

# Administrative Review Report

Wrightstown Community School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2019	12/19/2019
On-Site Review	01/07/2020	01/08/2020
Site Selection Worksheet	11/07/2019	11/08/2019
Entrance Conference	01/07/2020	01/07/2020
Exit Conference	01/08/2020	01/08/2020

## Commendations:

### From the Nutrition Program Consultant:

Thank you to the staff at Wrightstown Community School District for the courtesies extended during the on-site review. Thank you for being available for answering questions and providing additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. Having a significant amount of information and strong communication prior to the on-site visit made the review go quickly and smoothly.

The staff members did an excellent job preparing for the review, and were readily available through the duration of the review to answer questions and have thoughtful discussions about aspects of the nutrition programs. The food service staff were welcoming, knowledgeable, and clearly dedicated to their work. The cafeteria was inviting and interactions between staff and students during meal times were positive and customer-service focused. The food service director is very knowledgeable and works hard to ensure staff members are trained and supported, students are fed nutritious meals, and program regulations are met.

The meal service line set up is efficient and keeps the students moving. The middle school students are offered many meal options each day, in addition to a variety of a la carte items. The kitchen at the middle school is very clean, the food safety plan is comprehensive, and staff do an excellent job maintaining temperature logs. Great job!

The determining official (DO) does an excellent job managing the free and reduced-price meal benefits which resulted in minimal benefit issuance errors. The DO makes detailed notes on the applications when clarification is obtained from the household. Applications are approved in a timely manner and all necessary information is recorded on the applications. Keep up the good work!

The district's local wellness policy is very comprehensive and meets all content requirements. The district also puts great effort into making the policy publicly available through multiple avenues. The promotion of the wellness policy would make it very easy for an interested person to get involved with the wellness committee and initiatives. It is clear that student, staff, and community wellness are valued in the Wrightstown Community School District.

### From Public Health Nutritionists:

Thank you to all staff at the Wrightstown Community School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the food service director for sending documentation ahead of the on-site visit in a timely manner and for the quick response to questions; this greatly expedited the AR. Wrightstown Middle School had a perfect week of review for breakfast and lunch and all grains served were whole grain-rich! Production records were thoroughly completed, which aids in forecasting for future meals while decreasing food waste. The addition of the box on the production record for staff to indicate if substitutions were made at the meal service, the reason for the substitutions, and approval for the substitution is a great idea! This helps to eliminate meal pattern errors. There was ample signage around the cafeteria educating students on what makes a reimbursable meal. Thank you for serving healthy, nutritious meals to the students of the Wrightstown community!

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/08/2020 09:41 AM</p>	<p><b>Finding:</b> The SFA allows students to purchase bundled second meals. Any food items sold to students outside of the reimbursable meal must meet Smart Snacks nutrition requirements and be charged a la carte prices per item. Selling students bundled second meals does not meet Smart Snacks requirements.</p> <p><b>Corrective Action Required:</b> Disallow the sale of bundled second meals to students. Reconfigure the cashier screens as needed to allow for a la carte items to be charged at the appropriate prices per item instead of as bundled second meals. Retrain staff to begin selling all items purchased outside of the reimbursable meal at a la carte prices per item. Notify students of these changes, as necessary, to ensure the discontinuation of second meals is understood. In SNACS, please submit a detailed description of the steps taken to discontinue the sale of bundled second meals to students.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/08/2020 08:17 AM</p>	<p><b>Finding:</b> The total revenues and expenditures reported on the Annual Financial Report (AFR) did not match the PI-1505 report. This discrepancy was the result of failure to include USDA Foods entitlement value as a revenue and expenditure on the AFR. Please reference the AFR instructions on the Financial Management webpage (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-instructions.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/afr-instructions.pdf</a>).</p> <p><b>Corrective Action Required:</b> Update the AFR so that USDA Foods entitlement value is properly reflected as an NSLP revenue and expenditure. This update can be completed via online services until December 31. <i>Corrected prior to on-site review; no further action required.</i></p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/08/2020 08:49 AM</p>	<p><b>Finding:</b> The food service director (FSD) partially completed the DPI Non-Program Food Revenue tool as part of the administrative review. However, the tool was not fully completed and was not completed correctly. Technical assistance was provided on how to complete the tool so that compliance with the revenue requirements can be assessed.</p>

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		<p><b>Corrective Action Required:</b> The FSD corrected and submitted the tool during the on-site review. The corrected tool was acceptable and indicated that the SFA is compliant with non-program food revenue requirements. Please ensure this tool gets completed annually. <i>Corrected prior to on-site review; no further action required.</i></p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/08/2020 08:45 AM</p>	<p><b>Finding:</b> Two applications were approved for free meal benefits based on a case number. However, the program names listed with the case number were "Food Share/Health Care" and "Badger Care Plus." The only assistance programs that can qualify a student for free meals on an application are Food Share, W-2 Cash Benefits, and FDPPIR. These applications should not have been considered complete and should not have been approved.</p> <p><b>Corrective Action Required:</b> During the on-site review, the determining official (DO) contacted the households and confirmed that the case numbers provided were not for eligible assistance programs. The DO should contact the households again as soon as possible and attempt to obtain income information, such as over the phone. The DO can then fill in the income information reported on behalf of the household, make notes about the conversation, initial and date, process the application, and administer the appropriate benefit.</p> <p>If the DO cannot obtain income information from the household by 1/13/2020, an adverse action letter should be sent to the household. The letter must specify that the children will revert to paid status 10 calendar days after the date of the letter.</p> <p>If the household does not apply and is not approved for a meal benefit by the end of the 10 day period, the children should be changed to paid in the software system.</p> <p>If the household submits an application within the 10 days, it should be processed as soon as possible and the appropriate benefit should be administered. Please submit a description of how these errors were resolved along with any corresponding documentation in SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/08/2020 08:18 AM</p>	<p><b>Finding:</b> The professional standards tracking tool utilized by the SFA is missing several pieces of required information. The tool does not list each staff members' hire date, title/position, or the required hours of training.</p> <p><b>Corrective Action Required:</b> Please update the tool so the missing information is included. Upload the modified tool into SNACS. <i>Corrected prior to on-site review; no further action required.</i></p>
<b>Site Name</b>	Wrightstown Mid	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	

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<b>Question #</b>	409	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/07/2020 01:43 PM</p>	<p><b>Finding:</b> Revise production records to include a column for total quantity prepared (i.e. 2, #10 cans). The number of bags, boxes, and/or cans used to prepare the planned servings should be noted in this column. Currently, the planned serving column is used for this. The planned serving column should include the number of servings of each item planned (i.e. 146 servings of meatballs).</p> <p>Include the specific site name on the production record (i.e. Wrightstown Middle School) and include the total number of student and adult meals planned. Currently, only total meals served are included on production records.</p> <p><b>Corrective Action Required:</b> Please send one week of completed production records correcting all issues noted above. The FSD may consider using the DPI prototype production record.</p>
<b>Site Name</b>	Wrightstown Mid	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	410	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 01/07/2020 01:46 PM</p>	<p><b>Finding:</b> Some recipes used during the review week lacked essential information necessary for standardized recipes. Missing items included a recipe number, consistently listing a serving size of each portion, and consistently listing the total servings in the recipe. This is required for menu planning to ensure that the portions offered are what is intended.</p> <p>Please use the Standardized Recipes webpage to aid in this process (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes</a>). There is a Standardized Recipe Checklist to include all parts of a standardized recipe, calculators to assist with nutrient analysis, and a template to organize the information (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf</a>).</p> <p><b>Corrective Action Required:</b> Please send the updated recipes for garlic roasted peas, croutons, middle school turkey wrap, and fifth grade sub sandwich.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/08/2020	1263	803	Administrative Review	ALL				
<b>Comments</b>								
<b>Process for Handling Civil Rights Complaints</b>						<b>Created By</b>		<b>Created Date</b>
The SFA has several policies that address discrimination complaints. However, these procedures do not speak specifically about how the SFA will handle complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. There are specific actions SFAs must take for these types of complaints. Please review the Civil Rights webpage and work towards adopting procedures that comply with the requirements ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights">https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights</a> ).								1/8/2020 10:28:50 AM
01/08/2020	1262	1000	Administrative Review	ALL				

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Comments										
Local Wellness Policy Content				Created By			Created Date			
The local wellness policy contains all of the required information. However, it is recommended to add in language pertaining to Smarter Lunchroom strategies in the Nutrition Promotion section. Please reference the resources on the Local Wellness Policy webpage and the Team Nutrition Smarter Lunchrooms webpage for additional information ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy">https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy</a> ; <a href="https://dpi.wi.gov/team-nutrition/smarter-lunchrooms">https://dpi.wi.gov/team-nutrition/smarter-lunchrooms</a> ).							1/8/2020 10:23:21 AM			
01/08/2020	1261	709	Administrative Review	ALL						
Comments										
Alternate Meals				Created By			Created Date			
<p>The SFA has started offering non-reimbursable alternate meals free of charge to students meeting the negative balance criteria specific in the unpaid meal charge policy. These meals are given to students discreetly prior to meal service and are tracked via a special button on the POS screen. The POS system can track the number of alternate meals served for free through use of this button.</p> <p>Because the alternate meals are non-reimbursable and are supplied through the food service account, these items are considered non-program foods. All costs associated with non-program foods must be covered by revenues received from the sale of those foods. This ensures non-program foods are not supported by reimbursable meals revenue.</p> <p>To cover the cost of these alternate meals, the SFA could make a transfer from a non-federal fund at the end of the school year for all such meals given away to students throughout the year. Alternatively, the SFA could factor these free alternate meals into the annual non-program food revenue tool to see if enough revenue is generated from the sales of other non-program foods to cover the cost of providing these items for free. If these meals will be included in the non-program foods revenue tool, the annual USDA tool must be used. The DPI tool that captures a five day reference period would not be sufficient for this purpose because it is probable that no alternate meals may have been served during the reference period.</p> <p>For additional information please reference:</p> <ul style="list-style-type: none"> <li>USDA's Overcoming the Unpaid Meal Challenge (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-29-2017a2.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-29-2017a2.pdf</a>)</li> <li>USDA Unpaid Meal Charges Guidance Q &amp; A (<a href="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</a>)</li> <li>Non-Program Food section and Unpaid Meal Charges section of the Financial Management webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/financial-management">https://dpi.wi.gov/school-nutrition/program-requirements/financial-management</a>)</li> </ul>							1/8/2020 10:19:33 AM			
01/08/2020	1259	305	Administrative Review	ALL						
Comments										
Unpaid Meal Charge Policy				Created By			Created Date			
The SFA has met the requirements for unpaid meal charge policies through having written procedures and distributing them to all households. However, it is recommended to revise some of the language in the policy to more clearly communicate the meal payment expectations and consequences for negative balances. The policy should be written so that it is easily interpreted by parents and any others reading it.							1/8/2020 9:46:44 AM			
01/08/2020	1258	214	Administrative Review	ALL						
Comments										
Reapplying After Verification				Created By			Created Date			
Households whose meal benefits decrease as a result of verification can reapply for benefits any time during the school year. However, if the benefits have been terminated because of failure to complete the verification and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in Assistance Programs at the time of reapplication. Please reference page 59 of the Eligibility Manual ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a> ).							1/8/2020 9:29:04 AM			

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01/08/2020	1257	208	Administrative Review	ALL					
Comments									
Dates on Verified Applications				Created By			Created Date		
On the verified applications, the dates corresponding with the confirming official's (CO) and verifying official's (VO) signatures did not align with the verification timeline though the confirmation review was done correctly. As a reminder, the CO should sign and date the application after they have double checked and confirmed the initial determination but before the household is contacted. The confirmation review cannot occur before October 1, because that is the earliest that applications can be selected for verification. The VO should sign and date the application after the verification process has been fully completed, which should be sometime after October 1 and before November 15.							1/8/2020 9:22:50 AM		
01/08/2020	1256	711	Administrative Review	ALL					
Comments									
Adult Lunch Prices				Created By			Created Date		
The adult lunch price on the contract is \$3.75, however it is advertised online as \$3.65. The minimum price that must be charged is \$3.65, based on the adult meal pricing worksheet and reimbursement rates. The SFA is charging enough for adult lunches, but it is recommended to follow up on these inconsistencies to ensure adult lunch prices are accurately and consistently communicated.							1/8/2020 9:01:47 AM		
01/08/2020	1255	126	Administrative Review	ALL					
Comments									
Case Numbers on Applications				Created By			Created Date		
The only assistance programs that can be listed on an income information to qualify for free meals categorically are Food Share, W-2 Cash Benefits, or FDPIR. Badger Care, Medicaid, or any other programs listed with a case number on an application do not qualify a student for free meals. When an ineligible program name is listed on an application, the household should be contacted to clarify what program the case number is for to ensure it is an eligible program. If the case number is not from an eligible program, the application can be processed based on household income if all of the required information is provided. Please reference the following for more information about categorically eligible applications and case numbers:							1/8/2020 8:57:21 AM		
<ul style="list-style-type: none"> <li>Eligibility Manual (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a>)</li> <li>Free and Reduced Meal Applications webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility/applications">https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility/applications</a>)</li> <li>Processing Applications and Direct Certification webcast (<a href="https://media.dpi.wi.gov/school-nutrition/processing-applications-direct-certification/story.html5.html">https://media.dpi.wi.gov/school-nutrition/processing-applications-direct-certification/story.html5.html</a>)</li> </ul>									
01/08/2020	1254	709	Administrative Review	ALL					
Comments									
Non-Program Food Revenue Tool				Created By			Created Date		
The non-program food revenue tool must be completed annually to assess compliance with the revenue requirements. It is recommended to do this near the end of the school year so that any price increases can be made before the new school year begins. The tool must reflect non-program and program food sales for the entire SFA during the reference period. The paid meal prices in the program food section must be weighted averages or listed out on a separate line for each tier of paid meal prices.							1/8/2020 8:53:21 AM		
01/07/2020	1251	410	Administrative Review	Wrightstown Mid	FSD				
Comments									
School Breakfast Challenge				Created By			Created Date		
Join schools throughout Wisconsin to increase breakfast participation or to start a new breakfast program. The challenge begins December 2nd, 2019. Schools with the highest increase in breakfast participation will win up to \$1,000! New this year, participate in the							1/7/2020 2:54:30 PM		

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Big Cheese bonus round for a chance to win an additional \$1,000 for your program. Prizes are provided by No Kid Hungry. Visit <a href="http://bit.ly/SchoolBreakfastChallenge">http://bit.ly/SchoolBreakfastChallenge</a> for details.							
01/07/2020	1250	410	Administrative Review	Wrightstown Mid	FSD		
Comments							
Around the World in 80 Trays					Created By	Created Date	
Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays. Take the pledge and use the week of January 21-24, 2020 to introduce new flavors, create culturally inspired dishes, explore the tantalizing world of herbs and spices and connect with students. Visit the NSLP webpage for event information. Document the event (pictures, video, sound clips, etc) and send to DPIFNS@dpi.wi.gov so we can share your success on social media!						1/7/2020 2:53:48 PM	
01/07/2020	1249	410	Administrative Review	Wrightstown Mid	FSD		
Comments							
Production Records					Created By	Created Date	
<p>On production records, specify the serving size of ingredients in fluid ounces or in weight. For example, shredded cheese – salad, 1 ounce appears to be an amount in weight. However, after further discussion with the FSD this is a measure of fluid ounces. Volume is not the same as weight and thus cannot be used interchangeably. For example, one fluid ounce (volume) of cotton balls and one fluid ounce of rocks may be the same volume but do not weigh the same. Please clarify on production records where needed.</p> <p>As a best practice, indicate if Offer versus Serve (OVS) is being used during meal service by adding a checkmark next to OVS on the production record or remove "offer versus serve" from the production record entirely.</p> <p>On the production records, specify the size of whole fruit items. For example, 138 count whole orange should be used. Different count sizes contribute different serving sizes to the meal pattern.</p> <p>The FSD may consider writing the entrée name on the production record instead of listing the components of the menu item separately. For example, instead of listing the ingredients of the entrée salad on the production record separately (i.e. chicken, shredded cheese, and romaine lettuce), only "entrée salad" could be listed on the production record with the crediting information in the proceeding columns. This could help reduce documentation for kitchen staff and redundancy of recording.</p> <p>Specify the type and number of juice cups offered at breakfast on the production record instead of writing only "juice cups." For example, orange juice cup, USDA.</p>						1/7/2020 2:49:53 PM	
01/07/2020	1248	410	Administrative Review	Wrightstown Mid	FSD		
Comments							
Standardized Recipes					Created By	Created Date	
<p>Only include items on a recipe that will be packaged by food service staff. For example, remove the fresh fruit choice and milk from the Grab and Go Bag recipe as these are offered on the line and not physically in the bag.</p> <p>Some recipes could be more specific to include ingredients listed by form (i.e. spaghetti sauce, canned; or rotini, whole grain, dry), or if there are different versions of one product, (i.e. for the Uncrustable, specify the size used). As a best practice, specify the equipment or serving utensils that should be used in each recipe as well.</p>						1/7/2020 2:48:33 PM	
01/09/2020			Administrative Review	Wrightstown Mid	FSD		

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Comments						
Breakfast Participation and Promotion				Created By	Created Date	
<p>School Breakfast Program participation at Wrightstown Middle School is low compared to lunch. The FSD indicated that recent changes have resulted in increased breakfast participation at the middle school, however it still remains low overall. The FSD has noticed that the bagged meals and certain daily menu offerings seem to appeal to the students. It is highly encouraged to continue exploring strategies to increase breakfast participation. The students have almost 30 minutes to get breakfast in the morning before the school day begins. It was observed that many students sit in the cafeteria or pass by it in the morning, but only a small portion of these students come through the line to get breakfast.</p> <p>Some strategies to consider include:</p> <ul style="list-style-type: none"> <li>Actively encourage students to visit the cafeteria and choose a breakfast when they arrive to school. This could be achieved through verbal encouragements by staff members or fun signage.</li> <li>Market the breakfast program to teachers and share information about the benefits of breakfast on academic behavior. Increasing teacher buy-in could result in teachers more actively encouraging students to visit the cafeteria for breakfast before coming to class.</li> <li>Increase breakfast program marketing to parents. There are several brochures, letters, and videos on the Resources for the School Breakfast Program webpage (<a href="https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources">https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources</a>). Reminding parents of the nutritional benefits and convenience of school breakfast may encourage them to have their children participate.</li> <li>Offer fun promotions at breakfast time to draw more kids into the cafeteria, such as themed days, playing music, or allowing students to sample breakfast items.</li> <li>Festively decorate the meal service area to draw attention and interest to the meal service line.</li> <li>Obtain student input through surveys or a focus group. Hearing directly from students why they do or do not eat breakfast at school could help tailor promotional strategies to meet the students' needs.</li> </ul> <p>For more ideas on breakfast promotion and supporting resources, please visit the Resources for the School Breakfast Program webpage (<a href="https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources">https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources</a>). There is a resource that specifically addresses breakfast promotion for elementary students.</p>					1/9/2020 10:20:45 AM	
01/07/2020	1244	1106	Administrative Review	Wrightstown Mid	FSD	
Comments						
Fundraisers				Created By	Created Date	
<p>Tracking fundraisers is crucial to ensuring compliance in the USDA School Nutrition Programs. The date(s) of the fundraisers must be included on the existing tracking form. The best practice would be to include the product's label with the tracking form. Tracking templates are available on the Smart Snacks webpage, (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks">https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks</a>).</p>					1/7/2020 2:22:36 PM	
12/13/2019	1166	1207	Administrative Review	ALL		
Comments						
Professional Standards Flexibility				Created By	Created Date	
<p>SFAs may utilize the two year flexibility offered by the state agency for professional standards training. The SFA may define a two year period and allow staff members to complete twice their annual training hour requirements over two years, however some training must be completed each year. For example, a full time staff member could complete 12 hours of training over the defined two year period. This option does not require additional approval from the state agency.</p>					12/13/2019 11:44:00 AM	
12/13/2019	1165	1006	Administrative Review	ALL		
Comments						
Local Wellness Policy Triennial Assessment				Created By	Created Date	
<p>SFAs must complete an assessment of their local wellness policy (LWP) at least once every three years, with the first triennial assessment completed no later than June 30, 2020. The assessment must measure the SFA's compliance with their LWP, a description of the SFA's</p>					12/13/2019 11:33:37 AM	



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<p>progress toward meeting LWP goals, and how the LWP compares to a model policy. A report must be developed and released to the public, but there is no mandatory template for this report.</p> <p>The Wellness School Assessment Tool (WellSAT) allows SFAs to evaluate how their policy compares to a model policy (<a href="http://www.wellsat.org/default.aspx">http://www.wellsat.org/default.aspx</a>). It includes 67 policy items considered to be best practices for school wellness. SFAs rate the extent to which their policy contains language related to each policy item. Scores are calculated for comprehensiveness (extent to which recommended content areas are covered in the policy) and strength (how strongly the policy items are stated).</p> <p>The Local Wellness Policy Report Card is a free, online tool SFAs may use to evaluate compliance with their policy and provide a description of progress made toward meeting policy goals (<a href="https://docs.google.com/a/dpi.wi.gov/forms/d/1u6LUEy3Vd_sTU-s8fq0EYc-UscxZK-edIFq28WtqSIU/edit?usp=drive_web">https://docs.google.com/a/dpi.wi.gov/forms/d/1u6LUEy3Vd_sTU-s8fq0EYc-UscxZK-edIFq28WtqSIU/edit?usp=drive_web</a>). SFAs enter their policy-specific objectives and evaluate the extent to which they were achieved. The tool includes a section for SFAs to input their WellSAT scores. Following completion of the tool, a report is generated. If fully completed, the report card meets all requirements of the triennial assessment. Please visit the Local Wellness Policy webpage for more information (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy">https://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy</a>).</p>					
12/13/2019	1160	305	Administrative Review ALL		
Comments					
Student Account Refunds			Created By	Created Date	
<p>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. Currently, there is no approved flexibility to simply set a dollar threshold (e.g., \$5.00) below which a refund will not be issued. SFAs can transfer remaining funds in a student's meal account to a sibling in the same household who remains in the district.</p> <p>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 negative account, unless paid households have chosen to donate those funds to the school food service account or Angel Fund. At this time, USDA does not allow free or reduced-price eligible households to donate funds remaining in their accounts—they must be refunded in full. All funds left in any student meal account which cannot be contacted must be turned over to the Wisconsin Department of Revenue (DOR) as unclaimed property (<a href="https://www.revenue.wi.gov/Pages/UnclaimedProperty/Home.aspx">https://www.revenue.wi.gov/Pages/UnclaimedProperty/Home.aspx</a>). The DOR has rules concerning unclaimed property that must be followed (<a href="https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf">https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf</a>).</p> <p>SFAs are encouraged to develop policy language which clearly explains how households will be contacted to issue refunds (e.g., via email, phone, mail), the number of times (e.g., three attempts) before the SFA will no longer attempt to issue a refund, and that the school will report the funds as "unclaimed property."</p> <p>Please reference the Financial Questions &amp; Answers document on the Financial Management webpage (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf</a>). Please contact a financial specialist with further questions (<a href="https://dpi.wi.gov/school-nutrition/directory">https://dpi.wi.gov/school-nutrition/directory</a>).</p>			Kirsten Voss	12/13/2019 9:41:45 AM	