

Administrative Review Report

Howards Grove School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/27/2019	01/15/2020
On-Site Review	01/15/2020	01/17/2020
Site Selection Worksheet	11/27/2019	12/02/2019
Entrance Conference	01/15/2020	01/15/2020
Exit Conference	01/16/2020	01/17/2020

Commendations:

Thank you to the staff at Howards Grove High School 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 onsite portion of the review.

Howards Grove should be commended for their good recordkeeping and oversight of the non-profit school food service account. Counting and claiming for both the NSLP and SMP was verified as correct. Verification was tracked appropriately. School kitchen facilities were bright and clean although under-utilized.

Recommendations:

No Recommendations found for this review.

Administrative Review Report

Howards Grove School District

Findings and Corrective Action:

Site Name	
Form Name	Certification and Benefit Issuance (100 - 121)
Question #	101
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA is not proceeding according to its contract. The officials listed in the online contract are not the persons listed in the SNACS questionnaire nor the persons doing the work at the SFA, including the Determining Official, Confirming Official, Verifying Official, and Hearing Official. CA1: Submit a list indicating who is the designated official for each of these positions. CA2: Have each designee watch the Verification Process webcast on the DPI SN website, take the quiz at the end of the webcast and upload each person's Certificate of completion into SNACS. CA3: Update the SFAs online contract to accurately reflect who is designated in each role.</p>
Site Name	
Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: The SFA does has an incomplete Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy in place that is communicated and distributed to the households, annually. Finding 2: SFA does not have a written procedure for receiving and processing civil rights complaints related to school food service. CA: Add a written procedure for receiving and processing civil rights complaints to the Unpaid Meal Policy. Add the complete current Non-discrimination statement to the end of the Unpaid meal Policy. Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA sells A la Carte items during the school morning and at lunch service. The SFA did not complete the DPI 5-day Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14. CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
TA Log #	No TA Log# found
Due Date	

Administrative Review Report

Howards Grove School District

Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The households meal benefits were incorrectly calculated for 1 application which changes eligibility for 3 students. See the SFA-1 provided by the consultant for details.</p> <p>CA: Send the household a notice of adverse action to correct meal benefit, per program requirements. Upload a copy of the letter to the household and documentation that the benefit issuance list has been updated into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	137	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not effectively update student eligibility changes to the benefit issuance (BI) list or the point of service (POS). Reviewer found 1 error in a student eligibility.</p> <p>CA 1: Update the BI list and POS to accurately reflect the eligibility of the students in error and upload into SNACS. CA 2. Provide a process that the SFA will use to ensure student meal eligibility will be updated accurately and timely from the eligibility document to the BI list and POS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The Benefit Issuance (BI) list did not accurately discontinue meal eligibility benefits for 8 students that did not qualify after the 30 day carryover. The SFA also did not effectively update student eligibility changes to the benefit issuance list or the point of service for 4 students who were withdrawn. CA 1. Notify the households of the reduction in benefits and upload a copy of the adverse action letter into SNACS. CA 2. Provide a process that the SFA will use to ensure student eligibility will be updated accurately and timely to the BI & POS. CA 3. Provide documentation that shows the BI list and POS have been updated with the correct eligibility 10 days after the notification is sent.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	140	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA does not keep accurate or timely student eligibility information either as a benefit issuance list or the point of service (POS). It is apparent that the FSD is struggling to effectively use the student information software.</p> <p>CA: FSD will watch the following webcasts, take each quiz at the end of the webcast and upload the completion certificate to SNACS: 1) Getting Started in Free and Reduced Meal Eligibility, 2) Processing Applications and Direct Certification in Free and Reduced Meal Eligibility, and 3) Special Situations in the Free and Reduced Price Meal Eligibility Process.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	141	

Administrative Review Report

Howards Grove School District

TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: The SFA is not in compliance with 7 CFR 245.6 which states a child's receipt of benefits from Direct Certification extends eligibility for free benefits to all children who are members of the same household. The reviewer found 6 students to whom a benefit was not correctly extended.</p> <p>Finding 2: The SFA incorrectly extended free meal benefits to 4 students who did not qualify for the benefit. Foster child, homeless, migrant, runaway or Head Start and Even Start benefits do not extend to other students in a household. CA 1. Notify the household(s) of students now eligible for free benefits through another household members extension of benefits and upload a copy of the letter into SNACS and provide documentation that the system has been updated with the new eligibility.</p> <p>CA 2. Provide the Notification of Adverse Action letter to the household and upload a copy of the letter into SNACS. CA 3: Submit documentation to support the eligibility has been updated in the system after the 10 day notification period for the adverse actions. CA 4: Provide a process that the SFA will use to identify and extend meal eligibility to all members of the household who are eligible.</p>
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1217
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements for each type of position per 7 CFR 210.30 including that for the FSD and the Authorized Rep overseeing the FSMC as an 'acting director'.</p> <p>CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
Site Name	
Form Name	Food Safety & Buy American (1400 - 1403)
Question #	1400
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not have a food safety plan at each school and the materials available were dated 2001. Each school within the SFA must have a written site specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>CA: Create a food safety plan to be specific for each participating school in the SFA, include the required elements, reflect current practices and menu items, ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p>
Site Name	Howards Grove High School
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged

Administrative Review Report

Howards Grove School District

Corrective Action History	Finding: Missing vegetable subgroup (starchy) for the week of review, December 2-6, 2019. Corrective Action: Submit a statement of understanding that at least 1/2 cup of starchy vegetable must be offered every week at lunch. In order to correct the week of review, include the name of a starchy vegetable you could offer, including the planned serving size.
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Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name	
01/16/2020	1567		Administrative Review						
Comments									
						Created By	Created Date		
SFA is required to review and update LWP (1002) The final Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010 rule requires the SFA to review and update the local school wellness policy on a periodic basis. The frequency of updates is based on the content and structure of the plan. It is recommended that this review occur annually. This SFA has not reviewed nor updated their policy within the past three years. SFA is required to complete an assessment of the LWP (1005) The first triennial assessment should be completed within three years of the SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. The triennial assessment must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results of the triennial assessment and when it took place. SFAs must release a report to the public detailing the assessment. To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at School Nutrition Team's Wellness Policy webpage.								2/5/2020 4:53:57 PM	
01/16/2020	1566		Administrative Review						
Comments									
						Created By	Created Date		
The USDA "And Justice for All" posters need to be posted where the program is offered and where the student and general public can easily view the poster outside of meal service times. The current (2019) poster must be displayed and can be ordered by contacting the School Nutrition Team at DPI.								2/5/2020 4:45:54 PM	
01/16/2020	1565		Administrative Review						
Comments									
						Created By	Created Date		
Food Safety Inspections • Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year: including a food safety inspection and a review of the site's Food Safety Plan. • Food safety inspection reports must be posted in public view and placed in a location that is available to the school public outside of meal service times. Posting the food safety inspection report in the same location as the "And Justice For All" poster can be a convenient way to have both items publicly visible.								2/5/2020 4:42:09 PM	
01/16/2020	1564		Administrative Review						
Comments									
						Created By	Created Date		
Food Employee Reporting Agreements • All food service employees including managers, directors, and subs must have a signed Food Employee Reporting Agreement on file • Employees must sign a new Food Employee Reporting Agreement form if changes are made to the document. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document.								2/5/2020 4:39:10 PM	
01/16/2020	1563		Administrative Review						
Comments									
						Created By	Created Date		
• All schools must have a comprehensive, site-specific food safety plan on-site which includes all process 1, 2, and 3 items, all applicable standard operating procedures (SOP), all equipment, and a listing of food service staff at that site. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the SNT Food Safety webpage. • The site-specific food safety plan should include								2/5/2020 4:37:16 PM	

Administrative Review Report

Howards Grove School District

SOPs for all programs and procedures utilized at the site. • The procedures detailed in the SOPs included in the site-specific food safety plan should be followed by all food service staff, student workers, volunteers, and any other people involved in the implementation of Child Nutrition Programs at all times. • SFAs are required to update food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles to cover any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other FNS programs. This means the food safety program should contain standard operating procedures (SOP) for safe food handling on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria.							
01/16/2020	1579		Administrative Review				
Comments							
				Created By	Created Date		
Food Service Management Company Oversight: The following duties may not be delegated to the FSMC: • Onsite monitoring – the annual requirement for the district to evaluate each "site" of the School Food Authority (SFA) for meal compliance, proper Point of Service (POS) and meal claiming, plus other categories. This must be completed for Lunch and Breakfast (at half of the sites) each year. It is due February 1 annually and the documents are kept onsite. • Signature Authority –a representative of the SFA must submit and sign off on the online NSLP contract for the SFA. A representative of the SFA must sign for any contract the SFA makes with another entity for any part of the Child Nutrition Programs. • Edit Checks- an SFA person must sign off on the monthly edit checks of meals served before the information is submitted for a claim, even if the edit check is done by the POS software.					2/6/2020 3:15:43 PM		
01/16/2020	1578	901	Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
• Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP administered by the SFA; this is due by February 1. • The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our Administrative Review webpage under the SFA onsite monitoring section (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review).					2/6/2020 3:07:03 PM		
01/16/2020	1577		Administrative Review				
Comments							
				Created By	Created Date		
Summer Meals 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 Howards Grove, 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 'food' to 877-877 to locate meals in the area • 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					2/6/2020 3:00:07 PM		
01/16/2020	1576		Administrative Review				
Comments							
				Created By	Created Date		
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 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 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 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					2/6/2020 2:57:09 PM		

Administrative Review Report

Howards Grove School District

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. • Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, but an SFA may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. Nutrition information for a fluid milk substitute the SFA wishes to provide for students, must be approved by the SNT office. For more information on fluid milk substitutes, please see our Special Dietary Needs webpage dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs . • Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program, School Breakfast, and After School Snack Program, 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.							
01/16/2020	1358	500	Administrative Review	Howards Grove High School			
Comments							
				Created By		Created Date	
Many students just purchased food a la carte, while most of the time reviewers observed staff encouraging students to select a fruit or a vegetable in order to make it a reimbursable meal, this did not happen on every occasion. Additionally, it was observed that sometimes staff would tell students "you have to take it but you don't have to eat it". Reviewers strongly discourage this type of messaging. Rather, encourage students to try the fruit and/or vegetable.						1/16/2020 11:44:19 AM	
01/16/2020	1354	410	Administrative Review	Howards Grove High School			
Comments							
				Created By		Created Date	
During the week of review, December 2-6th, 2019, no starchy vegetables were offered to students. This is considered a missing vegetable subgroup. Meal pattern requires that at least 1/2 cup starchy vegetable be offered to students every week.						1/16/2020 11:19:40 AM	
01/16/2020	1353		Administrative Review	Howards Grove High School			
Comments							
				Created By		Created Date	
Howards Grove High School does not offer a School Breakfast Program, however, they do sell some food items a la carte around 9:10am. Reviewers observed many students purchasing food and beverages during this time, enough so that it is strongly encouraged to offer a School Breakfast Program. Not only will all students have access to a healthy meal but your school can receive additional reimbursements.						1/16/2020 9:55:49 AM	
01/16/2020	1352		Administrative Review	Howards Grove High School			
Comments							
				Created By		Created Date	
Only a few minor changes would need to be made to align the current food sales with the breakfast meal pattern. For example, for the parfait, it could be made into a complete reimbursable meal if it contains at least 1/2 cup fruit, at least 1/2 cup yogurt (1 oz eq meat alternate) and at least 1/4 cup granola (1 oz eq grain).						1/16/2020 9:55:24 AM	
01/16/2020	1351		Administrative Review	Howards Grove High School			
Comments							
				Created By		Created Date	
If the crediting of the breakfast pizza is at least 1 oz eq grain and 1 oz eq meat/meat alternate then a student would just have to add at least a 1/2 cup fruit in order to have reimbursable meal.						1/16/2020 9:55:05 AM	
01/16/2020	1350		Administrative Review	Howards Grove High School			
Comments							
				Created By		Created Date	
Multiple students were observed taking an Un crustable sandwich and a juice. These meals could have been considered a reimbursable meal The sandwich could credit as 2 items (1						1/16/2020 9:53:04 AM	

Administrative Review Report

Howards Grove School District

oz eq meat alternate and 1 oz eq grain) and the juice could fulfill the requirement for at least a 1/2 cup fruit.							
01/16/2020	1349		Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
If the High School decides to implement the School Breakfast Program then it would be strongly encouraged to only offer a 1/2 cup (4 fl.oz) serving size of juice, instead of the 12 fl.oz bottles. This is so that your school does not exceed the 50% juice limit over the course of any given week.						1/16/2020 9:52:43 AM	
01/16/2020	1348		Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
The juice limit states that only half (50%) of the fruit that you offer to students during the week may be in the form of juice. If you offer a larger juice size daily, then it is more likely for a school to exceed the limit.						1/16/2020 9:52:24 AM	
01/16/2020	1347		Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
Visit our School Breakfast Resources webpage for more information on school breakfast models, training webcasts, marketing and promotion strategies and more! (https://dpi.wi.gov/school-nutrition/school-breakfast-program/resources). Consider sending this School Breakfast brochure to families and caregivers to promote the benefits of breakfast (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sbp-brochure.pdf).						1/16/2020 9:20:50 AM	
01/16/2020	1346		Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
School Breakfast Challenge 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 Big Cheese bonus round for a chance to win an additional \$1,000 for your program. Prizes are provided by No Kid Hungry. Visit http://bit.ly/SchoolBreakfastChallenge for details.						1/16/2020 9:19:40 AM	
01/16/2020	1345	1411	Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).						1/16/2020 9:05:44 AM	
01/16/2020	1344	1411	Administrative Review	Howards Grove High School			
Comments							
				Created By	Created Date		
The following information must be recorded on a Buy American Non-Compliant Product List: Date Name of product Country of origin Reason Cost analysis Seasonality Availability Substitution Distribution Other A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american).						1/16/2020 9:05:26 AM	
01/16/2020	1343	1411	Administrative Review	Howards Grove High School			

Administrative Review Report

Howards Grove School District

Comments				Created By	Created Date
For domestic products without country of origin labeling, consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision.					1/16/2020 9:04:45 AM
01/16/2020	1342	1104	Administrative Review	Howards Grove High School	
Comments				Created By	Created Date
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. More information is available on WI DPI's Smart Snacks webpage (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).					1/16/2020 8:29:53 AM
01/16/2020	1341	1104	Administrative Review	Howards Grove High School	
Comments				Created By	Created Date
Tracking exempt fundraisers is crucial to ensuring compliance. This simply means keeping a list of each student organization that has a food/beverage fundraiser, noting the length of time and location of the fundraiser, ensuring that no organization has more than two fundraisers, and ensuring that each fundraiser is not more than two consecutive weeks. Tracking templates are available on the Smart Snacks webpage, (https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks).					1/16/2020 8:29:14 AM
01/16/2020	1340	1104	Administrative Review	Howards Grove High School	
Comments				Created By	Created Date
Coffee drinks are allowable beverages at the high school level. Accompaniments such as cream and sugar must be included in the nutritional analysis of the coffee drinks. The calories of the coffee, cream, and sugar needs to be added together when determining if the beverage meets the guidelines. See the Coffee as a Smart Snack flowchart for more guidance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/coffee-smart-snacks.pdf).					1/16/2020 8:27:43 AM
01/16/2020	1339	1104	Administrative Review	Howards Grove High School	
Comments				Created By	Created Date
Beverage Guidelines: - Calorie-free beverages (black coffee) - <5 calories per 8 fl. oz.; =10 calories per 20 fl. oz. - Maximum serving size: 20 fl. oz. - Lower-calorie beverages (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 determine if coffee drinks are compliant, utilize the Smart Snacks Product Calculator (https://foodplanner.healthiergeneration.org/calculator/).					1/16/2020 8:26:56 AM
01/15/2020	1562	709	Administrative Review	ALL	
Comments				Created By	Created Date
<ul style="list-style-type: none"> • 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. • Since nonprogram foods include Adult Meals and extra milk, these expenses and revenues must be separated from Program foods. • The USDA Nonprogram Revenue Tool must be completed yearly, at a minimum. The DPI Nonprogram Food Revenue Tool/Calculator located on our website fulfills this requirement. 					2/5/2020 4:31:47 PM
01/15/2020	1545	140	Administrative Review	ALL	

Administrative Review Report

Howards Grove School District

Comments	Created By	Created Date
It is the responsibility of the FSD to understand the student information software and to be able to use it effectively to meet the regulations of the NSLP. Consider additional training for the FSD in the software Howards Grove uses. Keep a copy of the Calendar of Requirements(https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements) close at hand. Pay attention to upcoming deadlines to stay on top of DC requirements, carryover end dates, Verification timelines and reporting requirements. Make use of the letter templates DPI offers to be sure all the required information is conveyed to households when communicating to them about Free & Reduced Eligibility.		2/5/2020 8:57:42 AM