

USDA Child Nutrition Programs Administrative Review Summary Report

School Food Authority: Williams Bay SD

Agency Code: 64-6482

School(s) Reviewed: Williams Bay Middle School

Review Date(s): 1/9/18

Date of Exit Conference: 1/9/18

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. 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](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>).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Williams Bay 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. I hope that you found the time spent in providing technical assistance during the on-site review helpful.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations/Comments/Technical Assistance/Compliance Reminders

- Of the 148 students eligible for free/reduced price meals in December, a sample of 111 was pulled and 2 students had benefits issued incorrectly
- The effective eligibility date for a DC eligible student is the date of the original output file.

Household Size Box

- The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for the application to be considered complete.

Findings and Corrective Action Needed: Certification and Benefit Issuance

- Finding #1:** From the student sample reviewed for benefit's issuance, 1 student had free direct certification benefits extended to him but did not have a family member receiving direct certification free benefits.
Corrective Action Needed: Please notify this households of the reduction in benefits (to take effect 10 days from the date they are notified in writing). Record date that corrective action is taken on the **SFA-1** form and send completed copy as corrective action. Fiscal action will be figured for these errors for the review period (December) and month of on-site review (January).
- Finding #2:** From the student sample reviewed for benefit's issuance, 1 students was approved as free but should be full pay.
Corrective Action Needed: Please notify this household of the reduction in benefits (to take effect 10 days from the date they are notified in writing). Record date that corrective action is taken on the **SFA-1** form and send completed copy as corrective action. Fiscal action will be figured for these errors for the review period (December) and month of on-site review (January).
- Finding #3:** The Benefit's Issuance document had most all DC benefits and income application benefits starting September 1, 2017 and the import date was August 29, 2017.
Corrective Action Needed: Please submit a statement of understanding that the BI list will contain the date the student became eligible for benefits not the start date of school.
- Finding #4:** The household size box on 1 application did not match the number of household names reported on the application.
Corrective Action Needed: Please provide a statement of understanding that going forward, all applications will be checked to make sure names on application match household size box.

Verification

Commendations/Comments/Technical Assistance/Compliance Reminders

- The LEA has a regulatory obligation to verify "for cause" all approved applications that may be questionable, but those applications verified for cause are not included in verification sample or the Verification Collection Report. 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.

Meal Counting and Claiming

Commendations/Comments/Technical Assistance/Compliance Reminders

- Monthly claim consolidation Edit Check review may not be delegated to the Food Service Management Company.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations/Comments/Technical Assistance/Compliance Reminders

Thank you to the food service director at Williams Bay School District for providing organized and thorough meal pattern documentation. This helped make the on-site review as efficient as possible. The garden bar served to the middle schoolers is appealing and colorful, and students selected a nice variety of fruits and vegetables.

Crediting Documentation

- Product formulations change frequently, so it is important that nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, and Product Formulation Statements (PFS) on file are kept up-to-date. The USDA Foods product information sheet for deli turkey was outdated and contained different crediting documentation than the currently available product. State-Processed Product Information is updated annually and can be found:
- [SY 2016-2017 State-Processed Product Nutrition Information](https://dpi.wi.gov/school-nutrition/usda/product-information) (https://dpi.wi.gov/school-nutrition/usda/product-information)
- [SY 2017-2018 State-Processed Product Nutrition Information](https://dpi.wi.gov/school-nutrition/usda/product-information) (https://dpi.wi.gov/school-nutrition/usda/product-information)
- [USDA Foods Product Information Sheets](https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets) (https://www.fns.usda.gov/fdd/nsfp-usda-foods-fact-sheets) are organized by component and updated annually. CN labels can be verified and collected from boxes as products are delivered. Once labels have been collected, keep checking when new shipments arrive to determine if crediting towards the meal pattern has changed.

Standardized Recipes

- Product information and crediting information should be updated on standardized recipes as products change and as new products are introduced. The taco meat recipe lists crediting information that is no longer accurate. State-Processed USDA beef crumbles are used in the recipe, but the crediting and product number of this item can change from year to year. The beef crumbles for this current school year (product number C412) credit ounce for ounce: 1 ounce of beef crumbles credits as 1 ounce equivalent (oz eq) meat/meat alternate (M/MA). When standardized recipes contain inaccurate crediting information, it is more likely that meal pattern requirements may not be met.

Production Records

- Many of the crediting values for entrees listed on the production records were incorrect. For example, the cheeseburger credits as 2.5 oz eq M/MA but is recorded as 2 oz eq, the breaded fish patty with cheese credits as 1.75 oz eq M/MA but is recorded as 2 oz eq, the chicken bacon ranch melt credits as 2.5 oz eq M/MA but is recorded as 2 oz eq, the meat pasta sauce credits as 1.5 oz eq M/MA but is recorded as 2 oz eq, and the hot ham and cheese sandwich credits as 2 oz eq M/MA but is recorded as 2.5 oz eq. To avoid confusion and to ensure that reimbursable meals are offered

and served, please update production records to reflect accurate and current crediting information.

Signage

- Prior to lunch observation it was noted that the signage on the garden bar was inaccurate. The signage indicated that each spoodle was $\frac{1}{4}$ cup, and that students must take two spoodles worth of fruit or vegetable to meet their $\frac{1}{2}$ cup requirement. However, $\frac{1}{2}$ cup spoodles were on the line. The spoodles were switched out prior to service, so $\frac{1}{4}$ cup spoodles were used. This was acceptable, but consider that $\frac{1}{2}$ cup spoodles might be more practical. It would also be acceptable to continue to use $\frac{1}{2}$ cup spoodles and change the signage to accurately reflect that.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations/Comments/Technical Assistance/Compliance Reminders

Annual Financial Report (AFR):

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be allocated to the program to which they belong. This will also aid the school in calculating its “yearly” reference period for its required nonprogram food compliance. The new [16-17 Annual Financial Report instructions](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf) are located on the DPI website (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf>).
- The [Purchase Record/Revenue Template](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/purchase-record-revenue-template-monthly.xlsx) may aid in this expense and revenue separation (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/purchase-record-revenue-template-monthly.xlsx>).
- Because of the Nonprogram Revenue Rule, expenses must be broken out by actual Labor, Food, Purchased Services, Equipment, or Other, and not all reported in Purchased Services as was previously done for SFAs with Food Service Management Company contracts.

Allowable Costs

- 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. [SP23-2017 Unpaid Meal Charges guidance Q & A](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) may be found on our Financial Management webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).

Unpaid Meal Charge Policy

- USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs, by July 1, 2017, to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy must include, see the [Unpaid Meal Charges In a “Nutshell”](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf) (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>). For a more comprehensive overview, see SP 23-2017: [Unpaid Meal Charges Guidance](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf): <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>

Findings and Corrective Action Needed: Nonprofit School Food Service Account

- ❑ **Finding #1:** On the Annual Financial Report, all of the revenues and expenses were not broken out by program or by expense category and were reported in Purchased Services under NSLP.

Corrective Action Needed: Please resubmit your 16-17 Annual Financial Report with costs broken out by program and category. To do this, you will need to contact Jacque Jordee at Jacqueline.jordee@dpi.wi.gov or 608-267-9134 and have her complete a manual update to the report. Please provide a statement that going forward all expenses and revenues will be reported in their correct category.

- ❑ **Finding #2:** The district has not yet distributed their written unpaid meal charge policy to families which was required to be done by July 1, 2017.

Corrective Action Needed: Distribute your unpaid meal charge policy to households by the corrective action due date.

Revenue from Nonprogram Foods

Commendations/Comments/Technical Assistance/Compliance Reminders

- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- 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 nonprogram food costs including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- The USDA Nonprogram Revenue Tool must be completed yearly, at a minimum. The [DPI Nonprogram Food Revenue Tool/Calculator](#) 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>).

Findings and Corrective Action Needed: Revenue from Nonprogram Foods

- ❑ **Finding #1:** The nonprogram food revenue tool does not meet the required ratio as set forth by the USDA, but is probably because of incorrect raw food cost for reimbursable meals.

Corrective Action Needed: Please resubmit your nonprogram food revenue tool using your per meal cost after you have submitted your 16-17 annual financial report to see if ratio changes.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/Comments/Technical Assistance/Compliance Reminders

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 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." Both statements should be in the same size font as the other text in the document.

Processes for complaints

- Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program.
- All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within 3 days. You will want to make sure that this is included in the district procedures to ensure compliance.
- All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A 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. Please refer to the [USDA Program Discrimination Complain Form](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf) for assistance in filing these complaints (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).

Findings and Corrective Action Needed: Civil Rights

- Finding #1:** Verification letters that were emailed did not contain the long nondiscrimination statement.

Corrective Action Required: Please provide a statement that both pages of the letter with the long nondiscrimination statement will be included in the email communications.

Local Wellness Policy

Commendations/Comments/Technical Assistance/Compliance Reminders

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 2016-2017 and full compliance with the requirements of the final rule by June 30, 2017.

Content of the Wellness Policy

- The final *Local School Wellness Policy Implementation under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to retain basic records demonstrating compliance with the local school wellness (LWP) requirements. Please reference the [Local Wellness Policy Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf) for all required content (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf>). For assistance in the creation of a LWP, SFAs are encouraged to utilize the [Wisconsin Wellness: Putting Policy into Practice - School Wellness Policy Toolkit](http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit) (<http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>).

Findings and Corrective Action Needed: Wellness Policy

- Finding #1: SFA LWP meets some but not all requirements of the checklist**

Corrective Action Required: Please provide a timeline for updating your policy to become compliant with the final rule. The LWP must be updated to include the following:

- language regarding the triennial assessments, Smart Snacks, and food and beverage marketing;
- methods of updating and informing the public;

- specific goals regarding nutrition education and promotion, physical activity, and other school-based strategies for wellness;
- and guidelines for all foods made available (sold and non-sold) on campus during the school day.
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- methods of updating and informing the public;
- specific goals regarding nutrition education and promotion, physical activity, and other school-based strategies for wellness;
- and guidelines for all foods made available (sold and non-sold) on campus during the school day.

Smart Snacks in Schools

Commendations/Comments/Technical Assistance/Compliance Reminders

Smart Snacks Final Rule

- The Smart Snacks Final Rule, published in the Federal Register on July 29, 2016, finalized science-based nutrition guidelines for competitive foods sold on the school campus during the school day. Foods and beverages sold in schools must meet both the general standards and nutrient standards if they do not qualify for an exemption. More information, including a helpful *Smart Snacks in a Nutshell* handout, can be found on our [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).
- Per the superintendent, there are currently no food or beverage fundraisers at Williams Bay Middle School that fall under the Smart Snacks rule. Existing food fundraisers sell foods that are consumed outside of the school day. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser. A staff member at each school should be responsible for documenting compliance of exempt fundraisers and any other competitive food sales. You can find fundraiser tracking tools on our Smart Snacks webpage.

Vending Machines

- Up until the day before the on-site review, there was one beverage and one snack vending machine located in the cafeteria and accessible to grades 6-12. Some of the items in the vending machines were not compliant with the Smart Snacks guidelines. This was brought to the attention of the superintendent before the review began. On the day before the on-site review, the school board voted to remove the vending machines from the building. On the day of review, the vending machines were unplugged. If the district decides to bring vending machines back into the buildings in the future, remember that they must contain compliant items if they will be on during the school day. The “school day” is from midnight until 30 minutes after the end of the instructional day.

Professional Standards

Commendations/Comments/Technical Assistance/Compliance Reminders

- The Professional Standards regulations in 7 CFR 210.30 established annual training standards for all school nutrition program directors, managers, and staff which must be tracked.
- 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, 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>).

Food Safety and Storage

Commendations/Comments/Technical Assistance/Compliance Reminders

Food Safety Plans

- 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 (SOPs), 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>).

Employee Reporting Agreements

- All food service employees must have a signed [Food Employee Reporting Agreement](https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf) on file (<https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf>).
- Employees must sign a new Food Employee Reporting Agreement form if changes are made to the document. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document.

Findings and Corrective Action: Food Safety

- Finding #1:** Food Safety Plan contains extra documentation that is not specific to the site.
Corrective Action Needed: Please remove all SOPs, and other unused documentation that is not specific to Williams Bay kitchen operations, from food safety plan.
- Finding #2:** One employee reporting agreement not on file at the SFA.
Corrective Action Needed: Please submit this food service employees sign a reporting agreement and maintain on site.

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 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.
- SFAs must monitor contractor performance as required in 2 CFR Part 200.318(b), formerly in 7 CFR Part 3016.36(b)(2), to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- The following products may be exceptions to Buy American provisions: pineapples, mandarin oranges, olives, tuna, bananas and coffee.
- If no country of origin identified on label, than SFA must get certification from distributor or supplier stating: “We certify that (insert product name) was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.,” This can accepted within an email.
- What is acceptable to determine compliance on a label? Label should indicate if the product is grown, processed and packed in the continental U.S. and any U.S. Territories. If label indicates that product is distributed or packed in the U.S, but the country of origin is not listed, this product requires the distributor’s certification as mentioned above.
- Any substitution of a non-domestic product for a domestic product (which was originally a part of the RFP), must be approved, in writing, by the food service director, prior to the delivery of the product to the School.
- Any non-domestic product delivered to the school, without the prior, written approval of the Food Service Director, will be rejected. Should non-domestic substitutes that were not pre-approved in writing by the food service director be delivered to and rejected by the school, selected distributor(s) shall be held accountable for all over-claims that result from failure to meet the school’s required meal pattern.
- Agricultural products which are processed and produced outside of the U.S. may be accepted with proof from manufacturer that poor market conditions exist (weather, and/or supply availability of market); this requirement applies to private labels as well as other labels.
- The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American procedure. Sample written procurement contract management procedures and Buy American monitoring procedures can be found in the [Contract Management](#) chapter of the *Introduction to the Procurement Policy and Procedures Handbook* (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>). Additional Buy American monitoring procedures can be found on the [Buy American Provision](#) webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american/monitoring>).
- 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, including a tool to assist with tracking noncompliance products, can be found on the SNT [Procurement](#) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Findings and Corrective Action Needed: Buy American

- **Finding #1:** The following products were identified in SFA’s storage area as non-domestic and not listed on the SFA’s Buy American – Noncompliant List or SFA equivalent form or did not have proper labeling to identify the country of origin:

- Canned Tuna - Thailand

Corrective Action: The identified noncompliant food item(s) qualify to be on the non-compliant product list, but the SFA does not have a noncompliant list/process in place for tracking.

Begin using a Noncompliant Product List for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. Provide the completed list as corrective action. [template form](#) is located on the procurement webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).

- **Label does not identify country of origin:**
In USDA Memo SP 38 -2017, any product that does not identify the country of origin now requires certification from the manufacturer or distributor. See the TA notes above for sample certification language. This will be treated as TA for the 2017-18 school year, but work with your distributor/supplier to move toward compliance.

5. OTHER FEDERAL PROGRAMS REVIEWS

Wisconsin School Day Milk Program

Commendations/Comments/Technical Assistance/Compliance Reminders

- Wisconsin School Day Milk Program requires the distribution of free milk to free and reduced priced students in K-5.
- Per the Agreement in the points the SFA agrees to, number 3 states that schools will serve Wisconsin-produced milk. Please check with your distributor to see if they can verify that and you may want to include that stipulation in your milk bid.

Findings and Corrective Action: Wisconsin School Day Milk Program (WSDMP)

- **Finding #1:** The Wisconsin School Day Milk Program claim is consolidated and submitted by the Food Service Management Company which is a process that may not be delegated to a FSMC per the SFA's contract with DPI.

Corrective Action Required: Please resubmit all claim documentation for WSDMP for the 16-17 school years.

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](http://dpi.wi.gov/statesupt/agenda-2017) webpage (dpi.wi.gov/statesupt/agenda-2017).