

Administrative Review Report

Sheboygan Falls School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2019	02/24/2020
On-Site Review	03/11/2020	03/12/2020
Site Selection Worksheet	11/07/2019	11/29/2019
Entrance Conference	03/11/2020	03/11/2020
Exit Conference	03/12/2020	03/12/2020

Commendations:

Thank you to the staff at Sheboygan Falls 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 smoothly.

The food service director did an excellent job preparing for the review, and was 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. Professional standards training hours for all staff members exceeded the requirements and were well-tracked on the DPI tracking tool. Keep up the good work on professional standards!

The district's Food Service webpage is very well developed and informative. The menus posted on the website are bright and appealing. Great job making resources available online!

The food service department also offers a variety of healthy snack items that parents or teachers can purchase for celebrations. Offering these healthy snacks is a great way to support the goals of the wellness policy. Great job on this creative initiative!

The food service staff members do an excellent job maintaining temperature logs. All logs are completed and are thorough. There are many coolers and freezers to monitor at the elementary school, and there are daily temperature logs for all of this. It is excellent that such care is taken on temperature monitoring, as this is an important food safety procedure.

The Breakfast in the Classroom (BIC) program at the elementary school is running very well. In the classrooms that were observed, the teachers took care to ensure students had reimbursable meals and were marked off on the roster when they were taken. It is awesome that BIC is available to students and that teachers are well-trained on the program requirements.

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Findings and Corrective Action:

Site Name	
Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA offers field trip meals but the POS system for field trip meals does not meet requirements. Currently, student accounts are charged for meals when the teachers pick up the meals from kitchen for the field trip. The charges are based on which students ordered a meal, and not on which students actually received a reimbursable meal at lunch time. As a reminder, the POS is defined as the point where it can be reliably determined that an eligible child received a reimbursable milk or meal.</p> <p>Corrective Action: Modify the POS system so that students are checked off by an adult when they actually receive their meal. Completed sheets should be returned to food service and used for charging student accounts. Submit a written plan detailing how field trip meals will be counted and claimed going forward, including a copy of the check off sheet that will be used at the POS. The Field Trip meal resources on the Lunch Menu Planning webpage can be of assistance for these items.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	803
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific to the USDA school meals programs (FNS Instruction 113-1).</p> <p>Corrective Action: Provide a timeline for when a specific school meals programs civil rights complaint policy/procedures will be put in place, or added to an existing district policy. Provide the name and title of the SFA representative that will ensure compliance. See corresponding technical assistance for resources to aid in this process, including a template policy.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The household members box and number of household members names did not match on one application for one student. The number of names must match the number in the box for the application to be considered complete--there were two names but the box said "0." This student was approved for free benefits, but the application should have been considered incomplete until the correct information was obtained.</p> <p>Corrective Action: The determining official contacted the household and confirmed there are two household members. The application was updated accordingly. <i>Corrected on-site; no further action required.</i></p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	127

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History		<p>Finding: One application for three students was approved based on a case number. However, the corresponding assistance program name was not obtained. Since the school year 2018-19, the state of Wisconsin requires that all case numbers on applications also list the program name. Because this application was approved without obtaining the program name, it is considered incomplete.</p> <p>Corrective Action: The determining official contacted the household and was notified that the assistance program was Food Share, which corresponded to the ten digit case number. The application was updated accordingly. <i>Corrected on-site; no further action required.</i></p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	132	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History		<p>Finding: There were three students who were receiving free meal benefits without proper documentation to support the benefit. These students were not matched to direct certification, were not on any meal applications, and a benefit extension could not be identified.</p> <p>Corrective Action: Send each household a notice of adverse action. The adverse action letter must advise that the student's status will change to "paid" 10 calendar days after the date the letter is sent. The letter must also advise of the change in benefits; reasons for the change; an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the household may reapply for benefits at any time during the school year. A template adverse action is available under the Documents tab of SNACS. Additional information about adverse action is available in the Eligibility Manual. In SNACS, please upload the copies of the letters sent to the households.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	133	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History		<p>Finding: There were two students receiving free meal benefits as a result of an incorrectly extended direct certification E code from a foster child in the same household. As a reminder, E codes do not extend to other household members. This error appears to be the result of all free direct certifications on July 8 being imported into the software system as "free direct SNAP." Because the foster child was identified in the software system as free due to SNAP, the benefit was automatically extended to other children in the household.</p> <p>Corrective Action: Send the household a notice of adverse action notifying them that the two children not identified as foster will change from free to paid status ten calendar days after the date the letter is sent. Please ensure that the child in the household identified as "foster" continues to receive a free benefit and is noted as eligible based on foster status in the software system (this may require a manual update). In SNACS, please upload a copy of the adverse action letter sent to the household.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	134	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA did not perform Direct Certification (DC) in the required timeframes (7 CFR 245.6). Full enrollment DC runs must be performed at least three times each school year: at or around the beginning of the school year, 3 months after the initial match and again 6 months after the initial match, plus an additional time close to April 1 (7 CFR 245.6). The SFA frequently runs DC, but typically only does partial enrollment runs and excludes students already directly certified for free meals.</p> <p>Corrective Action: Provide a statement of how and when the SFA will perform the full enrollment DC runs in the required time frames during the school year. For additional information, please reference the DC User Guide, DC Webcast, and other resources on the DC webpage.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	141	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History		<p>Finding: One student has been receiving reduced-price meal benefits, but should have been receiving free benefits. The student's sibling matched on direct certification with an S code, which should have been extended to all other children in the household. Both students were approved for reduced-price benefits via application, but should have been free via direct certification once the match and extension were identified.</p> <p>Corrective Action: Please send the household an increase in benefits letter (template available under Documents tab in SNACS). The letter must advise the household that their student will change from reduced-price status to free status no later than three calendar days from the date of the letter. After sending the letter to the household, the benefit should be changed to free in the software system as soon as possible and within three days. In SNACS, please upload a copy of the letter sent to the household.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	213	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The SFA's notice of adverse action (i.e. "We HAVE Checked Your Application" letter) did not contain all required information (7 CFR 245.6a). The letter did not adequately communicate that an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision and instructions on how to appeal, nor were the directions on how to file an appeal clearly communicated.</p> <p>Corrective Action: In the Eligibility Manual, review the Notice of Adverse Action section (page 57) and the When Verification is Considered Complete section (page 113). Update the letter template so it contains all of the required information. Upload the updated letter into SNACS.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The correctly formatted full non-discrimination statement was not properly included on all program materials. On the direct certification (DC) notification letter, the statement's formatting was altered. However, the statement must be included with all of its original phrasing and spacing.</p> <p>Corrective Action: Update the DC letter template so that it includes the correctly formatted, full non-discrimination statement. Upload a copy into SNACS.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1219	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive and track job-specific training in the current school year (7 CFR 210.30). The food service secretary serves as the determining official, among other school nutrition tasks. These duties qualify the staff member as "non-school nutrition program staff with job duties pertaining to school nutrition programs" and thus four hours of professional standards training annually are required (including civil rights training).</p> <p>Corrective Action: Submit a tracking tool that reflects any school nutrition training completed by the food service secretary in the current school year thus far. Please also submit a plan for how training requirements for this staff member will be met going forward. Reference the Professional Standards webpage for training ideas, tracking tool templates, and guidance on requirements.</p>
Site Name	Sheboygan Falls Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: There was a weekly meat/meat alternate (M/MA) shortage at lunch over the course of the review week. Over the course of the week, 7.5 oz eq was offered, but 8 oz eq is required at lunch each week. This was due to three days having 1 oz eq M/MA lunch entrées.</p> <p>Options:</p> <ul style="list-style-type: none"> • Bundle a cheese stick with the yogurt, crackers, and granola • Add a cheese stick with the turkey stick and crackers • Give the K4 and K5 three cheese bites instead of two <p>Corrective Action: Submit a statement explaining how this weekly lunch meat/meat alternate shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p>
Site Name	Sheboygan Falls Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History		<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p>

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Corrective Action: Post the most recent report in a publicly visible location. The report from February 2020 is the most recent report that must be posted.
Corrected on-site; no further action required.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/20/2020	1995	301	Administrative Review	ALL				
Comments								
4K Meal Access						Created By		Created Date
<p>The school district enrolls half day 4K students. These students can attend the YMCA-run before and/or afterschool daycare within the elementary school building. 4K students can eat breakfast as part of their AM school day or part of their AM daycare. Lunchtime is not built into the 4K school day, however AM 4K students can stay after their school day to eat lunch, PM 4K students can come before their school day for lunch, and any 4K at daycare during the lunch period can eat lunch. Typically, only the 4K students attending daycare eat lunch, but any 4K students could eat lunch if desired. During the school day, the only daycare attendees are enrolled 4K students receiving care before or after their school day. The district does not provide meals for daycare attendees on days when school is not in session but the daycare is in operation (such as over school breaks). The 4K students that eat meals are claimed under the elementary school. Based on discussions with the food service director and other SNT staff, the current setup for feeding and claiming the 4K children is acceptable.</p>								3/20/2020 8:39:01 AM
03/20/2020	1994	1002	Administrative Review	ALL				
Comments								
Local Wellness Policy Resources						Created By		Created Date
<p>As the district works on updating and improving the wellness policy, it is recommended to review the resources on the Local Wellness Policy webpage. Of particular interest may be:</p> <ul style="list-style-type: none"> The Local Wellness Policy Builder which contains sample language that can be used when updating a policy The Local Wellness Policy Checklist which provides a summary of required content areas that must be included in the policy 								3/20/2020 8:19:59 AM
03/20/2020	1993	1000	Administrative Review	ALL				
Comments								
Local Wellness Policy Updates						Created By		Created Date
<p>While the SFA's wellness policy does meet all the minimum content requirements, there are several ways the policy could be improved. The SFA should consider adding more specific language and defined, measurable goals. It is highly recommended to specifically reference the Healthy Hunger-Free Kids Act and Smart Snacks in Schools. Additionally, the policy could directly reference other publicly available board policies that speak to items that overlap with the wellness policy, such as policies regarding fundraisers and vending machines. Please work towards a wellness policy that is more district-specific and speaks to the local goals for the schools and students.</p>								3/20/2020 8:19:22 AM
03/20/2020	1992	1005	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 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. 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). The Local Wellness Policy Evaluation the district has from The Wisconsin Obesity Prevention Initiative could be a substitute for the WellSAT, as this evaluation compares the district's policy to a model policy.</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</p>								3/20/2020 8:17:25 AM

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policy goals. 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. The SFA could choose to skip the WellSAT portion of the report card, and instead include a copy of the Local Wellness Policy Evaluation referenced above with the completed report card to constitute the full triennial assessment report. If fully completed, the report card meets all requirements of the triennial assessment. Please visit the Local Wellness Policy webpage for more information.							
03/20/2020	1991	306	Administrative Review	ALL			
Comments							
Enrollment on Claims				Created By		Created Date	
The enrollment number reported for each site on the monthly claims should reflect only the number of enrolled students with access to that meal. If everything is coded correctly and the proper parameters are set, the edit check report should yield an accurate enrollment number for each program for each school. If the total enrollment or number of students eligible (free, reduced, paid) on the edit check report do not match other reports in the software system (such as enrollment reports or eligibility reports), the vendor should be contacted to investigate any discrepancies between reports.						3/20/2020 8:15:45 AM	
03/20/2020	1990	1400	Administrative Review	ALL			
Comments							
HACCP Process 3				Created By		Created Date	
The SFA does not prepare any scratch food items that would be classified as complex food preparation HACCP process 3 items. However, any items that are cooked, cooled, reheated, and served are considered HACCP process 3 items. This includes the saving of hot leftovers for future use. For example, if at the end of meal service, unserved chicken patties are cooled, frozen, and then reheated and served at a later date they would be considered HACCP process 3 menu items. It is recommended to update the HACCP process categorization charts in the food safety plans to reflect this.						3/20/2020 8:13:54 AM	
03/20/2020	1989	705	Administrative Review	ALL			
Comments							
Student Meal Debts				Created By		Created Date	
At the end of each school year, the district transfers money into Fund 50 for any negative student account balances. The district then takes on the responsibility for contacting households and recovering the money owed for meals. This practice is acceptable and helps ensure that Fund 50 does not absorb any bad debts and takes the debt collection pressure off of food service.						3/20/2020 8:12:35 AM	
03/18/2020	1988	305	Administrative Review	ALL			
Comments							
Unpaid Meal Charge Policy Updates				Created By		Created Date	
The SFA's current written unpaid meal charge policy indicates that alternate meals are offered when specific criteria are met. However, discussions with the food service director indicated that alternate meals are no longer offered, and all students have the option to receive a reimbursable meal regardless of account balance. Please ensure that the written policy is updated to reflect the current practices in the district and that it is communicated to households through the proper channels.						3/18/2020 3:26:05 PM	
03/18/2020	1987	305	Administrative Review	ALL			
Comments							
Student Meal Account Refunds				Created By		Created Date	
The SFA's food service webpage states, "refunds will be made upon graduation for balances of \$5 or more if no siblings." Discussions with district staff indicated that this procedure has been changed so that all free/reduced-price eligible households receive full refunds when children leave the district even when that is below \$5, as required. Please review the Financial Q&A posted on the Financial Management webpage and ensure the district's procedures align with USDA and state requirements. Please also ensure the district's webpage is up-to-date on this topic.						3/18/2020 3:21:05 PM	
03/18/2020	1986	711	Administrative Review	ALL			
Comments							
Adult Meal Prices				Created By		Created Date	

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The SFA establishes the adult meal prices by charging a specific percentage more than the student prices. This method has consistently resulted in adequate adult meal prices. However, there are also tools available on the Financial Management webpage that can be used to determine the minimum prices that must be charged for adult meals annually: the Adult Meal Pricing Worksheet and the reimbursement rate charts. Using these tools will help the SFA ensure the minimum pricing requirements continue to be met.				3/18/2020 3:14:25 PM	
03/18/2020	1985	141	Administrative Review	ALL	
Comments					
Benefit Extensions			Created By		Created Date
The determining official uses a report from the software system to identify students that may be eligible to receive benefit extensions from siblings or other children in the household who have matched to direct certification. This report likely uses address matches to identify extensions, which may not always be accurate (such as apartment buildings without unit numbers). It is highly recommended that the determining official double check the extensions identified via this report to ensure accurate extension of benefits.				3/18/2020 3:09:15 PM	
03/18/2020	1984	126	Administrative Review	ALL	
Comments					
Benefit Issuance Errors			Created By		Created Date
<p>There were a total of 10 benefit issuance errors which are addressed in the corrective action section. Fiscal action will be assessed for these errors, as the 3% error threshold was exceeded. There are a few reminders regarding these errors:</p> <ul style="list-style-type: none"> Applications submitted with case numbers must also contain the name of the corresponding eligible assistance program name to be considered complete. The only valid programs are SNAP/Food Share, TANF/W-2 Cash Benefits, and FDIPR. For income applications, the number of household members' names on the application must match the number listed in the household members box. The box must be filled in and match the number of names for the application to be considered complete. The E code on direct certification (DC) indicates status as a foster child. The E code cannot extend to other children in the household. If a foster child is adopted or is otherwise no longer considered foster during the school year, the free meal benefit given to them based on their status as a foster child remains for the duration of the school year and 30 operating days into the next school year. The child must always receive the best benefit for which they are eligible. For example, if a child is approved for reduced-price benefits via application, but later matches with a free code on DC or is eligible for free meals via DC extension from a sibling, the child would get the free benefit on the day it is determined they are eligible for free meals. <p>It is recommended to review the resources on the Free and Reduced Meal Applications webpage, including the webcasts. The determining official could also consider attending the SNSDC summer trainings offered by the School Nutrition Team to get a refresher on approving students for benefits. Please check the Training webpage for more information on the SNSDC trainings.</p>				3/18/2020 12:37:50 PM	
03/18/2020	1983	133	Administrative Review	ALL	
Comments					
Direct Certification File Imports			Created By		Created Date
The direct certification (DC) match report from 7/8/19 was uploaded into the student information system (SIS) with all free codes showing as "SNAP," instead of the variety of free codes students may have matched with. When uploading the DC match files to the SIS, all specific codes students match with should be pulled through and associated with their meal benefit. For example, if a student matches with an M code, they should show up as "Free – Medicaid" in the SIS -- not "Free - SNAP." This is important for reporting and recordkeeping purpose, as well as proper extension of benefits. Please ensure the DC files are properly uploaded into the SIS going forward.				3/18/2020 12:15:58 PM	
03/18/2020	1982	208	Administrative Review	ALL	
Comments					
Confirming Official Duties			Created By		Created Date
The determining and confirming official cannot be the same person. The SFA has a different person designated in each of these roles on the online contract. However, the food service director (also the confirming official) occasionally assists the determining official in approving applications in the summer and early fall when the volume is high. When it is time for verification, the confirming official must ensure that they do not confirm any applications that they were initially responsible for approving—which may occasionally occur. The purpose of confirmation review by the confirming official is to double check the				3/18/2020 12:07:24 PM	

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initial benefit determination. If the confirming official made the initial determination, they could not double check their own work.									
03/06/2020	1909	211	Administrative Review	ALL					
Comments									
Verification Results Letter					Created By		Created Date		
It is recommended to update the "We Have Checked Your Application" verification letter so it more accurately communicates the requirements if the household chooses to reapply for benefits. If a household has their benefits decreased as a result of verification (such as if their documentation did not support their benefit or they did not submit documentation), they must submit documentation with their application if they choose to reapply within the same school year. Please reference page 59 of the Eligibility Manual , 7 CFR 245.6a(f)(7), and the corresponding DPI template letter .							3/6/2020 2:40:39 PM		
03/06/2020	1908	110	Administrative Review	ALL					
Comments									
Letter Templates					Created By		Created Date		
Please note that the DPI School Nutrition Team (SNT) does not approve notification letters as part of the online free/reduced-price meal application process. If an SFA uses an online application, the software vendor distributing these applications to households must be DPI-approved. This approval process only involves examination of the application itself. It is up to SFAs to ensure the notification letters (direct certification, application approval, application denial, etc.) meet requirements. It is highly recommended to annually compare the letters in the software system to the most updated DPI template letters.							3/6/2020 2:37:39 PM		
03/06/2020	1907	803	Administrative Review	ALL					
Comments									
Civil Rights Complaint Procedures					Created By		Created Date		
<p>Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous. All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the Template Civil Rights Complaint Procedures to create written procedures. An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.</p> <p>If a complaint of discrimination is received at your district, the following procedures should be followed:</p> <ol style="list-style-type: none"> 1. Document the complaint using the USDA Program Discrimination Complaint Form (Espanol). 2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 Fax: (608) 267-0363 Email: jessica.sharkus@dpi.wi.gov. <p>Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know.</p>							3/6/2020 2:36:46 PM		
03/06/2020	1893	211	Administrative Review	ALL					
Comments									
Verification Notification Letter					Created By		Created Date		
It is recommended to update the "We Must Check Your Application" letter used for verification so that it more accurately communicates acceptable timeframes for documentation. Selected households can submit documentation of income or receipt of assistance from any point in time between the month prior to the application and the time the household is required to provide the documentation. Please reference page 106 of the Eligibility Manual and the corresponding DPI template letter .							3/6/2020 9:22:08 AM		
03/06/2020	1898	110	Administrative Review	ALL					

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Comments	Created By	Created Date
Direct Certification Letter The direct certification (DC) notification letter should be updated so it more accurately communicates all necessary information. It is recommended to specify the reasons that a child may have matched to DC. The letter currently references an "application for educational benefits," however this should likely say "application for meal benefits." The letter should also clarify that eligibility due to status as a foster child does not extend to other children in the household, unless there is also a household member receiving benefits from an eligible assistance program. Finally, the letter should provide more detailed information about extension of benefits to other children in the household and more specific instructions on how to notify the school district of other children in the household not listed on the letter. It is highly recommended to reference the DPI DC template letter and adopt the language therein.		3/6/2020 9:45:15 AM