

USDA Child Nutrition Programs Administrative Review Summary Report

School Food Authority: New Berlin School District

Agency Code: 67-3925

School(s) Reviewed: Eisenhower Middle School/High School, Elmwood Elementary School

Review Date(s): Monday, January 23 – Thursday, January 26, 2017

Date of Exit Conference: Thursday, January 26, 2017

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.
- 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.
- 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, scroll down to the unpaid meal charges section.

Appreciation/Commendations/Noteworthy Initiatives:

- Thank you to the staff at New Berlin School District (known as the School District of New Berlin) for the courtesies extended to us during the on-site review. Thank you to the District Director of School Food and Nutrition Services, production manager, cooks, servers and cashiers, business and food service office staff 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.

- The facilities are well-maintained and the staff takes great pride in offering students a wide variety of foods and beverages within the federal guidelines and according to student preferences. The procedures and practices developed in this department are well-defined and professional. This carries into the delivery of their food by a truck specifically purchased to meet this need and was customized with a wrap design that includes their little chef logo.
- School nutrition staff are allowed to be creative and have spearheaded ways to have less food waste. This group is well-trained and all participate in the required ServSafe class.
- The director collaborates with the marketing class as a group to taste test new products and give feedback.
- Walls and equipment piece in the food serving area are painted in school colors. It is very attractive. Signage is bright, professional and precise in portraying nutrition information to customers.
- The director participates on the Green Team and Safety committees to encourage reducing food waste and recycling efforts. They recycle milk cartons, too.
- **Thank you to all involved parties as we discussed the next steps toward compliance with the latest Final Rules for Local Wellness Policy and Unpaid Meal Charge Policy.**

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Commendations

- New Berlin office staff have a great process to communicate with households about meal benefits. They guard this information and share only with approved staff to offer other benefits at the request of the parent.
- The Determining Official is very thorough and keeps documentation well organized. She communicates with households by email or phone to receive information to complete applications.
- The Determining Official correctly processed applications when there was only one frequency of payment indicated for all of their reported incomes on the application, in annualizing several income frequencies and using the current Income Eligibility Guidelines. If the application had an annual amount listed, the official contacted them to determine if that was the correct reported amount.
- Thank you for contacting households to verify and complete the household size box as a reference for benefits. A very thorough examination of applications was accomplished with follow-up to the households to complete the last four digits of the adult's social security number or any other incomplete information. Notes were printed on the application indicating communication with the household for income clarifications. Nice work in the entire process.
- Thank you for using the DPI prototype letters with the current non-discrimination statement.
- The Direct Certification matches were run within the required time frames, when you receive a new student and other times to pick up any newly eligible students.
- The information provided by the household on the free and reduced price application is to be used only for determining eligibility for meal benefits. New Berlin has a great process of supplying the

Sharing Information form with qualifying households, accepting that form and only providing access to staff that is approved to use that benefit information.

- They use Infinite Campus software to track student meal benefits and meal purchases.
- The meal counting and claim was conducted perfectly.
- Thank you offering meals for Field Trips. You may find more information on our DPI Field Trip resource page to offer a meal to students found under NSLP, then meal planning. <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/field-trip-meals-templates.doc>. This page also includes a template for a Standard Operating Procedure. Thank you for creating this SOP specific for your SFA.

Comments/Technical Assistance/Compliance Reminders

Certification and Benefit Issuance

- Two hundred and ninety-three eligibility determinations were reviewed with no errors identified. Thank you for completing this process so efficiently and providing the correct meal benefits for your families.

Applications

- When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss. After viewing a selection of applications, none showed this scenario.

Zero Income

- Effective in SY 2016-2017, any income field left blank is a positive indication of no income and certifies that there is no income to report. When no income is provided for any household members, the application may still be processed as complete. After viewing a selection of applications, none showed this scenario.

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.

Application Forms

- If an SFA wishes to change the look or format of the application for Free or Reduced price school meals or other forms in the application packet, that document needs to be approved by the School Nutrition team at DPI.

Transferring Students

- When a child transfers to your school from another LEA, USDA/FNS strongly encourages LEAs to immediately accept the eligibility determinations made at a student's previous LEA to ensure that qualifying students continue to receive school meal benefits as they transition to new schools, and avoids the possibility of unpaid meal charges. This transfer of eligibility between LEAs for students attending CEP schools will be required by July 1, 2019.

Disclosure

- 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>.

Verification

- The Verifying Official signs and dates the application when the verification process is completed.
- 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.

Meal Counting and Claiming

- 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.
- **REMINDER:** Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components, and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item. SFAs may find it necessary to include this statement in their communication to households.
- **One area of concern is food items being delivered to students during the lunch meal time from local restaurants. Campus was recently opened for upper high school grades, which has had an impact on student reimbursable meal participation anyway, but this is one more avenue of competition to the federal school nutritional meal program. Please consider how this fits into your wellness policy and ensuring the integrity of the school meal programs.**

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations:

Thank you to all staff at New Berlin School District for the warm welcome, cooperation, and great communication during this administrative review. Thank you to the Food Service Director and Production Managers for sending all documentation ahead of time in an organized manner. The staff at Eisenhower Middle School/High School are doing a wonderful job preparing many different menu options as well as stocking and maintaining Smart Snack compliant a la carte items. Students have many healthy options to choose from. Staff at Elmwood Elementary School are also doing a wonderful job serving nutritious meals and have a great rapport with students. The signage at both the high school and elementary school are superb, with pictures of the menu options for the day up on TV screens, showing what a real-life, reimbursable meal looks like. The Food Service Director is doing a great job with the Step it Up! minimally-processed menu options. Thank you for such a wonderful review!

Technical Assistance:

Production Records: Be specific on production records about the identity, brand, and description of the items served. Instead of “pasta, roll or toast”, list out the specific menu item as these do not indicate exactly what was served. There is a wide variation in formulation of the many products that fall into these categories. A list of production record “must-haves” and “nice-to-haves” can be found: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf>. Other production record templates and information can be found: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>.

Offer versus Serve (OVS): There was some confusion about Offer Versus Serve (OVS) requirements at lunch during meal service at Eisenhower Middle School/High School. Although all students observed at lunch took a reimbursable meal, it is important for staff to fully understand the OVS requirements. A couple students were made to take more than they required. For example, one student had a cheeseburger (2.5 oz. eq. meat/meat alternate, 2 oz. eq. grain, which counts as two components) and ½ cup corn (which counts as one component), yet was made to go back and select ½ cup applesauce even though they had a minimum of three components, one of which was a ½ cup vegetable. Another student had a cheeseburger (2.5 oz. eq. meat/meat alternate, 2 oz. eq. grain, which counts as two components) and one apple (1 cup fruit, which counts as one component), yet was made to go back and take a milk even though they had a minimum of three components, one of which was at least ½ cup fruit. It is important that staff understand what constitutes a reimbursable meal. For further information, the school year 2015-16 *Offer Versus Serve Guidance* manual is available on our website: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf>. Additionally, there is an Offer Versus Serve Webcast on our website: <https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story.html>.

Offering Breakfast: Consider participating in the School Breakfast Program (SBP). Participation in the SBP will enable you to help your students start their school day with good nutrition and provide reimbursement to you for doing so. More information is available on our website: <http://dpi.wi.gov/school-nutrition/school-breakfast-program>.

Planned Quantities: When determining the planned quantities for specific menu items, it is important that historical data from production records is being used so as not to run out of food. During the day of onsite review at Elmwood Elementary, 10 cups of cucumbers were planned for 236 meals. Although other vegetable options were available (¼ cup peas, ¼ cup cauliflower, and ½ cup romaine lettuce), the cucumbers ran out fairly quickly, leaving students in proceeding lunch periods without them as an option. If students are regularly selecting cucumbers as a vegetable option, this may be a menu item to plan for and prepare more of. As much as possible, make sure food quantities are being forecasted correctly to ensure all students have access to the same foods.

Findings and Corrective Action Needed:

Finding #1: All grains offered in school meal programs are required to be whole grain-rich. Grains that are not whole grain-rich cannot be credited toward the grain component. The hard breadsticks (2 packets = 0.5 ounce equivalent grain) served during the week of review at Eisenhower MS/HS were not whole grain-rich.

Corrective Action Needed: Please send a new label for a whole grain-rich version of the hard breadsticks. **The non-whole grain-rich breadsticks were replaced with whole grain-rich crackers. These new crackers credit as follows: 1 packet (11g) = 0.5 ounce equivalent grain per Exhibit A. No further action required.**

Finding #2: Food products and ingredients used to prepare school lunches must contain zero grams of trans fat per serving (less than 0.5 grams per serving) according to each product's nutrition labeling or manufacturer's specifications. If it is likely that trans fat appearing on a label is naturally occurring, the school food authority (SFA) must request documentation from the manufacturer that reports the source of the trans fat prior to continuing use of the product. Two products served during the week of review contained trans fat: Imitation Sour Cream (1.5g trans fat) and Whipped Margarine (1g trans fat).

Corrective Action Needed: Please submit a nutrition facts label for a new Imitation Sour Cream (or product to substitute) and Whipped Margarine (or product to substitute) that contains 0 grams trans fat. **Updated appropriate labels were provided on January 25, 2017 while onsite. No further action required.**

3. RESOURCE MANAGEMENT

Commendations

- Students are not able to purchase a second meal, according to the software system. This is great since Smart Snacks does not allow this practice.
- The District Director of School Food and Nutrition Services completed the DPI version of the Non-program Foods Revenue calculator which showed their items in compliance of the USDA rule. This may be transferred to the USDA Tool. The USDA Non-program Revenue Tool must be completed yearly, at a minimum.
- Thank you for running the Paid Lunch Equity (PLE) tool each year and adhering to the price increase or asking for an exemption to raising prices.

Comments/Technical Assistance/Compliance Reminders

Nonprofit School Food Service Account

- SFAs must limit the net cash resources in order to not exceed three months average expenditures. 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". New Berlin has developed a spend-down plan to include a great addition to their fine school lunch service; it is a Commons Café Bistro at the Middle/High School levels.

Annual Financial Report:

- 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>. This subject is covered in a webcast, which may be helpful for the school nutrition and business office personnel to view.

Unpaid Meal Charge Policy

- **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 when they occur. 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>.

- USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges, by July 1, 2017. For a summary of what the policy must include, see the Unpaid Meal Charges “In a Nutshell” at <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>. For a more comprehensive overview, see SP 58-2016: Unpaid Meal Charges Guidance: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-58-2016.pdf>, including:
 - Best Practices
 - Local meal charge policy checklist
 - Sample outstanding balance letter
 - Sample robo-call script

Revenue from Non-program Foods

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 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. 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

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

4. GENERAL PROGRAM COMPLIANCE

Commendations

- We appreciated that the lunch room area had the new “And Justice for All” poster and the food safety inspection posted on the cafeteria wall so the public can read the information.
- Civil rights training had been attended by all staff in the schools and documentation was available for review.
- Thank you for completing the Civil Rights Self-Evaluation Compliance form, required to be completed by October 31 annually.
- The District has a process for all verbal or written civil rights complaints regarding the school nutrition programs that are filed.

- The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to allow parents, students, physical education teachers, school health professionals, school administrators, the school board, representatives of the SFA, and the general public to be involved in the development, implementation, periodic review, and update of the LWP. Good job! A diverse group of stakeholders is participating in the review and update of the LWP.
- The food service department is doing a wonderful job of checking all products they sell for Smart Snacks compliance. This information is organized to document compliance. Roughly 10% of the products sold by food service were checked, and were found to be compliant. Great work!
- Thank you for accommodating Special Dietary Needs for students without a documented disability. When there is an indication of a disability that affects dietary needs, you are adhering to the medical practitioner's note and keeping them on file. You may reference our special dietary needs webpage <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs> for current resources.
- Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP administered by the SFA by February 1. This is done by the School Nutrition Director and Production Manager several times a month. Thank you for maintaining your presence in the schools to view practices and procedures.
- Annual job-specific training is provided to all school nutrition staff members through a collaboration with local districts as well as topics covered at the district level. This training plus mandatory attendance at local SNA Chapter meetings provides the hours needed for each employee category for the annual requirement. New Berlin will work on a general training tracking tool to show all staff and the training topics completed at a glance. They also include the delivery driver and office staff in the training day.
- Thank you for providing water at each school during meal service and offering plastic cups for students to fill at the water fountain. That is a nice gesture and promotes water consumption.
- All pieces of cooling equipment have the internal temperature recorded daily on a temperature log. This was found at both schools and in logs from past months.
- The recently updated Food Safety Plan and site-specific plan copies were available for review and included the equipment list, food processes 1-2-3 and Standard Operating Procedures (SOP). It was obvious in observing the cooks and other staff at work that they are very knowledgeable about foodservice and good food handling practices. All new employees must take a Food Handler course before they begin work and when appropriate they sit for the 8 hour ServSafe class. This is provided by the district. What a great practice!
- All food service employees complete an annual employee health reporting agreement and that is kept on file.
- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- The USDA Schools Out! Summer meals program poster is posted on the district website, in all school offices and the district office reception area 2 weeks before the last day of school and all summer. Posters are dropped off at the New Berlin Food Pantry and the New Berlin Library, as well as faxed to the Waukesha Food Pantry with a request to post. It is posted in several grocery stores throughout New Berlin.

Comments/Technical Assistance/Compliance Reminders:

Civil Rights

Nondiscrimination Statement

- When including the nondiscrimination statement on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>. However, when space is very limited, such as on printed menus, it is appropriate to use this abbreviated statement, “**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.

Processes for complaints

- 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) for receiving and processing any complaints alleging discrimination within the National School Lunch Program and School Breakfast Program. An SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual’s right to file. The form to assist in filing these complaints can be found on the DPI SNT website at https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf.

Local Wellness Policy (LWP) Summary for Administrative Review

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 of 2010 (HHFKA). The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-2017 with full compliance of the requirements of the final rule by June 30, 2017.

At a minimum, SFAs must permit participation by the general public and the school community including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators in the wellness policy process. In addition, SFAs must designate one or more school officials to ensure each school complies with the policy.

For assistance in the creation of a LWP, SFAs are encouraged to utilize the *Wisconsin Wellness: Putting Policy into Practice - School Wellness Policy Toolkit*. This can be accessed electronically at <http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>

A summary of the requirements can be found at: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/LWP%20Summary%20-%20Final%20Rule.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](http://dpi.wi.gov/school-nutrition/wellness-policy). 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>.

Content of the Wellness Policy

LWPs should include specific goals related to:

- Nutrition education (Recommended goals related to nutrition education include integrating into other core subjects or offering as a stand-alone course for all grade levels.)
- Nutrition promotion (At a minimum SFAs must review smarter lunchroom tools and strategies. Additional promotional activities include contests, surveys, food demonstrations, taste testing, and farm to school programming.)
- Physical activity (Recommended that SFAs offer time for students to meet the 60 minute goal, this could include recess, classroom physical activity breaks, and opportunities for physical activity before and after school.)
- Guidelines for all foods and beverages sold on the school campus during the school day (The LWP must contain guidelines for Federal school meal requirements and competitive food standards [Smart Snacks]).
- Guidelines for all foods and beverages provided on the school campus during the school day (SFAs must develop standards for foods provided to students, this includes classroom parties, schools celebrations, food offered as rewards/incentives.)
- Guidelines for food and beverage marketing (At a minimum, SFAs must restrict marketing to food and beverages that meet competitive food standards on the school campus during the school day.)
- Public involvement and committee leadership (SFAs must invite and allow for a diverse group of stakeholders to participate in the development, implantation, review, and updating of the LWP. SFAs must also identify the official responsible for oversight of the LWP to ensure school compliance.)
- Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP. 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).

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 the process made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment results 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.

Upon review of the Local Wellness Policy (LWP) for the School District of New Berlin (SDNB) – Policy 5140.1, which was last updated in 2012. The items included in this version are correct, but need updates to meet USDA’s Final Rule. Here are some sections that need additions or modifications:

- SDNB must identify the official responsible for LWP oversight in the written policy.
- Your SFA did not notify the public about the LWP. SFAs may use a variety of methods to notify the public about the LWP. This may include mailing flyers, newsletters, emails, website postings, newspaper articles. The SFA must retain documentation regarding the notification.

- The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to review and update the local school wellness policy (LWP) every three years, at a minimum. The first assessment should be completed within three years of your SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. The triennial assessment must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results of the triennial assessment and when it took place.
- The LWP must include foods sold outside of the school meals program, in adherence to the Smart Snack rule and reference this in the policy. This must identify the food and beverage marketing allowed per Smart Snacks, also.
- The LWP must include foods provided, but not sold, to students.
- Goals must be listed for Nutrition Education, Nutrition Promotion, Physical Activity and Other School-based Strategies (evidence based strategies).

On a separate point, please consider addressing outside vendors to enter your school during meal times with deliveries for students. This affects participation in the federal school meal programs and sends a message to students and community. You may want to address it under marketing or competition to the school meal programs which meet the federal school nutrition guidelines.

Smart Snacks in Schools

- All foods (vending machines, school stores, etc.) sold anywhere on school campus, between midnight and 30 minutes after the last bell, must be in compliance with the "Smart Snacks" regulation that is effective 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>.
- The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year. A fundraiser cannot exceed two weeks in time. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but may not compete directly with the sale of reimbursable meals. All food fundraisers must be tracked SFA-wide to assure compliance with the regulation. Copies of the tools are available on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.

Professional Standards

- 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.
- 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>.

- **Annual Training Requirements for All Staff** - If hired January 1 or later, only ½ of the training hours are required during the first school year (SY) of employment.

Directors	Managers	Other Staff (20 hrs or more/week)	Part Time Staff (less than 20 hrs/week)
2015-16 SY	2015-16 SY	2015-16 SY	2015-16 SY
8 hours	6 hours	4 hours	4 hours
2016-17 SY	2016-17 SY	2016-17 SY	2016-17 SY
12 hours	10 hours	6 hours	4 hours

Buy American

- The USDA requires that a 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> including a tool to assist with tracking noncompliance products.

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.

