duties, plus the number of training hours required each school year. Trainings must be listed with topic and number of minutes/hours that count for creditable training. Learning codes are helpful, but not required.

Corrective Action Needed: Provide a statement of the tracking tool you will use for School Year 2018-19 for all staff with school nutrition duties, including the determining official, confirming official and district bookkeeper.

Resources:

- Training trackers have been created by USDA and DPI. The DPI Excel template is in the process of being updated to be more user-friendly; please visit our [Professional Standards](https://dpi.wi.gov/school-nutrition/professional-standards) webpage for a current version (<https://dpi.wi.gov/school-nutrition/professional-standards>).
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Food Safety, Storage and Buy American

Commendations:

- [A Flash of Food Safety](#) is a video series designed to help school nutrition professionals understand and apply safe food practices (www.fns.usda.gov/ofs/food-safety-flashes). The [Office of Food Safety](#) website (www.fns.usda.gov/ofs/food-safety) includes food safety resources.
- All cooling equipment and food items have documented temperatures recorded.
- The Food Safety Plan was available for review. It was obvious in observing the food service director and staff at work that they are very knowledgeable about food safety practices and safe food handling. All temperature logs, calibration logs, and sanitizing solution logs were up-to-date.
- Thank you for maintaining a food safety plan which includes all process 1, 2, and 3 items, all applicable standard operating procedures (SOP), all equipment, and food service staff.
- There is a large hand-washing sink at the entrance of the cafeteria.

Food Safety Inspections

- Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year: including food safety inspection and a review of the site's Food Safety Plan. The food safety inspection report is posted in public view.
- The school nutrition director holds the ServSafe qualification.

Technical Assistance:

Buy American Provision

The USDA requires that a School Food Authority (SFA) purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers, and provides healthy choices for children in the School Meal Programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Furthermore, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

SFAs must monitor contractor performance to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- If no country of origin is identified on the label, the SFA must get certification from the distributor or supplier stating that the product, “was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.,” This can be accepted in an email.
- Labels should indicate if the product is grown, processed, and packaged in the continental U.S. or any U.S. Territory. If the label indicates that the product is distributed or packed in the U.S, but the country of origin is not listed, this product requires the distributor’s certification as mentioned above.
- Any substitution of a non-domestic product for a domestic product (which was originally a part of the RFP), must be approved, in writing, by the food service director, prior to the delivery of the product to the school.
- Any non-domestic product delivered to the school, without prior, written approval of the food service director, should be rejected. If non-domestic substitutes that were not pre-approved in writing by the food service director are delivered to and rejected by the school, selected distributor(s) shall be held accountable for all over-claims that result from failure to meet the school’s required meal pattern.
- Agricultural products which are processed and produced outside of the U.S. may be accepted with proof from the manufacturer that poor market conditions exist (weather, and/or supply availability of market). This requirement applies to private labels.
- The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American Provision procedures. Sample written procurement contract management procedures and Buy American monitoring procedures can be found in the [Contract Management](#) chapter of the Introduction to the Procurement Policy and Procedures Handbook
- Additional Buy American monitoring procedures can be found on the [Buy American Provision](#) webpage (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>; and <https://dpi.wi.gov/school-nutrition/procurement/buy-american/monitoring>).

More information on this new requirement, and a template you can use to [track noncompliant products](#), can be found on the SNT [Procurement](#) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Findings and Corrective Action Needed – Food Safety, Storage and Buy American

Finding # 1 BA: SFA does not have a noncompliant list for tracking non-compliant products. The following products were noted during the onsite review:

- Chunk white albacore tuna - Vietnam
- Canned mandarin oranges - China
- Bananas - Guatemala

Corrective Action Needed: Begin using a Noncompliant Product List for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. Provide the completed list as corrective action. A [template form](#) is located on the procurement webpage

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

Reporting and Recordkeeping

Commendations:

- Reports and forms are completed, sent to DPI or kept on file as required.
 - Documents are kept for 3 years plus the current school year.
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School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach

Commendations:

- At the beginning of the school year, the SFA notifies families of the availability of breakfast in *The Community Spirit* and sends reminders regarding the availability of the SBP multiple times throughout the school year, plus it is posted on the website.

Technical Assistance:

- Parents play an important role in School Breakfast Program participation. A video was developed to help show parents the benefits that the School Breakfast Program provides for them and their children. This video along with a brochure can be found on our [Resources for the School Breakfast Program](#) webpage, in the Marketing Breakfast section (<https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources>).

Compliance Reminders:

- A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. Even though a summer feeding program is not operated at TRSD USDA requires all SFAs 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:
 - Promotion of the [summer meals locator](#) on the DPI Summer Meals webpage (<https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site>)
 - Promotion of calling 211 to locate meals in the area
 - Promotion of the ability to text ‘Summer Meals’ to 877-877 to find Summer sites
 - Promotion of the USDA [Summer Food](#) website (<http://www.fns.usda.gov/summerfoodrocks>)

Resources:

- 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
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5. OTHER STATE PROGRAMS REVIEWED

Wisconsin School Day Milk Program (WSDMP)

Commendations:

- Wisconsin School Day Milk Program requires the distribution of free milk to students eligible for free and reduced priced meals, but only for students in K-5th grade. TRSD offers the program to students in PreKindergarten through 3rd grade.
- Point of Service Counts (POS) for the Wisconsin School Day Program must be recorded by who “did” take milk not by marking who “did not” take one. It was observed that the teacher marked the students on a roster as they received the milk at break time. Those roster sheets are then sent to the office at the end of the month to enter into Skyward POS, where the money is deducted from the accounts of students in the paid meal category.
- There is great recordkeeping for this SFA’s WSDMP.

Technical Assistance:

- On the annual claim form, the annual average price of milk should be entered for potential reimbursement cost. This is taken from the milk vendor invoices for the year divided by the annual number of milks purchased to provide an average cost.
- In this WSDMP, if a child is not able to drink milk, they may be substituted 8 fl. oz. of a 100% juice product. The number of juice servings provided and the cost of the juice portion servings are entered into the annual claim.
- Per the Agreement for the WSDMP in the points the SFA agrees to, number 3 states that schools will serve Wisconsin-produced milk. Please check with your distributor to see if they can verify that and perhaps include that stipulation in the SFA’s milk bid.

Compliance Reminders:

- Milk or juice served to students eligible for free or reduced meal benefits, are entered in WSDMP as free milk in the annual claim for reimbursement. The reimbursement revenue and the expenses for this WSDMP will be separated out for the Annual Financial Report, in the row for WSDMP. The milk or juice sold to students with paid meal eligibility must have the revenue and expenses included in the nonprogram foods row on the Annual Financial Report.
 - The WSDMP contract on file is from 2002. Although the basic process is still the same, this SFA now uses a software system, Skyward, to process claims. Please submit a revised [WSDMP contract](https://dpi.wi.gov/sites/default/files/imce/forms/doc/pod1464.doc) (<https://dpi.wi.gov/sites/default/files/imce/forms/doc/pod1464.doc>).
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Elderly Nutrition Program (EN)**Commendations:**

- The TRSD staff understand the state funded Elderly Nutrition Program (EN) requirements. They select a special key in the Skyward POS system, which gives a 50 cent reduction in meal charge.

Compliance Reminders:

- At this time, only a few senior citizens are taking advantage of the lunch program. TRSD may want to advertise this benefit to the community through *The Community Spirit* publication or on the school website.
- Financially, this program operates at less than break-even. Please review the expenditures for this program to identify the fiscal difference compared to a regular adult meal.
- The paper contract on file at DPI was last submitted in 1992; please submit an [updated version](https://www.google.com/url?q=http://dpi.wi.gov/sites/default/files/imce/forms/doc/pod1451.do) (<https://www.google.com/url?q=http://dpi.wi.gov/sites/default/files/imce/forms/doc/pod1451.do>)

c&sa=U&ved=0ahUKEwikrMn9vLXaAhXE44MKHZ7YBoMQFggPMAU&client=internal-uds-cse&cx=012012553761441775853:itqvwm_yb2u&usg=AOvVaw3e8JiOTHFmX9g0i3041MW-).

Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. 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 student success.

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



With School Nutrition Programs!