

USDA Child Nutrition Programs Administrative Review Summary Report

School Food Authority: La Farge School District

Agency Code: 622863

School(s) Reviewed: La Farge High School

Review Date(s): March 7-8, 2018

Date of Exit Conference: March 8,
2018

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, meal benefit determination process, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (<http://www.fns.usda.gov/healthierschoolday>).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students' select healthier meal options (<http://smarterlunchrooms.org>). Smarter Lunchroom techniques are easy to begin implementing and do help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for [increasing consumption of white milk](https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk) (<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk>).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at La Farge 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.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations/Comments/Technical Assistance/Compliance Reminders

- All free/reduced applications and the direct certification runs were available for review. All applications were approved and students were receiving the benefits they have been determined eligible for.
- Determining official had detailed notes when clarifying applications and did a great job with annualizing income when needed on the applications.

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 with the household. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing/email. The determining official should document the details of the conversation plus date and initial.
- Households must put the last four digits of their social security number or check the box that they do not have a social security number in order for the application to be complete.

Disclosure

- The information provided by the family 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, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.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 of Free and Reduced Price Information](#) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

Findings and Corrective Action Needed: Certification and Benefit Issuance

❑ **Finding:** Three applications were considered incomplete because the household did not provide a social security number or check the box for not having a social security number.

Corrective Action Needed: Contact the households to verify the status of their social security number. **Corrected on site. No further action required.**

Verification

Commendations/Comments/Technical Assistance/Compliance Reminders

- When applications are chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application.
- The LEA has a regulatory obligation to verify “for cause” all approved applications that may be questionable. For more information, refer to the current Eligibility Manual.
- When a benefit eligibility status increases, the change must take place within 3 days. When a benefit eligibility decreases, the change cannot take place before 10 calendar days and a notice of adverse action is sent in writing with appeal rights procedures.

Findings and Corrective Action Needed: Verification

❑ **Finding:** Household selected for Verification was categorically eligible for free meals. Pay check stubs were provided to support income portion of the application. Proof of case number should have been used to verify the application. Household benefits went from free to reduce based on income.

Corrective Action Needed: Contact the family for case number documentation. If documentation is not provided, they will remain as a reduce status. Submit a copy of the final outcome for verification on this application.

❑ **Finding:** Confirming official was the same as the determining official. The confirming official signed every application. The application selected for verification was confirmed the day it was determined, rather than during the verification process.

Corrective Action Needed: Submit a statement describing the roles of the determining official, confirming official and the verifying official.

❑ **Finding:** SFA created a form that was attached to the “We Must Check” document, summarizing what the household must submit for verification. The form created only asked for pay check stubs. Households must submit supporting documentation for everything they put on the original application.

Corrective Action Needed: SFA can update their template to include everything needed for verification for categorically eligible students and income eligible students or the SFA can eliminate this form and use the “We Must Check” form. Please submit a statement of how the SFA will proceed.

Meal Counting and Claiming

Commendations/Comments/Technical Assistance/Compliance Reminders

- The meal counting and claim for the Review Month was conducted perfectly for Severe Need Breakfast and Lunch.
- Meals must be offered to all students each day school is in session a full day, so DPI has created [Field Trip meal resources](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning) to help schools offer student meals (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning).
- Please note that SFAs may claim visiting students in the paid category or the individual's category with documentation, unless they are from a CEP school.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the staff at La Farge School District for their warm welcome and cooperation throughout the administrative review. Reviewers took note of and greatly appreciated your conscientiousness with following the meal pattern. We also loved seeing your clean and organized kitchen and the beautiful variety of fresh produce available to students. Your dedication to serving healthy and appealing meals to students is evident; keep up the great work!

Comments/Technical Assistance

Production Records

Templates

Consider using a different Production Record template at lunch. The DPI Production Record [Templates for two grade groups](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/production-record-lunch-two-grade-groups.doc) might streamline your documentation process (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/production-record-lunch-two-grade-groups.doc). Currently food products are written in twice under each grade grouping. By using the DPI template you would only have to write in the food products being served once, and then fill in the serving size, crediting, planned number of servings, etc. for each grade grouping. Find additional information on our [Production Record](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records).

Veggie Trays

Be sure to write in what vegetables were used on the veggie trays. This allows reviewers to verify that the different vegetable subgroups were met over the course of the week.

Age/Grade Groupings

For clarity, indicate that the K-12 age/grade grouping is being used on the breakfast production records.

Printed Menus

Printed menus must list all five meal components (fruit, vegetables, grain, meat/meat alternate and milk). It was noted that the online menu did not include milk. Please add this to your online menu. You may include it daily or just a statement somewhere that says what the milk options are.

Buy American Provision

The USDA requires that a School Food Authority (SFA) purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers, and provides healthy choices for children in the School Meal Programs. 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. Furthermore, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

Any product that is not domestic must be documented. The Food Service Director does have a list of non-compliant products, however, reviewers noted that cucumbers and green peppers from Mexico were not included in that list. Please include these with your documentation.

More information on this new requirement, including a tool to assist with tracking noncompliant products, can be found on the SNT [Procurement](http://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Child and Adult Care Food Program (CACFP)

Although the pre-k was not a part of our review, great job on adjusting your service to fit the new meal pattern requirements.

If you need additional resources on CACFP, visit the [Infants and Preschool in NSLP and SBP](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).

Findings and Corrective Action: Meal Pattern and Nutritional Quality

Refer to the comments/technical assistance section above for additional information regarding these corrective action items. Submit all meal pattern corrective action to [Hannah Snider](mailto:hannah.snider@dpi.wi.gov) at hannah.snider@dpi.wi.gov.

- 1. FINDING:** The online menus do not list the milk component. Menus need to include all five components offered in school meal programs (fruit, vegetable, grains, meat/meat alternate and milk).

CORRECTIVE ACTION REQUIRED:

Add milk to the online menus and submit a copy of it.

- 2. FINDING:** Fresh cucumbers and green peppers from Mexico were not included in the food service director's non-compliant product tracking sheet.

CORRECTIVE ACTION REQUIRED:

Add cucumbers and green peppers to tracking sheet and specify whether cost or availability is an issue for those products. You may need to contact your manufacturer for more information. Submit a copy of your list.

SMART SNACKS

Comments/Technical Assistance

Beverage vending machine run by the High School Student Council sells 12 fl.oz G2 Gatorade. This beverage is not allowable for Elementary and Middle School Students, and because these two grade groups have access to the cafeteria this beverage must be discontinued from the machine. If you wish to continue to sell this item, you must turn off the rows in the machine dispensing Gatorade until 30 minutes after the end of the instructional school day. Please refer to the [Smart Snacks in the Nutshell](#) handout for more information on Smart Snacks guidelines (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf>).

The following is a brief summary of situations by which a school may sell foods and beverages to students during the school day.

1. If the school is selling foods or beverages that **meet** the Smart Snacks standards:
 - a. These foods or beverages may be sold at any time and in any location.
 - b. The school must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels for purchased foods or beverages, or recipes for anything made from scratch. It is also helpful to keep printouts of the results page from the [Smart Snacks calculator](#) (<https://foodplanner.healthiergeneration.org/calculator/>).
2. If the school is selling foods or beverages that **do not meet** the Smart Snacks standards:
 - a. These are considered exempt fundraisers. DPI allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each.
 - b. Exempt fundraisers **cannot** occur in the meal service area during meal times.

Someone in the school must also keep track of the exempt fundraisers. Tracking exempt fundraisers is crucial to ensuring that each student organization holding fundraisers comply with the rule. The process of tracking fundraisers simply means keeping a list of each student organization that has had a fundraiser, noting the length of time and location of the fundraiser, and ensuring that no organization has more than two fundraisers and that each fundraiser is not more than two consecutive weeks. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the [Smart Snacks](#) webpage, under the resources heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Findings and Corrective Action: Smart Snacks

Refer to the comments/technical assistance section above for additional information regarding these corrective action items. Submit all meal pattern corrective action to [Hannah Snider](#) at hannah.snider@dpi.wi.gov.

3. **FINDING:** The beverage vending machine in the cafeteria is selling non-compliant Gatorade. These are considered non-compliant because they do not meet Smart Snacks guidelines for Elementary and Middle School students.
CORRECTIVE ACTION REQUIRED:
Submit a written statement confirming that you will no longer sell non-compliant beverages, including a timeline for making corrections. Thank you for taking swift action to bring the beverage vending machine into compliance while reviewers were on-site. Your cooperation was greatly appreciated! *No further action required.*

4. **FINDING:** School Fundraisers are not tracked.

CORRECTIVE ACTION REQUIRED:

Create, or use one of DPI's tracking tool template (available on the [Smart Snacks](#) webpage, under the resources heading), for school fundraisers (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>). Submit a copy of your tool and include a statement about who will be in charge of it.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations/Comments/Technical Assistance/Compliance Reminders

- Financial topics including how to locate the agency's Child Nutrition Program report, which provides you with a compilation of meals claimed, your reported revenues and expenditures, amount of federal reimbursement received and per meal costs for lunch and breakfast was discussed.
- The Aids Register shows the amount deducted from reimbursement to pay for shipping, handling and processing costs of USDA Foods and to track all program deposits made to the agency's account. Both resources are accessible from our [Online Services](#) webpage (dpi.wi.gov/nutrition/online-services).
- SFAs must limit the net cash resources in order to not exceed three months average expenditures.

Annual Financial Report (AFR)

- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance which is highly recommended.
- 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.
- The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered "Excess Cash Balance". While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three month average of operating expenses to remain in compliance with a non-profit status.
- These categories of the AFR that should be addressed when tracking revenues and expenditures include:
 - Expenses for paper supplies, chemicals, thermometers, etc., should be reported under "Other". Only expenses for edible food items and beverages should be reported under "Food".
 - "Equipment" should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under "Other".
 - Under "Purchases Services" report any time you pay someone for services provides such as equipment repair and health inspections.
 - Under "Ala Carte", report the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals would also be included here.
 - When revenues are recorded from the federal reimbursement payments, make sure that you are recording the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money

deducted from shipping, handling and processing fees for USDA Foods. The amount deducted from your revenue should be reported as a food expenditure.

Findings and Corrective Action Needed: Nonprofit School Food Service Account

❑ **Finding:** On the Annual Financial Report, the revenues and expenses were not broken out by program and expense category.

Corrective Action Needed: Please resubmit your 16-17 Annual Financial Report with revenues and expenses broken out by program and category. To do this, you will need to contact [Jacque Jordee](mailto:Jacque.Jordee@dpi.wi.gov) at Jacqueline.jordee@dpi.wi.gov or 608-267-9134 and fax or email her an updated report to complete a manual update.

❑ **Finding:** Annual Financial Report does not have any revenues or expenses allocated to nonprogram foods and the SFA sold adult meals, a la carte and cold lunch milk.

Corrective Action Needed: Please provide a statement going forward that all nonprogram food expenses and revenues will be broken out from NSLP and allocated to the nonprogram foods line on the annual financial report. We have a [resource](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf) on our website to aid you in this calculation (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).

Paid Lunch Equity

Commendations/Comments/Technical Assistance/Compliance Reminders

- Thank you for completing the Paid Lunch Equity tool each year and adhering to the pricing requirements.

Revenue from Nonprogram Foods

Commendations/Comments/Technical Assistance/Compliance Reminders

- 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 can 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. DPI created a resource to help [cost out milk and adult meals](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).
- The USDA Nonprogram Revenue Tool must be completed yearly, at a minimum. The [DPI Nonprogram Food Revenue Tool/Calculator](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-) located on our website feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food->

price-calculator.xlsx).

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

- SFAs that sell only nonprogram milk and adult meals as nonprogram foods are [exempt](#) from completing the USDA Nonprogram Food Revenue tool (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).

Resources

- [Nonprogram Foods Revenue Rule SP-20-2016](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>)
- [Nonprogram Foods In a “Nutshell”](#) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>)

❑ **Finding:** The Nonprogram Foods Revenue Tool has not been completed for the current school year.

Corrective Action Needed: Watch the [Nonprogram Foods Revenue Tool webinar](#) and provide a copy of the completed quiz questions and a completed tool for La Farge using a 5-day reference period (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html).

Indirect Costs

Commendations/Comments/Technical Assistance/Compliance Reminders

- Indirect costs were not charged to Fund 50.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/Comments/Technical Assistance/Compliance Reminders

- 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 updated in 2015 (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>).
- However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” Either of these statements must be in the same size font as the other text in the document.
- 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.

Findings and Corrective Action Needed: Civil Rights

❑ **Finding:** The Unpaid Meal Charge Policy had the wrong Nondiscrimination Statement.

Corrective Action Needed: Please submit a copy of the Unpaid Meal Charge Policy with the updated Nondiscrimination Statement.

❑ **Finding:** The menu has the wrong Nondiscrimination statement on it.

Corrective Action Needed: Please submit a copy of the menu with the updated Nondiscrimination Statement. **Corrected on site. No further action required.**

❑ **Finding:** The “And Justice For All Poster” was posted in the kitchen but not in a public space.

Corrective Action Needed: Please post the “And Justice For All Poster” in a public space. **Corrected on site, no further action required.**

On-site Monitoring

Commendations/Comments/Technical Assistance/Compliance Reminders

- One centralized kitchen is used for food service, therefore the SFA does not need to complete On-Site Monitoring.

Local Wellness Policy

Commendations/Comments/Technical Assistance/Compliance Reminders

- Thank you for having a wellness policy on file. The local wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-17 with full compliance of the final rule by June 30, 2017.

Resources

- Please refer to the USDA [summary of the requirements](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf) for local school wellness policies (http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf).

Findings and Corrective Action Needed: Local Wellness Policy

❑ **Finding:** SFA LWP meets some but not all requirements. SFAs must complete a triennial assessment to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).

Corrective Action Needed: Please provide a timeline for updating your policy to become compliant with the final rule.

Professional Standards

Commendations/Comments/Technical Assistance/Compliance Reminders

- The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the National School Lunch and School Breakfast Programs. In addition, the regulations established

annual training standards for all school nutrition program directors, managers, and staff which must be tracked.

- Food Service Director is working on her GOALS certificate.

Professional Standards: Training 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.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- 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, substitute, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (<http://dpi.wi.gov/school-nutrition/training/professional-standards>).

Annual Training Requirements for All Staff

- Directors: 12 hours
- Managers: 10 hours
- Other Staff (20 hours or more per week): 6 hours
- Part Time Staff (under 20 hours per week): 4 hours
- If hired January 1 or later, only half of the training hours are required during the first school year of employment.

Findings and Corrective Action Needed: Professional Standards

- ❑ **Finding:** Training is not being monitored on a tracking tool.

Corrective Action Needed: Include all current training hours for each food service employee onto the DPI tracking tool and submit as part of corrective action.

Water

Commendations/Comments/Technical Assistance/Compliance Reminders

- Students had drinking fountain access.

Food Safety and Buy American

Commendations/Comments/Technical Assistance/Compliance Reminders

Food Safety Plans

- The Food Safety Plan was available for review. It was obvious in observing the food service manager/director at work that they are very knowledgeable about food safety practices and safe food handling. All temperature logs, calibration logs, and sanitizing solution logs were up-to-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](https://dpi.wi.gov/school-nutrition/food-safety) webpage (https://dpi.wi.gov/school-nutrition/food-safety).

- Thank you for maintaining a food safety plan which includes all process 1, 2, and 3 items, all applicable standard operating procedures (SOP), all equipment, and food service staff.

Findings and Corrective Action Needed: Food Safety and Buy American

- ❑ **Finding:** Most recent food safety inspection report was not posted in a publicly visible location.

Corrective Action Needed: Post most recent food safety inspection report in location visible to public. Not completed on-site. **Completed on site, no further action required.**

Reporting and Recordkeeping

Commendations/Comments/Technical Assistance/Compliance Reminders

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.

Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach

Commendations/Comments/Technical Assistance/Compliance Reminders

- High breakfast participation, great job!
- SFA promotes and operates the Summer Food Service Program (SFSP).

5. OTHER FEDERAL PROGRAMS REVIEWS

Afterschool Snack Program

Commendations/Comments/Technical Assistance/Compliance Reminders

- La Farge qualifies for area eligible snacks. For this program, students must take two full components in order for the snack to be considered reimbursable. DPI created an overview of the [requirements for the Afterschool Snack Program](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/after-school-snacks-in-a-nutshell.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/after-school-snacks-in-a-nutshell.pdf).

Findings and Corrective Action Needed: Afterschool Snack Program

- ❑ **Finding:** Counting and claiming errors were found with the Afterschool Snack Program. At the point of service, it was documented which items were taken. Some students only took one item. Each student who took only one item, was included in the count on the claim.

Corrective Action Needed: Please scan all the tracking sheets used to file each claim from February back to the beginning of the School Year. Additionally, please provide 30 operating days of clean counts for the After School Snack Program.

Wisconsin School Day Milk Program (WSDMP)

Commendations/Comments/Technical Assistance/Compliance Reminders

- Wisconsin School Day Milk Program requires the distribution of free milk to students eligible for free and reduced priced meals, but only for students in K-5th grade.
- Point of Service Counts (POS) for the Wisconsin School Day Program must be recorded by who actually took a milk.
- Per the Agreement for the WSDMP in the points the SFA agrees to “point 3” which states that schools will serve Wisconsin-produced milk. Please check with your distributor to see if they can verify that and perhaps include that stipulation in the SFA’s milk bid.

Findings and Corrective Action Needed: WSDMP

❑ **Finding:** Point of service was when students signed up for milk in the morning, not when the students received the milk.

Corrective Action Needed: Please submit a statement on how the SFA will clean up the point of service among all classrooms.

Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. 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](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (<https://dpi.wi.gov/statesupt/every-child-graduate>).

