

Administrative Review Report

School District of Ladysmith

Commendations:

Thank you to all staff at the School District of Ladysmith for their cooperation and flexibility that made this offsite Administrative Review (AR) possible. Thank you to the Food Service Director for uploading all required documentation into SNACS and for the quick response to questions; this greatly expedited the AR. Thank you for serving healthy, nutritious meals to the students of the Ladysmith community!

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge (**this year all courses will be online**). Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI 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 webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Due to the unprecedented COVID-19 related school closures beginning in March 2020, the State Agency (SA) was not able to perform the on-site portion of this Administrative Review (AR). The SA has, to the maximum extent feasible, continued to assist School Food Authorities (SFAs) with items that would normally be addressed in the on-site portion to ensure all SFAs are given the most thorough guidance and technical assistance possible. General guidance for such items may be found here, in the Recommendations tab in SNACS, for future reference. Any area or item identified as warranting Technical Assistance or Corrective Action will be addressed specifically in those respective sections of the report.

Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: The SFA's Unpaid Meal Charge Policy states that refunds will only be given if requested, and when any student leaves the district or graduates, SFAs must attempt to contact the student's household to return any funds remaining in the account or report the funds as unclaimed property. The policy also states that elementary students are charged \$2.30 or \$.40 and Ladysmith Elementary School is a CEP school, so all meals are provided free of charge.</p> <p>CA: Provide a timeline of when the policy will be updated and communicated to households.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	701
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: Based on the SY 2018-19 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures.</p>

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	<p>The SFA has an approved spend down plan from the State Agency (7 CFR 210.9(a), but this is its third year of excess cash balance. CA: Submit a plan and timeline for reducing the net cash resources to below 3 months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
TA Log #	TA Log# exists
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: The SFA completed the Nonprogram Foods Revenue Tool, but did not sufficiently increase nonprogram food prices to meet the ratio requirement (7 CFR 210.14). CA 1: Using the SFAs current Nonprogram Foods Revenue Tool, modify the nonprogram food prices until the tool shows the ratio is in compliance. Upload a copy of the updated Nonprogram Foods Revenue tool into SNACS. Please submit a statement of understanding that the Nonprogram Foods Revenue Tool is required to be run annually and utilized to set nonprogram food pricing to ensure compliance with this requirement.</p>
Form Name	Civil Rights (800 - 807)
Question #	800
TA Log #	TA Log# exists
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: The USDA nondiscrimination statement on the school website menu page is incorrect. If utilizing the shortened statement, it must state, "This institution is an equal opportunity provider." CA: Please update website with correct nondiscrimination statement.</p>
Form Name	Civil Rights (800 - 807)
Question #	803
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx. CA: Provide a timeline for when a school meal program complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
Form Name	Civil Rights (800 - 807)
Question #	805
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: Current Accommodating Disabilities Policy contains outdated requirements. Statement must include student's medical condition or symptoms of a condition that restricts major life activity or function; an explanation of how the condition or symptom affects the student's diet; CA: Provide a timeline to update the policy.</p>

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Form Name	Local School Wellness (1000 - 1006)
Question #	1000
TA Log #	TA Log# exists
Corrective Action Status	Finding
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (Guidelines for Food & Beverage Marketing)(Language about the Triennial Assessment (7 CFR 210.31).</p> <p>CA: Submit a timeline for bringing the LWP into compliance and include the title(s) of the SFA representative(s) that will ensure compliance.</p>
Form Name	Verification (207 - 215)
Question #	208
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: SFA did not complete a confirmation review before verifying application(s). There is spot on the back of the application to document the confirmation review.</p> <p>CA: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Meal Counting and Claiming (314 - 316)
Question #	314
TA Log #	TA Log# exists
Corrective Action Status	CAP Accepted
Corrective Action History	<p>Finding: The garden bar is beyond the point of service (POS), so is therefore not part of the reimbursable meal, and all items provided to students outside of the reimbursable meal must be reimbursed to the food service account from non-federal funds.</p> <p>CA: Submit a plan for placing the garden bar prior to the POS, or reimbursing the nonprogram food costs to food service from non-federal funds.</p>
Form Name	Meal Counting and Claiming (314 - 316)
Question #	315
TA Log #	TA Log# exists
Corrective Action Status	CAP Submitted
Corrective Action History	<p>Finding: The individual site edit check/Accuclaim was not used to determine the number of reimbursable meals to claim by eligibility for claim submission. C A: Please upload into SNACS the lunch and breakfast edit checks/Accuclaims for all schools for all months since the beginning of the school year and your edit check for the month of March that you use to submit your March 2020 claim for breakfast and lunch. Fiscal action will be calculated from the beginning of the school year, but there is a \$600.00 disregard before fiscal reclaim is necessary.</p>
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	400
Corrective Action Status	CAP Accepted

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<ul style="list-style-type: none"> The Triennial Assessment must be complete by June 30, 2020, unless you have applied for a waiver to delay until June 30, 2021. Complete the WellSAT (wellsat.org) to assess how your policy compares to a model policy. There is a section at the end of this tool to include your WellSAT results. Once the Local Wellness Policy Report Card form is submitted, a report will be generated and emailed to you. This report can be used to communicate the triennial assessment results to the public. 		800							
<ul style="list-style-type: none"> When including the non-discrimination statement on letters, website, and other documents used to convey program information, it is necessary to use the current unaltered 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. 		709							
<ul style="list-style-type: none"> 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). 		304							
<ul style="list-style-type: none"> When entering the claim it is necessary to use the edit check to calculate reimbursable meals by site for claim submission. This is the Accuclaim in the Skyward software system 									
		112							
<ul style="list-style-type: none"> A benefit issuance list must identify names of students eligible to receive meal benefits, the effective date and the meal eligibility. The benefit issuance list should also include how the benefits were determined, for example, through direct certification by code or application. 									