

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

School Food Authority: Parkview School District

Agency Code: 53-4151

School(s) Reviewed: Parkview Jr

Review Date(s): 3/21/18-3/22/18

Date of Exit Conference: 3/22/18

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, professional standards, meal benefit determination process, 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, and 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 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 do 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](https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk) (https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Parkview School District for the courtesies extended to us during the on-site review. Thank you for being available to answer questions and provide additional information. All were 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 agency has a great group of food service personnel who are knowledgeable and dedicated to serving students nutritious meals. Furthermore, the business manager/authorized representative is involved and supportive of the food service program goals and objectives. Keep up the good work!

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations/Comments/Technical Assistance/Compliance Reminders

- 185 eligibility determinations were reviewed, 3 errors were identified. LEAs that have a 5% or higher error rate during the certification review of the Administrative Review are required to conduct a second review of applications in the following school year. Parkview SD had a 1.62% certification error rate and will not be required to conduct a second review of applications. Great job!
- During the offsite review it was found that the agency is utilizing a manual benefit issuance system and an electronic benefit issuance system through the Skyward software. This may lead to data entry errors and requires additional labor time. As a reminder, you do not have to maintain a manual benefit issuance list *in addition to* the electronic version-- but check with your software provider to ensure the electronic version can be programed to capture all types of eligibility categories. For example, direct certification differentiated by match code categories (S, Z, M, T, O, and E).

Disclosure

- Information submitted by families on the USDA free and reduced price application is to be used only for determining eligibility for meal or milk benefits. Therefore, individuals accessing this information to issue free or reduced price benefits for *program* operation (e.g., WSDMP or SMP) may utilize the data without an additional sharing of information form. This also applies to direct certification or other source determinations. Individuals with a “need to know” for *program* operation, must have USDA Civil Rights training on an annual basis.
- The LEA must seek further 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>). Federal/State programming like Title 1 or SAGE/AGR does not require prior parental consent, but the individual receiving this data must have a 3rd party disclosure agreement on file *prior* to receiving the information. Furthermore, this individual cannot utilize the data for

purposes beyond the originally agreed upon request. Be reminded, that the district should always limit those that “need to know” this information and many data requests can be satisfied by providing aggregate data, which does not require prior parental consent or 3rd party agreements.

Findings and Corrective Action Needed: Certification and Benefit Issuance

- ❑ **Finding #1:** Six students found outside of the statistical sampling are still on 16-17 SY carryover benefits (post 30th operating day). 17-18 SY source documentation is not on file.

Corrective Action Needed: These students are not eligible for meal benefits and should be paid status.

- ✓ Send letters of adverse action informing the households of the error. Provide 10 calendar days to appeal prior to changing the meal benefits in the point of sale system. Encourage the households to submit a 17-18 SY application. **Completed onsite. No further action required.**
- b. Submit a claim adjustment for NSLP and SBP for the months of October 2017- February 2018.
- c. Submit a statement outlining the actions that have been taken by the district to work with the software company to remedy the carryover/rollover error.

- ❑ **Finding #2:** Three students were incorrectly certified for meal benefits as indicated on the SFA-1 form provided onsite. One application (students A & B) omitted child income in the determination. The other application (student C) is missing proper source documentation. The agency does have an approval letter from a transferring district, but this is not sufficient documentation in WI.

Corrective Action Needed: For students A & B, send a letter of adverse action from free to reduced price. Provide 10 calendar days adverse action to appeal prior to making the change in the software. Submit a copy of the adverse action letter to the consultant along with a screen shot showing the change was made in the point of sale software.

For student C, contact the former school to obtain a copy of the application or the direct certification match. If you are unable to obtain this, send a letter of adverse action asking the household to submit a F/R application at Parkview SD. Submit a copy of the source documentation or adverse action letter to the consultant.

- ❑ **Finding #3:** Local officials with access to free and reduced data do not have USDA disclosure agreements on file.

Corrective Action Needed: Submit copies of the signed [disclosure agreement form](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#sharing-disclosure) (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#sharing-disclosure) for anyone working outside of food service, who is determined to need access to this information (e.g., IT, secretaries handling local fee waivers, staff handling state/federal reporting of individual F/R data). The goal is to limit the number of people who need to know this information and make sure these individuals understand the consequences of improper sharing/release of this information.

Verification

No findings. The agency is in compliance.

Meal Counting and Claiming

Commendations/Comments/Technical Assistance/Compliance Reminders

Severe Need Breakfast

I recommend the district review records to qualify one or more sites for severe need breakfast reimbursement in the 18-19 SY. Severe Need breakfast approvals are part of the annual DPI SNT online contract renewal, but the agency must self-elect. A school is eligible for Severe Need Breakfast reimbursement if 40% or more of the student lunches served at the school in the second preceding school year (2016-17 SY to qualify in SY 18-19) were served free or at a reduced price. Severe Need payment is made on an individual school basis. Regulations require documentation of eligibility to be maintained on file by the SFA for review.

Note: Since the SNT moved to site-based claiming in SY 17-18, SNB reimbursement will be automated beginning in the 2019-20 SY.

Field Trip Point of Sale

Reviewer discussed sending a student roster sheet with the staff on field trips to obtain an accurate point of sale count. A staff member should check off student names *as the student receives the reimbursable lunch* and return the list to foodservice. Food service will then enter participation counts into the point of sale system.

Findings and Corrective Action Needed: Meal Counting and Claiming

Finding #1: Systemic claim consolidation error. The Parkview Jr meal counts were claimed under the Parkview High School code and vice versa. Parkview Jr is school code (120) while the high school is (100).

Corrective Action Needed:

- a. Submit claim adjustments for October 2017- February 2018 for the Breakfast Program (SBP) and the National School Lunch Program (NSLP). September claims are correct. Submit the site-based claiming excel file differences to the consultant, who will review and work with the DPI SNT Accountant to make a manual adjustment.
- b. Submit the March 2018 accuclaim reports district-wide once the claim has been filed to document the process has been fixed moving forward.

Finding #2: Non-systemic claiming error for the review period at the High School. The High School is a non-review site.

Corrective Action Needed: Fiscal action will be calculated on the difference between the SFA count and the State Agency count.

SBP: overclaim of 56 reduced price meals

NSLP: overclaim of 1 free meal

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to all staff at Parkview School District for the cooperation and time spent preparing for this Administrative Review (AR). Thank you to the Nutrition Coordinator for sending all documentation prior to the onsite visit in an organized manner as this greatly expedited the AR. All school nutrition

professionals in the kitchen were pleasant, hardworking, and eager to learn. Great job offering multiple, appealing entree options daily for breakfast and lunch. Students have a variety of fresh fruits and vegetables to select from each week on the lunch menu, including butternut squash, asparagus, brussels sprouts, honeydew melon, cantaloupe, and watermelon! The kitchen and serving areas were clean and well-organized, and signage was visually-pleasing, making an enjoyable dining experience for all. Thank you for serving healthy, nutritious meals to the students of Parkview School District!

Technical Assistance

Coffee Cart

Coffee, espresso drinks, and cocoa are all allowable beverages at the high school level (because of the caffeine they are restricted to high school). Ensure products are offered in acceptable portion sizes to be compliant with the Smart Snacks standards. Accompaniments such as cream and sugar need to be included in the nutritional analysis of the coffee drinks; assess this by either determining the average amount of cream and sugar each student uses, or by planning for a specific amount of individual packets of cream and sugar to go with each beverage. The calories of the coffee, cream, and sugar needs to be added together when determining if the beverage meets the guidelines below.

- Calorie-free beverages (for black coffee only)
 - <5 calories per 8 fl. oz.; ≤10 calories per 20 fl. Oz.
 - Maximum serving size: 20 fl. Oz
- Lower-calorie beverages (for coffee with cream and/or sugar)
 - ≤40 calories per 8 fl. oz.; ≤60 calories per 12 fl. Oz.
 - Maximum serving size: 12 fl. oz.

To help determine if coffee drinks are compliant, utilize the Alliance for a Healthier Generation's Smart Snacks Product [Calculator](https://foodplanner.healthiergeneration.org/calculator/) (<https://foodplanner.healthiergeneration.org/calculator/>). If compliant, you will be able to print a reference sheet showing compliance directly from the website as recordkeeping documentation. DPI's [Smart Snacks In a Nutshell](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf) with food and beverage requirements can be found on our website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf>).

Crediting Documentation

As a reminder, a Child Nutrition (CN) label or Product Formulation Statement (PFS) is required for any combination food, meat/meat alternate, or other processed food not found in the USDA *Food Buying Guide* for School Meal Programs. Make sure these are kept on file for all applicable products and that they are accurate and up-to-date.

Standardized Recipes

Standardized recipes are required for all menu items that have more than one ingredient (e.g., two different types of lettuce). All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. Recipes should be standardized to reflect the products and practices that are used in the kitchen. Instructions for standardizing recipes and recipe templates can be found on the [Meal Planning](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) web page (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>).

Production Records

Production records are intended to be useful tools to record information prior to production, during production, and following production. Make sure serving sizes are planned and recorded for all vegetables and menu items offered on the garden bar. Instead of 2-3 as a serving size, choose a consistent, accurate serving size based on what is intended for students to select. For some menu items (e.g. cheeseburger on a bun), only the Meat/Meat Alternate (M/MA) was recorded on production records for crediting. Although not a requirement, consider adding the grain crediting to production records in addition to the M/MA with those combination items. Lastly, make sure milk usage is being filled out on a consistent basis at breakfast.

Weight versus Volume

It is very important to note that there is a significant difference between weight and volume. Volume refers to cups or fluid ounces (fl. oz.) for liquids. Weight uses a scale and measures ounces, grams, and pounds. For fruit and vegetables, use volume to determine portion sizes (e.g. use ½ cup of canned peach slices, not 4 ounces of canned peach slices as 4 ounces, which is a weight measure, is not necessarily the same amount as ½ cup of canned sliced peaches, which is a volume measure). Use scoops (aka dishers), spoodles, measuring cups, and measured ladles for volume and a scale for weight.

Technical assistance was provided on using volume measures (such as cups) to record portion sizes of fruits and vegetables, and using weight measures (such as ounces) to record portion sizes of meat/meat alternates and grains. Make sure the serving sizes for the fruits and vegetables are recorded on production records as the actual volume of the item. For example, some days 7 oz. was recorded for the tomato/pepper cup, however ½ cup portion is what was being served.

For more practice with weight versus volume, watch the, [What's the Scoop with Portion Control](https://media.dpi.wi.gov/school-nutrition/whats-the-scoop-on-portion-control/story_html5.html) webcast (https://media.dpi.wi.gov/school-nutrition/whats-the-scoop-on-portion-control/story_html5.html).

Printed Menu

The printed menu should include all items that are offered as part of a reimbursable meal such as the alternate choice of a muffin at breakfast. This means that each of the five components should be highlighted in some way on the menu for each entree daily. Additionally, menus that are posted online, in the cafeteria, or sent home with students are required to include the USDA non-discrimination statement.

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

There were no findings and corrective action for the Meal Pattern and Nutritional Quality section of the AR.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Technical Assistance/Compliance Reminders

The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.

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. Parkview School District is in compliance with this requirement and the enforcement of the policy should be supported to manage unpaid meal accounts.

For a snap-shot on what the policy must include, see the [Unpaid Meal Charges In a “Nutshell”](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf) (<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>)

Refunds

Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left “unclaimed”, they cannot be used to offset another student’s negative account, unless *paid* households have *chosen* to donate those funds to the school food service account. The SFA must attempt to refund households and any funds left in any student meal account which cannot be contacted must be turned over to the [Wisconsin Department of Revenue](https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf) (DOR) as unclaimed property. The DOR has rules concerning unclaimed property that must be followed (<https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf>).

Findings and Corrective Action Needed: Nonprofit School Food Service Account

❑ **Finding:** The 15-16 SY Annual Financial Report (AFR) ending fund balance is incorrect. It should be \$22,339.17.

Corrective Action Needed: Submit a manual adjustment to the DPI SNT Accountant at jacqueline.jordee@dpi.wi.gov. Copy the consultant on the email communication.

Revenue from Nonprogram Foods

Commendations/Comments/Technical Assistance/Compliance Reminders

- WUFAR source code 259 should include all catering revenue. The district should only abate revenues against expenditures if there is a return of goods.
- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines.
- 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>).

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

Findings and Corrective Action Needed: Revenue from Nonprogram Foods

- ✓ **Finding #1:** The SFA has not completed the USDA Nonprogram Revenue Tool. This tool must be completed yearly, at a minimum.

Corrective Action Needed: The agency correctly allocated costs and revenues for program and nonprogram foods on the 16-17 SY AFR, therefore, these calculations can be used to complete the annual USDA tool. Technical assistance was provided onsite. The completed USDA tool was shared with the agency for the 16-17 SY. **No further action required.**

- ☐ **Finding #2:** The cost of labor is not included when billing for internal or external caterings. Organizations are billed at food cost.

Corrective Action Needed: Begin covering all cost, which include labor and supplies when invoicing for caterings run through the food service account. Submit a statement outlining the actions the district will take to ensure all nonprogram costs are covered.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/Comments/Technical Assistance/Compliance Reminders

- I really like that the district posted the Civil Rights Compliance form on the Special Dietary Needs webpage. This is not a requirement, but shows that the district is being transparent in its review and results. As a reminder, the form is required to be completed by October 31 annually.
- The district has a webpage dedicated to communicating how the agency handles Special Dietary requests. This is a model for other districts to consider adopting. The information on the webpage is accurate, clear, and convenient for everyone involved.
- Reviewer noted that a discrete coding system is visible on the on the point of sale computer screen and may also be seen by students. The coding is used to ensure free students are not denied a reimbursable meal and assist in the management of unpaid meal charges. The agency limits the number of program staff that need to know this information and the cashiers have Civil Rights training. In addition to these measures, I recommend looking into screen blinders and working with Skyward to periodically change up the coding. The meal counting system must prevent overt identification of students receiving free and reduced price benefits.

Findings and Corrective Action Needed: Civil Rights

- ☐ **Finding#1:** The business manager/authorized representative and a secretary who assists with milk claim consolidation did not complete USDA Civil Rights Training. USDA civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.

Corrective Action Needed: Complete [USDA Civil Rights Training](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights). Sign off on the [attendance record](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) and submit this documentation to the consultant.

- ☐ **Finding#2:** The calendar menu has the wrong non-discrimination statement. The correct shortened statement is: "This institution is an equal opportunity provider."

Corrective Action Needed: update the calendar menu with the correct statement. Submit a copy to the consultant.

On-site Monitoring

Onsite monitoring was completed, but the agency is using an outdated template. The onsite monitoring forms have been updated to include the general areas of review. Forms can be located on our Administrative Review webpage under the SFA onsite monitoring section (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review>).

Local Wellness Policy

Commendations/Comments/Technical Assistance/Compliance Reminders

The agency has an excellent Local Wellness Policy. It has been reviewed, updated and a recent assessment completed. The assessment was also made public with action items noted. Again, the districts process is transparent and a model for other to adopt.

As a reminder, policy assessment is required every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and progress made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.

Findings and Corrective Action Needed: Local Wellness Policy

No findings.

Smart Snacks

Great job offering numerous a la carte options that are Smart Snack compliant!

Technical Assistance

Fundraisers

The Wisconsin Department of Public Instruction (DPI) allows two fundraiser exemptions per student organization, per school, per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule, but this may not occur in the meal service area during meal service times. There are no selling restrictions with compliant fundraisers.

The Smart Snacks Standards represent the minimum standards and the exemption policy represents the maximum exemptions allowed; school food authorities (SFAs) have the discretion to establish additional restrictions on competitive foods and further limit fundraiser exemptions through their Local School Wellness Policy if they are consistent with federal requirements.

Smart Snacks Tracking Tool

One requirement for school fundraisers is documentation. Keeping records of school fundraisers, both compliant and non-compliant using DPI-provided tracking tools, is a great way to make sure schools are meeting Smart Snacks regulations. If using a different tracking tool, make sure to record the following:

- Specific location and time of day for each fundraiser.
- Student organization holding fundraiser.
- Product(s) being sold.

- Dates the fundraiser is held.

We recommend using the Alliance for a Healthier Generation [Smart Snacks Product Calculator](#), found on the Smart Snacks webpage to assess product compliance. 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 (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Findings and Corrective Action Needed: Smart Snacks

Finding #1: All food and beverages sold on the school campus during the school day must meet Smart Snacks Standards. These must meet both general standards and nutrient standards. The low-fat (1%) chocolate milk (16 fluid ounces (fl. oz.)) and low-fat (1%) strawberry milk (16 fl. oz.) currently sold in the FFA vending machine do not meet the smart snacks standards. If serving flavored milks, only fat-free (skim) are allowable and only in 12 fl. oz. or less.

Corrective Action Needed: Please submit plan of action regarding how these non-compliant products will be discontinued as well as a timeframe for when this will go into effect.

Finding #2: Parkview School District holds food-related fundraisers throughout the school year, but nothing is being tracked. All compliant and non-compliant fundraisers must be tracked. Because there is no documentation with when, where, how long, who, or what is being sold, it is unclear if the fundraisers meet smart snack standards.

Corrective Action Needed: Submit a written statement regarding who will be responsible for tracking fundraisers and what the tracking tool will be.

Professional Standards

No findings. Keep up the good work!

Food Safety and Buy American

No findings. The site specific Food Safety Plan for Parkview Jr was available for review. It was obvious in observing the food service director and the 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. Prep and storage areas are tidy. Standard operating procedures (SOPs) for the use of milk barrels and a sharing table are in place. The sharing table is operated in accordance with the SOP and is well managed.

Buy American non-compliant item forms are on file.

Reporting and Recordkeeping

Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner. Vital records must be kept on file for a minimum of three years plus the current year. Temperature logs can be maintained for 6 months.

Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach

The agency does their part to assist in the promotion of the Summer Food Service Program (SFSP).

School Breakfast is promoted in the Back-to-School newsletter, monthly menus and throughout the year in the newsletter. Continue to promote participation in the School Breakfast Program with fun menus or promotions.

Despite these efforts, breakfast participation is low compared to participation at lunch. Therefore, it is suggested that ideas for increasing participation be considered. One idea would be to look at offering breakfast in the classroom or a mid-morning breakfast model (either out of the kitchen or in the classroom). More information about potential breakfast service models as well as financial models can be found in the [Serving up a Successful School Breakfast Program](http://dpi.wi.gov/school-nutrition/school-breakfast-program) guide (<http://dpi.wi.gov/school-nutrition/school-breakfast-program>). A [Breakfast in the Classroom Toolkit](https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources) is also available if that option is considered (<https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources>).

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](https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources) webpage, in the Marketing Breakfast section (<https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources>).

5. OTHER FEDERAL PROGRAMS REVIEWS

Special Milk Program (SMP)

No findings.

Wisconsin School Day Milk Program (WSDMP)

Technical Assistance/Compliance Reminders

Paid milks served under the WSDMP are considered nonprogram foods. Expenses and revenues received from the sale of paid milks should be reported under nonprogram foods.

Findings and Corrective Action Needed: WSDMP

- ✓ **Finding:** Source documents (point of sale checklists) are not kept for 3 years + the current year to support the annual claim consolidation. Summary sheets and an annual excel template are retained.

Corrective Action Needed: By signing this report, the agency agrees to retain the point of sale checklists in addition to summary sheets and the excel template. **No further action required.**

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 your students' success.

For more information on this initiative, please visit the Wisconsin DPI [Every Child a Graduate](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (<https://dpi.wi.gov/statesupt/every-child-graduate>).



With School Nutrition Programs!