



SFA Name: Elmbrook School District 670714

Administrative Review Conducted on: 2/9-10/2016

Sites Selected for Review: Wisconsin Hills Middle School  
Swanson Elementary

Commendations & Suggestions
Outstanding job meeting all of the requirements for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review, for both sites.
Nice variety of fruits and vegetables offered.
The SFA was very well organized and quick to answer any question that the reviewer had.
Staff was accepting of all technical assistance and eager for additional information to make a stronger program.
The staff does a great job interacting with the kids and helping them out as they proceed through the line. The students were polite and respectful as they came through the line.
The cafeterias had lots of great signage for the students to encourage them to select healthy meals.

**Date Corrective Action Plan was provided to SFA:** 3/3/2017

**Due Date for Corrective Action Plan:** 3/31/2017

The following pages address the findings that were identified during your Administrative Review.  
 For each finding you will be presented with the following:

The finding, and details specific to the SFA regarding the finding	A summary of the regulation / requirement
The Code of Federal Regulations citation number or alternate resource citation	Suggested guidance for the SFA in order to achieve compliance
	SFA area for reply to state how, when and by whom corrections will be made

**Please provide a detailed response to each finding in the spaces provided.**

<b>Finding #1</b>
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1601. The SFA has not performed SFSP outreach.
<b>Technical Assistance Provided</b>
It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.
<b>Regulation / Citation and Summary</b>
210.12(d)(2) School food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with this requirement, the SFA must submit an assurance to the State Agency that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program. Additionally, please state the name and position of the person who will oversee compliance in this area.
<b>SFA Response</b>

<b>Finding #2</b>
126. Not all selected applications were approved correctly. Not all income based applications included the last four digits of the social security number of an adult household member, or an indication of none.
Not all selected applications were approved correctly. The household provided an annual income, but the SFA did not document that it verified with the household that the income was still current and that the household met the special situations that allow for annual income to be accepted.
<b>Technical Assistance Provided</b>
During the review, determining applications was discussed with the SFA. When determining eligibility, the SFA must ensure that the household has included the last four digits of the social security number of an adult household member (or an indication of none); otherwise, the application is incomplete. For more information, see the Eligibility Manual for School Meals, Chapter 3.
When determining eligibility, the SFA must ensure that any annual income listed by the household is indeed current income and that the household qualifies for the special situations identified by USDA that allow annual income to be reported on the meal application. For more information, see the Eligibility Manual for School Meals, Chapter 3.
<b>Regulation / Citation and Summary</b>

245.6(a)(6) Household members and social security numbers. The application must require applicants to provide the names of all household members. In addition, the last four digits of the social security number of the adult household member who signs the application must be provided. If the adult member signing the application does not possess a social security number, the household must so indicate.

Eligibility Manual, Chapter 3: If the household provided only annual income, the LEA must ensure that the amount is an accurate reflection of the household's current income.

**SFA Suggested Guidance for Compliance**

To come into compliance with the requirements for determining applications, the SFA must provide the State Agency with an assurance that staff administering the free and reduced lunch program understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. Applications found to be incorrectly determined during the review must be corrected, and the corrected application and date of the correction must be submitted to the State Agency. If the SFA is unable to correct the error because of missing/incomplete information from the household, after allowing the household an adequate amount of time to respond, the SFA must send a letter of adverse action and advise the State Agency of the date that this letter was sent.

**SFA Response**

**Finding #3**