

# USDA Child Nutrition Programs Administrative Review Summary Report

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**School Food Authority: Independence School District Agency Code: 612632**

**School(s) Reviewed: Independence Middle School**

**Review Date(s): February 7-9, 2017**

**Date of Exit Conference: 02/09/2017**

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State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

## **General Program Reminders/Updates:**

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI School Nutrition Training webpage [dpi.wi.gov/school-nutrition/training](http://dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage [dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- SFAs are required to have a local meal charge policy in place no later than July 1, 2017. More information, resources, and best practices may be found on the Wisconsin DPI School Nutrition Financial Management webpage [dpi.wi.gov/school-nutrition/national-school-lunch-program/financial](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial), scroll down to the unpaid meal charges section.

## **Appreciation/Commendations/Noteworthy Initiatives:**

Thank you to the staff at Independence School District for the courtesies extended to us during the on-site review. Thank you for being available when 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. It was noted by the reviewer what a friendly and welcoming environment the kitchen area was for all students. Thank-you to the kitchen staff for all of their efforts regarding

the operations of the food service program. The non-food service staff do a wonderful job of working together to assist in administrative responsibilities for the administrative portion of the food service program. A sincere thank-you for their efforts as well. It was a great pleasure to work with all.

## REVIEW AREAS

### 1. MEAL ACCESS AND REIMBURSEMENT

#### Comments/Technical Assistance/Compliance Reminders

##### **Public Release**

All School Food Authorities (SFAs) are required to distribute a *Public Release* before the start of the school year. SFAs should send the public release to media and grassroots organizations. In addition, SFAs should send the release to major employers contemplating or experiencing large layoffs and local unemployment offices, as applicable. SFAs are not required to pay to have it published but must maintain documentation of whom the release was sent to along with the specific materials distributed. Note, the *Public Release* cannot be posted to the SFA's website and/or district handbook. **Technical assistance** was provided as to the time frame to distribute the public release.

##### **Direct Certification**

- As a reminder, you are required to run direct certification minimum of three times a year: at or near the beginning of the school year, three months after the initial run (November) and six months after the initial run (February).

- The effective eligibility date for a DC eligible student is the date of the original output file.

**Technical assistance** was provided regarding direct certification as to when to run direct certification.

##### Applications

- Applications must be reviewed in a timely manner. An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.
- Children are eligible for free or reduced price meal benefits on the date their eligibility is determined by the Determining Official.
- When an application only has one frequency of payment indicated for all of their reported incomes on the application, you should not convert it to annual, but using the Income Eligibility Guidelines (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/income-eligibility-guidelines-1617.doc>), you would look at the amount of their income under the column indicating that frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually).
- When benefit's eligibility status increases, the change must take place within 3 days. When benefit's eligibility decreases, the change cannot take place before 10 calendar days and a notice of adverse action must be sent in writing with appeal rights procedures. **Technical assistance** was provided to assist.

##### **House hold income box**

As a reminder, for the household income size box:

- If the Total Household Members box has been completed, but the number of children and adults listed on the application add up to a different number, the SFA is required to follow up with the household to clarify the correct number of people in the household and ensure all

household member have been included on the application before an eligibility determination is made.

- If the Total Household Members box has not been completed, the SFA is required to follow up with the household to confirm the total number of household members. It cannot be assumed that the number of people listed on the application is the total number of household members. This box has been added as an edit check to ensure all members of the household are included and can make a difference in the eligibility determination. Per clarification from the USDA Regional office, any application that does not have this box completed is considered an incomplete application. **Technical assistance** was provided.

### **Incomplete Applications**

- Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified. The SFA may return the application to the household or contact the child's parent or guardian either by phone, or in writing, including email. The determining official should document the details of the conversation, date, and initial. Applications missing signatures must be returned to the parent to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application. **Technical assistance** was given regarding follow-up with families to clarify missing information or listed information that was unclear.

### **Limited English Proficiency (LEP)**

- Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with limited English proficiency.
- LEAs must make reasonable efforts to provide household letters and application forms to families in the appropriate languages.
- To assist SFAs in reaching households with limited English proficiency, the SNT provides the Wisconsinized version of the USDA Free and Reduced Price Meal application materials in English, Spanish, Hmong and Albanian.
- The FNS website offers the application materials in 49 languages <http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>.
- The nonprofit food service account may be used to pay for translation services for food service purposes if there is a need to translate materials in a language that is not currently available.

### **Annual Income**

- If the household provided only annual income, the LEA must follow up with the household to ensure that the amount is an accurate reflection of the household's current income. **Technical assistance** was provided to follow up with families to confirm annual income that was listed.

### **Other Source Categorical**

- If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, or runaway, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency, before meal benefits can be provided. Once confirmed, this eligibility is only available to the designated child and is not extended to other members of the household.

- Applications that indicate a child is a foster child are categorically eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is not extended to other household members.

### **Disclosure**

- The information provided by families on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits.
- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers. Consent must be obtained each school year. A template sharing information form is located on the SNT webpage <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs-1617.doc>.
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template disclosure form is located on the SNT website <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>.

Technical assistance was provided.

### **Findings and Corrective Action Needed**

**Finding #1:** It was found that the public release was not sent out at the appropriate time.

**Corrective Action Needed:** Please submit a statement of when the public release will be sent out in the future.

**Finding #2:** It was found that the direct certification was not run at or around the start of the school year.

**Corrective Action Needed:** Please submit a statement of the requirements of when direct certification should be run.

**Finding #3:** It was found that there was some confusion on the role of the officials in the verification process. It was also found that there was no "*We have checked letter*" sent out with the results of verification.

**Corrective Action Needed:** Please review the verification process on the DPI website. Please submit a statement of understanding outlining the role of each of the officials and a copy of what letter will be sent to families after the verification process has taken place regarding their benefit status.

**Finding #4:** It was found that there were a few applications that were missing some information. A follow-up is required to clarify information.

**Corrective Action Needed:** Please follow up with families to correct the problem. These errors are recorded on the *Eligibility Certification and Benefit Issuance Error Worksheet*.

## 2. MEAL PATTERN AND NUTRITIONAL QUALITY

### Commendations

Thank you to the food service director and school nutrition staff for working hard to provide healthy meals to students each day.

### Comments/Technical Assistance/Compliance Reminders

- **Grain Crediting:** Exhibit A in the Food Buying Guide is a helpful tool for crediting grain items. It can be found here: [http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exa\\_fbg.pdf](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exa_fbg.pdf). Our webcast on the grain component provides an example of how to credit using Exhibit A: <http://dpi.wi.gov/school-nutrition/training/webcasts#grains>.
- **Bread:** The bread currently used credits as less than 1 ounce equivalent (oz eq) grain. To count as an item at breakfast, a grain product needs to be at least 1 oz eq. If a student takes one piece of toast, the toast will not count as an item under Offer versus Serve. We discussed that it would be simpler for students and staff to switch to a bread product that is at least 28 grams (1 ounce) per slice. Make sure that the first ingredient is a whole grain ingredient.
- **Crediting Meat/Meat Alternate:** Meat/meat alternates (M/MA) are credited based on weight. In order to credit a product such as deli meat or taco filling, you must know the weight of a portion. This, in combination with the crediting documentation for the product (CN label, PFS, Food Buying Guide, and/or standardized recipe) will allow you to determine the crediting of a portion. Technical assistance was given on the need to weigh the deli ham and turkey used on sandwiches sandwich in order to determine crediting. See our meat/meat alternate webcast for more information: <https://dpi.wi.gov/school-nutrition/training/webcasts#meat>.
- **Production Records:** There are production record requirements, instructions, and templates on our website: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>. Consider switching to a new production record template to streamline documentation and ensure that all requirements are being met.
- **Training:** Regular trainings are offered on the Wisconsin DPI webpage through webcasts, webinars, and on-site trainings. Please stay tuned on our webpage for current and upcoming opportunities <http://dpi.wi.gov/school-nutrition/training>. Please also know that all members on the School Nutrition Team are available for technical assistance any time throughout the year. A current staff directory can be found on our website: <http://dpi.wi.gov/school-nutrition/directory>.

### Findings and Corrective Action Needed

☐ **Finding #1:** The breakfast menu includes a daily entrée option of 1 oz eq cereal, which totals to 5 oz eq grain offered each week. Since the weekly requirement of grain at breakfast is 8 oz eq for grades 6-8, this resulted in a weekly grain shortage for the review week. The cereal should be paired with 1 oz eq of grain or meat/meat alternate on at least 3 days to meet this requirement. See the breakfast meal pattern table: <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/breakfast-mpt.pdf>.

**Corrective Action Needed:** Please submit a written statement explaining what you will add to the menu to fix this problem. Please submit nutrition facts labels and ingredient lists for any new products you add to the menu.

❑ **Finding #2:** The Fruit Whirls and Sugar Frosted Flakes cereals offered at breakfast are not whole grain-rich. To determine if a product is whole grain-rich, look at the ingredient list; the first ingredient should include the word “whole.” Common whole grain ingredients include whole wheat flour, whole corn, and whole oats.

**Corrective Action Needed:** Please submit a written statement verifying that you will no longer serve these non-whole grain-rich cereals. If you choose to replace them with other cereals, please submit the nutrition facts labels and ingredient lists for these new products.

❑ **Finding #3:** At the time of the on-site review, crediting documentation was not provided for several products served during the week of review. If crediting documentation is not able to be obtained for these processed products, they will not be able to be served in the school meal programs. The breaded fish square and the summer sausage that were served during the week of review did not have crediting documentation available; therefore, they are unable to be credited towards the meal pattern. These products must be taken off the menu and new products must be found to replace them.

A Child Nutrition (CN) label or product formulation statement (PFS) is required for any combination food or meat/meat alternate or other processed food not found in the USDA *Food Buying Guide* for Child Nutrition Programs. Please keep updated copies of CN labels on file. It is important that CN labels are taken directly from the box. They can be kept in original format or photocopied as a clear, legible photocopy with the entire label visible. When CN labels are not available for products, those products must have a current, accurate PFS detailing product composition and crediting information in order to be served in Child Nutrition Programs. More information regarding crediting documentation can be found at: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/meal-pattern>.

**Corrective Action Needed:**

- Please provide a CN label or Product Formulation Statement for:
  - Fish square (the new product you are using) – *provided during on-site review; no further action needed. Thank you!*
  - Italian combo meat – *provided during on-site review; no further action needed. Thank you!*
  - Bologna
- Nutrition facts label and ingredient list for:
  - Tortilla

❑ **Finding #4:** Any homemade menu item with more than one ingredient must have a standardized recipe on file. Information on recipe standardization and requirements is found here: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>. A standardized recipe is one that has been tried, tested, adjusted, and retested as necessary. There are no standardized recipes for the deli sandwiches served on the salad bar entrée line. It is important to keep recipes even for simple menu items so that everybody knows how to consistently prepare the item in order to meet daily and weekly meal pattern requirements.

**Corrective Action Needed:** Please submit standardized recipes for the turkey, ham, bologna, and Italian sandwiches. Make sure to include the weight of the deli meat on the recipes, since meat/meat alternate is credited by weight.

- ❑ **Finding #5:** There was no lunch signage posted on the day of review. Signage must be posted for both breakfast and lunch to tell students what they must take to have a reimbursable meal. At lunch, signage should tell students that they must take 3 of 5 components including ½ cup fruit and/or vegetable. There are signage templates available on our website: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage>.

**Corrective Action Needed:** Please submit a photo of the new signage you have posted for lunch.

### 3. RESOURCE MANAGEMENT

#### Comments/Technical Assistance/Compliance Reminders

##### **Annual Financial Report:**

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong, and this will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. The new 16-17 Annual Financial Report instructions are located on our website at: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/annual-financial-report-instructions-new-1617.doc>
- The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.
- The ending balance, on June 30, can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00.
- Bad debt is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. SP57-2016 Unpaid Meal Charges guidance Q & A may be found at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-57-2016.pdf>. **Technical assistance** was provided regarding the annual financial report.

##### **Non-program foods**

Regulations now require schools to run what is called the Non-Program Foods Revenue Tool which will determine if the school is generating sufficient revenue to cover food costs. Information used to run the tool is taken from the Annual Financial Report. This department strongly recommends schools cover food and labor costs for all Ala Carte activities. The USDA tool is located on our website at [http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/npr\\_tool.xls](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/npr_tool.xls).

Also as a reminder non-program foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals, Catered Meals, and Food Service operated Vending Machines. All non-program food costs including food, labor, equipment, purchased services, and other expenses must be covered by revenues received from the sale of those foods. Non-program foods may not be supported by reimbursable meals or have a non-program foods loss absorbed by the food service account. Thus non-program foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit. There is a calculator located on

our website to aid you in calculating the prices of your non-program foods.

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/nonprogram-food-price-calculator.xlsx>

To document non-program food compliance with the Federal regulation, the USDA Non-program Foods Revenue Tool needs to be completed. To do this, the SFA must select a reference period of at least 5 consecutive operating days (4 consecutive days for schools which only operate 4 days) of a regular school week, and compare the reference period revenue ratio to the food cost ratio to determine if the revenue ratio is equal to or greater than the food cost ratio. Rather than separating all costs for the entire year (although recommended), SFAs must separate their non-program food costs from their program food costs for the selected period to complete the Non-program Foods Revenue Tool. If the revenue ratio is equal to or greater than the food cost ratio, the SFA is in compliance.

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

**SFAs must collect the following SFA-wide information for the reference period**

For non-program food revenue, the dollar amount of non-program food sales, including a la carte sales, adult meals, vending machines, and any other non-program food purchased with nonprofit school food service account funds. For total revenue, the dollar amount of program and non-program food sales.

For non-program food cost data, include:

An itemization of all non-program foods to be offered during the reference period;

The per item/serving cost of each non-program food, including food sold only as non-program food, food sold as program and non-program food (crossover food);

The number of servings/items sold.

For total food cost data, include all non-program food cost data and program food cost data. Program food cost data should be readily available using production records, invoices, etc. **Technical assistance** was provided as to how to run the non-program tool.

**Indirect Costs**

- DPI does not allow the annual assigned indirect cost rate to be applied to Fund 50 (Foodservice account within WUFAR). For both public and private schools in Wisconsin, any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than on the indirect cost rate. This could include items such as utilities, rent, printing and mailing services, administrative oversight, etc.
- Allowable Expenditures assessed to the food service fund must be supported with documentation for things such as gas, electricity, waste removal, fuel, water, etc. for both public and private schools. Examples of supporting documentation for costs assessed to food service fund could include:
  - Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local realty broker who has knowledge of current rates for rent of similar facilities).



- Utility charges - separately metered or current usage study by the local utility company.
- Labor expenditures - based on actual amount of time worked specifically for the purpose of school food service times the employee's wages and benefits.
- Printing/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
- Waste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from district's total.

**Technical assistance** was provided.

### **Findings and Corrective Action Needed**

**Finding #1:** It was found that the non-program tool was not run for the district.

**Corrective Action Needed:** Please run the tool and submit a copy of the completed tool.

**Finding #2:** It was found that the annual financial report had different beginning and ending balances.

**Corrective Action Needed:** Please correct this and contact Jacque Jordee to open up report to make corrections. Her contact is [Jacqueline.jordee@dpi.wi.gov](mailto:Jacqueline.jordee@dpi.wi.gov) or 608-267-9134.

**Finding #3:** It was found that the food service secretary's pay was being charged at a percentage.

**Corrective Action Needed:** Please do a time study and submit a written statement on how this will be handled moving forward in the future.

**Finding #4:** It was found that there are substitutes having meals, there is a transfer of funds to Fund 50 from the general fund to cover this cost however there needs to be a way to enter these meals into Fund 50 as an expense.

**Corrective Action Needed:** Please contact your software company to figure out how to set up an account regarding substitutes or visitors. Please submit a statement of how this will be corrected. This will assist with tracking the cost of regarding substitutes and visitor meals.

## **4. GENERAL PROGRAM COMPLIANCE**

### **Comments/Technical Assistance/Compliance Reminders**

#### **Smart Snacks**

All foods or beverages sold to students on the school campus between midnight and 30 minutes after the end of the instructional day must be in compliance with the Smart Snacks rule that went into effect on July 1, 2014. Information on this regulation, along with a product calculator to help determine compliance of various food items, can be found on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.

Each student organization may hold two exempt fundraisers per school year. An exempt fundraiser can sell foods or beverages that do not meet the Smart Snacks guidelines. Each fundraiser cannot

exceed two consecutive weeks in length, and it cannot occur in the meal service area during meal time. The school must complete the exempt fundraiser tracking tool annually and use it to ensure that each student organization does not hold more than two exempt fundraisers.

### **Special Diets**

SFAs must accommodate dietary requests that are supported by a signed medical statement from a licensed medical practitioner. Meals served to a students with special dietary needs who have a signed medical statement from a licensed medical practitioner 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>.

School food service staff may make food substitutions, at their discretion, for children for whom they do not have a signed medical statement from a licensed medical practitioner. It is 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. Accommodations made for students without a signed medical statement from a licensed medical practitioner 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. **Technical assistance** was provided regarding how to handle special dietary needs.

### **Wellness Policy**

At a minimum the wellness policy must include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day.
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

SFAs must complete an assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and process made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis. Alicia Dill and Kelly Williams are the team nutrition specialists who can be contacted for additional questions regarding the wellness policy. Here is their contact information: [Alica.dill.@dpi.wi.gov](mailto:Alica.dill.@dpi.wi.gov) or 608-266-5197 or [kelly.williams@dpi.wi.gov](mailto:kelly.williams@dpi.wi.gov) or 608-267-9120.

A summary of the requirements can be found at:

[http://www.fns.usda.gov/sites/default/files/tn/LWPsummary\\_finalrule.pdf](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf). USDA Food and Nutrition Service has information on the local school wellness policy process and wellness policy elements at: <https://healthymeals.nal.usda.gov/school-wellness-resources>. Wisconsin Team Nutrition has several wellness policy resources available including a toolkit, a wellness policy builder, and wellness policy

report card at: <http://dpi.wi.gov/school-nutrition/wellness-policy>. **Technical assistance** was provided regarding updating the wellness policy.

### **Food Safety**

School agencies participating in the school nutrition programs agree to maintain necessary facilities for storing, preparing, and serving food and to comply with health standards required by applicable state agency and/or local laws and codes. There are four food safety requirements specified by U.S. Department of Agriculture (USDA) for school agencies that participate in the National School Lunch (NSLP) and/or School Breakfast (SBP) Programs;

- Request two food safety inspections from the state or local governmental agency responsible for food safety inspections each school year for each school participating in the school lunch or breakfast program. Food Safety Inspections in Service-Only Sites Participating in the School Meals Programs - USDA Guidance Memo SP 45-2011 (8/3/11) **Technical assistance** was provided due to only one inspection being done each year at Ixonia Elementary which is located in Jefferson County, Wi.
- Publicly post the most recent food safety inspection and make a copy of the inspection report available upon request.
- Implement a food safety program based on Hazardous Analysis Critical Control Point (HACCP) principles, per USDA guidance.
- Report annually the number of food safety inspections conducted at each site to Department of Public Instruction.

Please review the provided link to access food safety information as well as templates regarding food safety plans and the HAACP process 1, 2 and 3 <http://dpi.wi.gov/school-nutrition/food-safety>.

**Technical assistance** was given regarding having standard operating procedures and being site specific.

### **Professional Standards**

- Each SFA must designate at least one staff member as a program “director”. A program “director” is the person designated to perform or oversee the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, customer service, nutrition education, and general day-to-day program management.
- The hiring standards for SFA directors are based on the size of their SFA and includes education, school nutrition experience and food safety training requirements <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-chart-by-district-size.pdf>.
- Per SP 38-2016, any School Food Service Director hired after July 1, 2015 that does not meet the minimum education requirements cannot use the nonprofit school food service account to pay their salary; this would be an unallowable cost and the SFA’s general fund may be used to pay the salary of a new director who is actively pursuing the minimum education requirements.
- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee’s role in the management and operation of the school nutrition program.
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our website at <http://dpi.wi.gov/school-nutrition/training/professional-standards>. **Technical**

**assistance** was provided to track training hours district wide for professional standards. Guidance was provided on who has to have training aside from food service professionals.

### **School Breakfast (SBP)**

At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

### **Buy American**

The USDA requires that an SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports small local farmers and provides healthy choices for children in the school meal programs. Purchasing from these entities also supports the local economy. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Further, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the “domestic” standard as described above (“non-domestic”) in circumstances when use of domestic products is truly not practicable. Refer to SP 24-2016 for more information on the Buy American provision and limited exceptions.

More information on this new requirement can be found on the SNT website at <http://dpi.wi.gov/school-nutrition/procurement/buy-american> which includes a tool to assist with tracking noncompliance products.

**Technical Assistance Provided:** Noncompliant food items that were observed included canned fruits (i.e. mandarin oranges and pineapple) and Tuna. Recommendations for compliance:

- Add Buy American clause to vendor contracts/solicitation agreements. Monitor products when delivered to ensure they are domestic.
- Some products will not be grown domestically, such as pineapple and mandarin oranges. Please check with your vendors to see if these products are available domestically. If they are not, document information on the Non-compliant Product List, <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>.
- Other possible reasons for not purchasing domestically includes: cost, seasonality, availability, and substitution.
- If ordering online check with vendor to see if there is a link for determining the origin of the product.

Please ensure that you are compliant with the Buy American provision moving forward. If you have additional questions, please contact Randy Jones or Alex Zitske on the DPI staff about this provision/requirement. There contacts are [randal.jones@dpi.wi.gov](mailto:randal.jones@dpi.wi.gov) or [alex.zitske@dpi.wi.gov](mailto:alex.zitske@dpi.wi.gov).

## Grant Opportunities

There are numerous grant opportunities along with resources on the following link;  
<https://dpi.wi.gov/school-nutrition/grant-opportunities>.

## Civil Rights

### Nondiscrimination Statement

- When including the non-discrimination statement on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement which was just updated in October 2015 <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>. However, when space is very limited, such as on the printed menus, the abbreviated statement may be used, “**This institution is an equal opportunity provider,**” so that it can be printed in the same size font as the other printing in the document. **Technical assistance** was provided regarding using the correct statement and using the same font size and format on program materials.
- Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program. Tracking of this training for all persons involved in food service operations is a requirement. **Technical assistance** was provided.

### **Findings and Corrective Action Needed**

☐ **Finding #1:** Under the Smart Snacks rule, the only beverages that can be sold to middle school students are milk, 100% fruit juice, and plain water. This means that the vending machines you have that contain flavored water or sports drinks must only be available to students in grades 9-12. There are specific limits on calories and serving sizes for beverages. A summary of these requirements can be found on the second page of this handout: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf>.

Students in grades 6-8 may be offered:

- Water (plain) – no size limit
- Low-fat (unflavored) or fat-free (flavored or unflavored) milk – 12 fluid ounces
- 100% juice – 12 fluid ounces

The Smart Snacks guidelines are in effect from midnight until 30 minutes after the end of the school day. Some schools opt to turn some or all of their vending machines off until 30 minutes after the end of the day.

**Corrective Action Needed:** Please submit a written statement explaining how you will ensure that the vending machines with flavored water and sports drinks are not available to middle school students.

☐ **Finding #2:** Any parts of the reimbursable meal that are sold a la carte (i.e., second entrees or sides) must meet the Smart Snacks standards. Second entrees are exempt from the Smart Snacks standards on the day of and day after they are served as part of the reimbursable meal. There are exemptions for most types of plain fruits and vegetables (see the Nutshell handout linked to above). At the middle school, students are charged for any extra portion cups of meat and cheese they take on the salad bar line. These items may or may not meet the Smart Snacks guidelines. You will need to determine the nutrition information for the portion served and evaluate the information using the Smart Snacks calculator (<https://foodplanner.healthiergeneration.org/calculator/>). If any of these items do not meet the guidelines, you will not be able to sell them a la carte.

**Corrective Action Needed:** Please submit a written statement explaining how you will ensure that all a la carte items sold from food service meet the Smart Snacks guidelines.

**Finding #3:** It was found that the non-discrimination statement was not correct on letters going home to families regarding approval/denial of benefits.

**Corrective Action Needed:** Please submit a copy of the approval/denial letter that will be used in the future which includes the most current non-discrimination statement.

**Finding #4:** It was found that the non-discrimination statement was not listed on the website menu or posted menu in school.

**Corrective Action Needed:** Please update website menu with the non-discrimination statement. Corrected on-site non further action needed. Please submit a copy of a printed menu that is posted in the school with non-discrimination on it.

**Finding #5:** It was found that there was civil rights training conducted but no roster was signed.

**Corrective Action Needed:** Please submit a copy a training roster showing all those who took the training.

**Finding #6:** It was found that the wellness policy has not been updated.

**Corrective Action Needed:** Please submit a written statement regarding a timeline as to when the policy will be updated and implemented. Please include in the statement when and who will be involved in the wellness committee that needs to be created.

## 5. OTHER FEDERAL PROGRAMS REVIEW

### Comments/Technical Assistance/Compliance Reminders

#### **Summer Feeding Outreach**

As part of the National School Lunch Program, it is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, it is as simple as a blurb in a newsletter sent home to students, or putting up free posters and/or mail these items free of charge. 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>.

The Summer Food Service Program provides free meals to low-income children during school vacations. More than 26 million children eat school lunch every day when school is in session, and about half of them receive their meals free or at a reduced price due to low household income. The summer program offers those children nutritious food when school is not in session. During summer 2016, Wisconsin served 2.8 million meals at 888 sites operated by 217 sponsoring organizations.

The SFSP is a reimbursement program. The actual amount earned by a sponsor is based on the number of meals served, by type, and in some cases, the individual income eligibility of the child served. Applications are available online in March of each year. The federal deadline for submission

is June 15th. For more information, contact: Amy Kolano at 608-266-7124 or [ammy.kolano@dpi.wi.gov](mailto:ammy.kolano@dpi.wi.gov).

### **Wisconsin School Day Milk**

The Wisconsin School Day Milk Program (WSDMP) was created by the Wisconsin Legislature to reimburse schools for a portion of their costs for serving milk at a milk break to Pre-Kindergarten through Grade 5 students who are eligible for free or reduced price meals. Only one half-pint of milk may be claimed per eligible student per school day. By State law, no charge can be made to those students who qualify for free and reduced price meals and are receiving free milk under the WSDMP. Milk served to non-needy (paid) students at the milk break in Grades PreK through 5, and students in Grades 6-12, is not eligible for reimbursement. If milk served to students is claimed under the federal Special Milk Program (SMP), it may not be claimed under the WSDMP. **Technical assistance** was regarding appropriate point of service.

### **Fresh Fruit and Vegetable Program**

The Fresh Fruit and Vegetable Program (FFVP) provides children in participating elementary schools with a variety of free fresh fruits and vegetables. This grant opportunity must be applied for annually. The level of funds provided to any one school depends on the school's enrollment and the available funding provided by the USDA.

The purpose of the program is to expand and increase the variety and amount of fruits and vegetables children experience and consume. Combined with nutrition education and a reinforcement of healthful eating habits, the program emphasizes the long-term goals of positively influencing children's life-long eating habits and combating childhood obesity. Who is Eligible to apply:

- Public and non-profit private elementary schools that have 50% or greater of their students receiving free and/or reduced price meals.
- Schools participating in the Community Eligibility Program (CEP) if their individual school Identified Student Percentage (ISP) multiplied by 1.6 equals 50% or higher. This represents the CEP school's free and reduced-price eligibility equivalent.

For additional information you may contact Kathy Clark at [kathy.clark@dpi.wi.gov](mailto:kathy.clark@dpi.wi.gov) or 608-266-5197.

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Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career in an initiative called “Agenda 2017”. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

For more information on this initiative, please visit the Wisconsin DPI Every Child a Graduate webpage [dpi.wi.gov/statesupt/agenda-2017](http://dpi.wi.gov/statesupt/agenda-2017).

