

**USDA Child Nutrition Programs
Administrative Review Summary Report**

School Food Authority: Marion School District

Agency Code: 68-3318

School(s) Reviewed: Marion High School

Review Date(s): 12/19/17-12/21/17

Date of Exit Conference: 12/21/17

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.

Appreciation/Commendations:

Thank you to the Food Service Director, Determining Official, Food Service employees and District staff for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information throughout the on-site review. Everyone was 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. Thank you for all that you do to feed the students healthy meals! You are much appreciated!

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Technical Assistance/Compliance Reminders

- 166 eligibility determinations were reviewed; 8 errors were identified.

Carryover

- Eligibility status from the prior school year carries over in to the next school year until the 30th operating day (school day). If a family submits an application, then their status will change once that application is determined.
- Always make sure the end date is entered into the software system, so that students are changed to paid status if they do not have a new application on file, or were not matched on a Direct Certification run.

Direct Certification

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

- Best practice is to run Direct Certification once a month or whenever a new student transfer in to the district.
- The effective eligibility date for a DC eligible student is the date of the original output file.

Effective Date of Eligibility

- The start date of eligibility is always the date the Determining Official determines the application.

Applications

- Per the district, households were required to fill out a USDA Free and Reduced Meal Application whether they qualified for meal benefits or not. This is unallowable and must be discontinued.
- Per the 2017 Eligibility Manual on page 21, USDA states that this practice is prohibited: **May schools require all households to complete and submit an application for free and reduced price meals?** No. Schools may not require households to complete and submit an application. It is the household's choice to complete and submit an application for meal benefits. However, LEAs must inform households that they may receive meal benefits if they are eligible.

Disclosure

- For any staff that has access to students' eligibility status that isn't the Determining Official (i.e. Administration with access to WISEdata) they must sign off on the *Disclosure Agreement* form and keep a copy on file at the district. This includes the district staff, principals, secretaries, food service staff that need the information to do their job. Any person working in the district that does not need to know individual eligibility status should have no access to it within the student software or any documentation on file. This is to protect the students from any overt identification. A template [Disclosure of Free and Reduced Price Information](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx) form is located on the SNT website for you to use (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).
- Page 87 of the 2017 Eligibility Manual states:

“Although a program or person may be authorized under the NSLA to receive free and reduced price eligibility information, there must be a legitimate “need to know” to provide a service or carry out an authorized activity. State agencies, LEAs, and schools must ensure data systems, records, and other means of accessing a student’s eligibility status are limited to officials directly connected with administration or enforcement of a Federal or State program or activity. This includes Federal, State, or local program operators responsible for the ongoing operation of the program or activity, or responsible for program compliance [7 CFR 245.6(f)(3)(i)].

Eligibility information cannot be made available to all school officials as a general practice. Access must be limited to a student’s teachers who are directly responsible for the administration of a Federal education program, or who are providing tutorial or other assistance under the educational program. Teachers, guidance counselors, principals, or other school officials who are not providing such assistance under the appropriate statutory or regulatory requirements cannot have access. Online data systems must have a masking or de-identification capability to prevent unauthorized access to free and reduced price eligibility status.”

Findings and Corrective Action Needed:

- ❑ **Finding #1:** Two students were receiving free benefits, but there was no documentation on file to support their eligibility status. These students did not reside in the same household, either. **Corrective Action Needed:** Notify the households, whose benefits will be decreased from free to paid, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **No further action required.**

- ❑ **Finding #2:** One student was receiving free benefits past the carryover date. The student should have been changed to paid at carryover since a new application was not on file and the student was not found on a Direct Certification match file.

Corrective Action Needed: Notify the household, whose benefits will be decreased from free to paid, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **No further action required.**
- ❑ **Finding #3:** Two students of the same household were receiving reduced benefits, but should have originally been denied.

Corrective Action Needed: Notify the household, whose benefits will be decreased from reduced to paid, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **No further action required.**
- ❑ **Finding #4:** One student was receiving free benefits based on a 10 digit case number listing SSI as the program. SSI is not a qualifying program to receive free meal benefits. The student should have originally been denied.

Corrective Action Needed: Notify the household, whose benefits will be decreased from free to paid, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **No further action required.**
- ❑ **Finding #5:** Two students of the same household were receiving free benefits based on a 10 digit case number listing Badgercare as the program. Badgercare is not a qualifying program to receive free meal benefits. The application should have originally been denied.

Corrective Action Needed: Notify the household, whose benefits will be decreased from free to paid, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **No further action required.**
- ❑ **Finding #6:** It was noted during the review that some students were given a free or reduced meal benefit without any documentation on file to support the status. There were suspicions that multiple people have access to individual student information within the Student Information System and someone other than the Determining Official had gone into the system to change a few students' status to free or reduced eligible which is unallowable. Only the Determining Official is allowed access to that information and may update it in the system.

Corrective Action Needed: Complete a review of who has access to this information and has the capability to change a student's meal benefit status within Student Information System. Restrict access to everyone but the Determining Official. **Submit a statement in writing this has occurred and the outcome of the situation.**
- ❑ **Finding #7:** Households were required to fill out a Free and Reduced Price Meal Application which is unallowable.

Corrective Action Needed: Discontinue this practice. **By signing off on this report on the Signature Page, you are agreeing to discontinue this practice.**
- ❑ **Finding #8:** Some district staff have access to individual student eligibility status either through applications or through the Student Information Software system. Review who has access to eligibility

information. Only give a staff member access to this information if the staff member is the Determining Official, Verifying Official, or Confirming Official. If a staff member needs to know individual student eligibility (i.e. WISEdata entry) he/she must complete the annual Civil Rights training and sign off on the [Disclosure Agreement](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx).

Corrective Action Needed: Submit a statement in writing of who has access to the individual student eligibility status within the software system, applications, and direct certification runs and who will need to sign off on the Disclosure Agreement. Include a statement of how you will monitor who has access to this information in the system.

Verification

Commendations

- The Verification Collection Report was submitted properly and prior to the February 1 deadline.

Technical Assistance/Compliance Reminders

- When a benefit eligibility decreases, the change must take effect 10 calendar days from the date the notice of adverse action, with appeal rights procedures, was sent (date on the letter).
- When a benefit eligibility increases, the change must take effect immediately or within 3 calendar days from the date the notification letter is sent.
- Verifying Official must sign off on applications selected for Verification once the Verification process is complete.
- Begin Verification process on October 1 or shortly thereafter as Verification must be completed by November 15 and have all notification letters sent to families by then.
- To complete Verification, households must submit 1 month's worth of income information or enough pay stubs to reflect what was reported on their application. The pay stubs must either be from one month prior, the current month, or one month after the application was submitted.
- Consider using the [Verification Tracker](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms.docx) sheets to keep track of applications selected for Verification (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms.docx).
- Confirming Official is only required to review and sign off on the applications selected for Verification. Instead, the Confirming Official reviewed and signed off on every application submitted.

Findings and Corrective Action Needed:

- Finding #1:** The full, complete USDA Non-discrimination statement is not on the Verification letters.
Corrective Action Needed: Submit a copy of the updated letters used for Verification ("We Must Check" and "We Have Checked" letters).
- Finding #2:** Verifying Official relatively new and needs training on Verification.
Corrective Action Needed: Watch the [Verification webcast](https://media.dpi.wi.gov/school-nutrition/verification/story_html5.html) and submit a copy of the GOALS certificate you receive after taking the quiz at the end (https://media.dpi.wi.gov/school-nutrition/verification/story_html5.html).

Meal Counting and Claiming

Technical Assistance

- The SFA has been using the wrong report within their Food Service Software. The SFA needs to use the Accuclaim going forward.

Findings and Corrective Action Needed:

- ❑ **Finding #1:** Incorrect edit check reports are being used to submit the breakfast and lunch claims.
Corrective Action Needed: Begin using the Accuclaim report as an edit check for the claims. Submit copies of the December and January Accuclaim reports for the Elementary and High School *breakfast and lunch claims*.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Sincere thanks to the Food Service Director and school nutrition professionals of Marion High School. We appreciate your time and efforts spent preparing for and participating in the onsite review. The serving area was bright, clean, and colorful. Staff, dressed in festive attire, provided exceptional customer service, acknowledging most students by name. The Food Service Director was receptive to feedback, both positive and constructive criticism. She also asked questions reflective of her desire to better understand and comply with school meals program regulations.

Technical Assistance/Compliance Reminders

USDA Meal Patterns

The Marion High School, serving students in grades 7 through 12, utilizes the lunch meal pattern for grades 9-12. Separating these students is critical to ensuring minimum daily and weekly requirements are met within the dietary specifications appropriate to each age/grade group at Marion High School. The lunch meal patterns for 6-8 and 9-12 grades may be used, or the lunch meal patterns for K-8 and 9-12 grades may be used. The breakfast meal pattern for K-12 grades may continue being served. Two non-reimbursable meals were observed during lunch meal service on Wednesday, December 20. One student selected 1/2 cup of tater tots, 1/4 cup of iceberg lettuce, and milk. Another student selected an orange, 1/2 cup of tater tots, and 1/2 cup of iceberg lettuce. Incomplete meals claimed for reimbursement on the day of onsite review will be subject to fiscal action.

Crediting Documentation

Any processed product that is not listed in the USDA *Food Buying Guide* for School Meal Programs requires a current CN label or a detailed product formulation statement (PFS) to be credited toward the meal pattern. A complete PFS must be directly from the manufacturer and must include the product name and number; weights of raw and cooked ingredients, based on entries in the *Food Buying Guide*; portion size; statement of contribution to meal pattern requirements; and an original signature from the manufacturer certifying that the information is correct. It is highly preferred that this documentation is printed on company letterhead and signed by an appropriate person (e.g. a quality assurance agent or registered dietitian, rather than a salesperson). Product specification sheets or marketing brochures, commonly found on distributor websites, cannot be used for crediting meal components.

Food Buying Guide

The [USDA Food Buying Guide for School Meal Programs](https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs) contains yield and crediting information for foods with standards of identity (in large part, unprocessed foods), including whole fruits like oranges, apples, bananas, and kiwis. Foods that do not have standards of identity are not listed in the Food Buying Guide and require further documentation (a CN label or a PFS) clearly detailing the ingredients and their creditable quantities in order to be served in School Meal Programs. Refer to the Food Buying Guide for more details on how specific foods and ingredients credit toward the meal pattern (<https://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>).

Watermarked Child Nutrition (CN) Labels

A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document.

Manufacturers may provide schools with a CN label with a watermark during the bidding process or on their websites. Original CN labels on product cartons will not have a watermark. Product information on the CN label with a watermark can be changed. CN labels must be verified and collected from boxes as products are delivered. Once labels have been collected, check when new shipments arrive to determine if crediting towards the meal pattern has changed.

Crediting – Mini Corn Dogs

Based on submitted crediting documentation, a serving of six 0.667 State Fair® Whole Grain Mini Turkey Corn Dogs provide 2.0 ounce equivalents (oz eq) meat/meat alternate and 1.75 oz eq grain. In contrast, the State-Processed USDA Foods Turkey Mini Corn Dogs (JTM Food Group, C310) provide 2.0 oz eq meat/meat alternate and 2.0 oz eq grain per six 0.67 turkey mini corn dogs. If the State Fair® Whole Grain Mini Turkey Corn Dogs are served and no other grain items are offered to students in age/grade group 9-12, then the daily minimum requirement for grain of 2 oz eq is not met. Note, the State-Processed USDA Foods Turkey Mini Corn Dogs have a commercial equivalent, code 5090.

Production Records

Production records are intended to be useful tools to record information prior to production, during production, and following production. All sections of the production record must be filled in completely each day. Daily production records show portion sizes of meal components were appropriately planned and served. Please continue to work with all staff members to record planned usage, actual usage, and leftovers.

Be specific about the identity, brand, and description of the items served. Instead of “fruit”, list the specific type. Those descriptions may be listed on menus for flexibility and to save space, but they are not detailed enough for production records to accurately reflect portion sizes and crediting. Fruit sizes (e.g. case count) should also be recorded.

Use volume measures (such as cups) to record portion sizes of fruits and vegetables, including salsa, and use weight measures (such as ounces) to record portion sizes of meat/meat alternates and grains. If it becomes too time- or labor-intensive to record cereal or juice usage by type on production records, consider using a recipe. A cereal or juice recipe is documentation of average cereal or juice usage by meal (breakfast or lunch) and grade group. When a cereal or juice recipe is on file, total usage must still be recorded on production records. Cereal or juice recipes must be updated twice per year or when you notice that students’ preferences have changed.

Please alter the “Total Amount Prepared” column on the production record template so the following information can be distinguished:

- Total number of purchased units prepared
- Total number of portions prepared

Standardized Recipes

Two recipes used during the review period, chicken and cheese quesadilla and chicken noodle soup, were not standardized to the operation. Please use our [recipe tools and resources](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) to aid in the recipe standardization process (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>). There is a checklist of information necessary to standardize a recipe, calculators to assist with nutrient analysis, and a template to help organize the information.

Signage

Signage was not filled in at breakfast or lunch to show students what constitutes a reimbursable meal. Signage is especially helpful when students are self-serving foods such as fruits and vegetables on the garden bar. Signage must also include a statement which explains a student must select 1/2 cup fruit, vegetable, or fruit/vegetable combination as part of his or her reimbursable meal.

Offer versus Serve

Although all students observed at took a reimbursable meal, it is important for staff to fully understand the OVS requirements. If only three components are selected, and two of these are fruit and vegetable, the student may only select the 1/2 cup portion for the fruit OR vegetable. For the other two components, the student must select at least the minimum daily required serving of the components for them to be counted. Three food components are required for an adequate nutritious meal for students and to warrant the Federal reimbursement. Within each component, different food items may be offered, giving students many combinations for building a reimbursable meal. Other than selecting the required minimum 1/2 cup fruit and/or vegetable serving, it is the student's choice to select or decline a food component. The [Offer Versus Serve Guidance manual](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf) is available on our website (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf).

Training

Anyone involved with the school meals program is recommended to attend DPI training classes. Classes are offered in the summer and selected other times throughout the year. Numerous webcast training sessions are also available online. Travel and meal expenses are allowable food service expenses for your program. The classes provide an overview of all areas of the USDA requirements for the federal nutrition programs including verification, free/reduced applications, menu planning, production records, and record keeping requirements. Consider classes such as Meal Pattern – The Whole Enchilada, Offer versus Serve, and Smart Snacks. Information on summer classes will be sent to School Food Authorities in late spring and is also available on the [DPI training](https://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).

Findings and Corrective Action Needed

- ❑ **Finding #1:** Daily and weekly minimum requirements for fruit were not met at lunch during the review period, as a result of 1/2 cup of fruit offered to students in grades 9-12. Each day is 1/2 cup short of the daily minimum requirement of 1 cup, and the review period is 2 1/2 cups short of the weekly minimum requirement of 5 cups.

Required Corrective Action: Please submit a statement describing how you will meet the minimum daily requirements going forward. **Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.**

- ❑ **Finding #2:** The lunch meal patterns for grades 6-8 is inappropriately served to students in grades 9-12.

Required Corrective Action: Submit one week of production records demonstrating separation of Marion High School students to reflect USDA lunch meal patterns for grades 6-8 and 9-12. Please support these production records with one to two sentences describing how change will be sustained.

- ❑ **Finding #3:** The required 1/2 cup fruit, vegetable, or fruit/vegetable combination statement is missing from signage.

Required Corrective Action: Add a statement to your current signage which explains a student must select at least 1/2 cup fruit, vegetable, or fruit/vegetable combination as part of his or her reimbursable meal. **Submit a photo of updated signage.**

- ❑ **Finding #4:** Recipes for chicken and cheese quesadilla and chicken noodle soup are not standardized to the operation.

Required Corrective Action: Submit standardized recipes for these two menu items, including (serving size for single portion(s), total number of portions, and total volume or measure).

3. RESOURCE MANAGEMENT

Commendations

The SFA has an Unpaid Meal Charge Policy in place and they offer an alternate meal of a peanut butter sandwich with a milk.

Technical Assistance/Compliance Reminders

Unpaid Meal Charge Policy

- As a reminder regarding alternate meals, if you decide to offer them free of charge and do not claim them, be sure to keep track of the number of alternate meals you serve throughout the year. Keep track of the food cost, labor, and other expenses as well. Make a transfer from Fund 10 or another non-federal fund to Fund 50 to cover the costs of these alternate meals.
- 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>).

Paid Lunch Equity (PLE)

Commendations/Comments

Thank you for completing the Paid Lunch Equity tool each year and adhering to the pricing requirements. Great job running this tool! The SFA had an excess cash balance at the end of the 16-17 SY.

Technical Assistance/Compliance Reminders

- If Fund 50 has an excess cash balance greater than or equal to 3 months operating expenses at the end of the school year, you may apply for a PLE exemption. USDA has not released the 18-19 PLE Tool yet and has not stated whether a PLE exemption will be offered during the 18-19 SY. More information will be available in the coming months.

Revenue from Nonprogram Foods

Technical Assistance/Compliance Reminders

- Nonprogram foods sold at Marion School District include: Adult Meals, A la Carte, Extra Entrees, Extra Milk, and some caterings.
- The USDA Nonprogram Revenue Tool must be completed annually, at a minimum. The calculation for this tool is shown below:

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

- Using the Child Nutrition Program Report from the 16-17 SY and the above USDA Nonprogram Food Revenue Tool (calculation), the SFA is breaking even with the prices they are selling nonprogram foods at. They are in compliance at this time and not using Federal Reimbursement money to subsidize the cost of the nonprogram foods. However, many of the nonprogram foods prices could be increased.
- It's advised to use the [DPI Nonprogram Food Price Calculator Tool](#) to make sure you are pricing your nonprogram foods correctly in order to cover the cost of food, labor, equipment, purchased services, and other costs incurred. 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>).
- Food purchased for caterings can be purchased by Fund 50, but Fund 50 must be reimbursed for that food plus any other costs for the catering such as labor, equipment usage, utilities, and any other costs incurred. This must be recorded on the General Ledger as revenue in Fund 50 with source code 259. The food cost will only be recorded as an expenditure under Fund 50 since it is being paid for by Fund 50.
- If a student takes a non-reimbursable meal, the student must pay for each item at the nonprogram price. You aren't receiving any federal reimbursement for those items as it's not a reimbursable meal, so you have to be sure that you are covering your cost on those. Each item must be costed out and marked up to cover all costs. It's easiest to do this by using the DPI Nonprogram Food Price Calculator Tool.

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, if money is not collected within the current school year (July 1- June 30). [SP23-2017 Unpaid Meal Charges guidance Q & A](#) may be found on the Financial Management webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>). A best practice is to continue to collect on the unpaid meal charges as long as you are able to and the student is still enrolled. If unable to collect, then a transfer is required to Fund 50 from Fund 10 or another non-federal fund.
- Per question 15 of the [Financial Q&A](#), student lunch account debt accrued during the current school year is no longer allowed to be abated, with the debt being absorbed by Fund 50 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf>). Best practice is to continue trying to collect on those negative lunch account balances as long as the student is in the district. If unable to collect, a transfer should be made to Fund 50.

Alternate Meals

- Alternate meals are being given to students that have accrued a negative balance in their lunch account. The cost of those alternate meals (food, labor, purchased services, equipment, other) must be calculated and tracked. The total cost of those meals needs to be paid for and transferred into Fund 50 from either Fund 10 or a separate non-federal fund. Alternate meals cannot be paid for by Fund 50 as they are not an allowable cost.
- The transfer from Fund 10 or other non-federal fund to cover the cost of the alternate meals will also have to be recorded on the Annual Financial Report (Child Nutrition Program Report) each year.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations

- Civil Rights training was completed at the beginning of the school year for all food service staff involved with the School Nutrition Programs. The PI 1441 form was completed correctly. The And Justice for All poster was posted in the cafeteria next to the serving line.

Technical Assistance/Compliance Reminders

Public Release

- All SFAs are required to distribute a [Public Release](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-public-release-1718.doc) before the start of the school year (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-public-release-1718.doc). The purpose is to inform the public that free and reduced price meals are available. SFAs must annually distribute the Public Release to three of the following places:
 - Local news media
 - Grassroots organizations (local organizations providing services to populations in need)
 - Major employers contemplating or experiencing large layoffs
 - Local Unemployment Office (as applicable)
- SFAs are not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed. You may ask to have the public release published as a public service.

Special Dietary Needs

All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs must accommodate dietary requests that are supported by a signed medical statement from a licensed medical practitioner. Meals served to a students with special dietary needs who have a signed medical statement from a licensed medical practitioner do not need to meet meal pattern requirements. You may use the prototype Medical Statement for Special Dietary Needs posted on our [Special Dietary Needs webpage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs), which is also available in Spanish and Hmong (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs).

Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, lactose free milk may be offered, or schools may choose to provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. If choosing to provide a fluid milk substitute, you must notify our office in writing and provide the nutrition information from the product you will be using.

Overt Identification

- Only staff who are required to know students' eligibility status to perform their job duties are allowed access to student eligibility status within the student software system. Allow access to these individuals only and restrict access to all others that use the student software system.

Civil Rights Training

- Civil rights training must be conducted on an annual basis for all staff and volunteers who administer any portion of a school nutrition program. This includes the Food Service Director, the

Determining/Verifying Official, Confirming Official, Food Service employees, and anyone else involved with the school nutrition programs.

Findings and Corrective Action Needed:

- ❑ **Finding #1:** Breakfast and Lunch menus do not have the correct shortened USDA non-discrimination statement on them.
Corrective Action Needed: Update the menus to say: This institution is an equal opportunity provider. **Submit a copy of the March breakfast and lunch menus.**

- ❑ **Finding #2:** Not all staff have completed the annual Civil Rights training, such as the Determining Official/Verifying Official and Confirming Official.
Corrective Action Needed: For all staff that are involved with the School Nutrition Programs and have not had Civil Rights training this year, have them read through the [DPI Civil Rights powerpoint presentation](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx). Sign and date the [sign off sheet](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/cr_trn_log.doc) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/cr_trn_log.doc). **Submit a copy of the sign off sheet to the consultant.**

On-site Monitoring

Technical Assistance /Compliance Reminders

- The onsite monitoring forms have been updated to include the general areas of review and a new SBP program onsite review form found on our [Administrative Review](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review) webpage under the SFA onsite monitoring section (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review). A minimum of 50 percent of the schools operating the SBP under the SFA's jurisdiction must be monitored at least once every two years. Be sure to complete the SBP on-site monitoring forms by February 1.

Local Wellness Policy

Commendations

The SFA does have a Wellness Policy in place and is in the process of being updated by NEOLA. Thank you for having a wellness policy on file and working to assure students are on the path for a healthy lifestyle.

Technical Assistance: Local 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. At a minimum the wellness policy must include:

- 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).

SFA is required to complete an assessment of the LWP:

The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to assess the local school wellness policy (LWP) every three years, at a minimum. The first assessment should be completed within three years of the 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. To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at [School Nutrition Team’s Wellness Policy](https://dpi.wi.gov/school-nutrition/wellness-policy) webpage (https://dpi.wi.gov/school-nutrition/wellness-policy). A sample model wellness policy is available at the [USDA Wellness Policy](http://www.fns.usda.gov/tn/implementation-tools-and-resources) webpage (http://www.fns.usda.gov/tn/implementation-tools-and-resources). Public School Districts that participated in the Wisconsin Obesity Prevention’s Wellness Policy project, in SY16-17, have received a copy of a report comparing their policy to a model policy (reports were sent in August, 2017). Additional information about interpreting your school’s report is available at the [Wisconsin Health Atlas](https://www.wihealthatlas.org/lwp/) webpage (https://www.wihealthatlas.org/lwp/). Schools are encouraged to establish an account with the Rudd Center for Food Policy and Obesity to access the [Wellness School Assessment Tool](http://wellsat.org/) (WellsAT) for assistance in assessing the LWP (http://wellsat.org/).

SFA required to inform the public of the results of the most recent assessment:

The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to inform and update the public about the assessment of the implementation of LWP. The notification should include the extent to which SFAs are in compliance with their LWP; the progress made toward attaining the goals of the LWP; and the extent to which the SFA’s LWP compares to a model policy. SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public about the assessment. This may include mailing flyers, newsletters, emails, website postings, and newspaper articles. It is recommended SFAs include an improvement plan upon the results of the assessment.

DPI’s Team Nutrition has developed a toolkit and other resources to assist schools with building their [wellness policy](https://dpi.wi.gov/school-nutrition/wellness-policy) (https://dpi.wi.gov/school-nutrition/wellness-policy). Schools can chose from several standardized language options in the toolkit that comply with USDA’s regulations and tailor it to their school needs.

- ❑ **Finding #1:** The Local Wellness Policy does not contain language for all the minimum required elements stipulated above.

Corrective Action Required: Update the Local Wellness Policy to include everything listed above which is also listed in the [Local Wellness Policy Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf>). **Provide a timeline of when you plan to have the policy updated and compliant with the final rule.** The [Wellness Policy Builder](#) can assist you in creating the Wellness Policy if you decide to create your own instead of adopting a policy (<https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1>).

Smart Snacks

Technical Assistance

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 unless the sales qualify for an exemption. More information is available on the [Smart Snacks](#) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

If multiple grades have access to vending machines with beverages, products must meet Smart Snacks standards for the youngest age/grade group. For example, if a vending machine with beverages is available to 7-12th graders, beverages must meet Smart Snacks standards for the 6-8 age/grade group; therefore, items like caffeinated, low-calorie beverages (≤ 5 kcal/fluid oz.) flat or carbonated, or non-calorie beverages (< 5 kcal/8 fluid oz.; ≤ 10 kcal/20 fluid oz.) flat or carbonated beverages are unallowable.

We recommend using the Alliance for a Healthier Generation [Smart Snacks Product Calculator](#), found on the Smart Snacks webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>) to assess product compliance. Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records. Stapling a complete nutrition facts label with ingredient statement to the printout is a best practice.

Per Marion High School's Administrative Assistant, the food vending machine in the cafeteria is stocked by Konop Vending with Smart Snacks compliant food items. Onsite observation, without access to complete nutrition facts labels with ingredient statements, revealed several food items are non-compliant. The beverage vending machine in the cafeteria is stocked by the Administrative Assistant. Onsite observation revealed several beverages are non-compliant as well.

The Administrative Assistant agreed to remove non-compliant beverages from the vending machine. She will also contact Konop Vending to bring the food vending machine into compliance, either by removing non-compliant food items or extending the timer on the machine to midnight to thirty minutes after the end of the instructional day. "Smart Snacks In a Nutshell" was emailed to the Administrative Assistant with a recommendation to request a list of products and corresponding nutrition facts labels from Konop Vending.

The following a la carte food items are non-compliant with Smart Snacks standards:

- Dough Cookie Chocolate Chip Pre-Portioned Bake & Serve Average 256/1 Ounce Frozen, Product ID 17608 – not whole grain-rich (WGR), 35.7% of weight from total sugar
- Dough Cookie Peanut Butter Pre-Portioned Bake & Serve Average 170/1.5 Ounce Frozen, Product ID 17678 – not WGR
- Chip Tortilla Nacho Cheese Zero Grams Trans Fat, Product ID 74480 – 10 milligrams too high in sodium, not WGR
- Sunchips® Harvest Cheddar Multigrain Snacks – 1 oz. (28 g.), RFS#76532 – 10 milligrams too high in sodium

- Treat Rice Krispies Square Snack Bar 1.3 Ounce, Product ID 25784 – not WGR
- Banana Chocolate Chip w/ Drizzle Snackbread, Code No. SW004-W – classified as a snack or side, too high in calories, percent of total calories from fat, percent of total calories from saturated fat, and sodium
- Pop Tart S'mores Frosted 2/Pouch, Product ID A2522 – not WGR
- Propel
- Gatorade

Findings and Corrective Action Needed:

- **Finding #1:** Seven foods and two beverages sold a la carte were determined to be non-compliant with Smart Snacks standards.

Required Corrective Action: Use the Alliance for a Healthier Generation Calculator to determine which existing foods and beverages sold a la carte are compliant. Indicate in response intentions regarding evaluating all a la carte products, keeping necessary documentation, using inventories of non-compliant products, and purchasing compliant replacement products. **Submit complete nutrition facts labels with ingredient statements and/or Alliance for a Healthier Generation Calculator printouts for replacement foods and beverages.**

Professional Standards

Technical Assistance

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:

- **Finding #1:** SFA is not tracking training hours for all staff involved in the School Nutrition Programs. This includes the Food Service Director, Determining/Verifying Official, Confirming Official, and all food service employees.

Corrective Action Needed: It is required that the professional standards tracking tool contain, at a minimum, the following fields: *employee name, date of hire, employee category or position, hours worked per week, training title/subject, date of training and the length of the training.* **Submit a copy of the training tracking tool with training hours of staff entered in for the 17-18 SY thus far.**

Food Safety, Storage and Buy American

Commendations

The Food Safety manual for the review site was available for review and had the required information minus a few SOPs. The temperature logs for the dish machine, coolers and freezers were also well documented and well organized. Most recent food safety inspection was posted in the cafeteria.

Technical Assistance/Compliance Reminders

Buy American

As part of Marion School District's Procurement Review, SNT will check that the procurement manual includes language pertaining to Buy American. An additional attestation from food service's distributors and/or vendors may be required. Further information, including the Non-Compliant Product List template, is available on the USDA Foods [Buy American Provision](https://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Six products, canned tropical fruit from Thailand; canned mandarin oranges from China; canned olives from Spain; canned mushrooms from Holland; frozen broccoli from Mexico; and cherry tomatoes from Mexico were identified during the onsite review as non-domestic products without noncompliant product documentation.

Findings and Corrective Action Needed: Food Safety

- ❑ **Finding #1:** Food Safety Manual is missing a site specific SOP for TCS foods like milk and string cheese that are set out for meal service but not being mechanically refrigerated.
Corrective Action Needed: Submit a copy of the SOP you will be implementing for TCS foods.

Reporting and Recordkeeping

Technical Assistance

- All documents pertaining to the School Nutrition Programs must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year to which they pertain. In other words, keep all documents for 3 years plus the current school year.

School Breakfast Program (SBP)

Commendations/Comments/Technical Assistance/Compliance Reminders

- At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Marion School District notifies the families of the School Breakfast Program at the beginning of the year through the public release and through the student handbook.

Summer Food Service Program (SFSP) Outreach

Commendations/Comments

- Marion School District offers meals to students attending summer school and claims them under the Summer Food Service Program. The 2017 SFSP claim was not submitted by the deadline and the SFA had to use their one time exemption.

Technical Assistance/Compliance Reminders

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year round. Even though a summer feeding program is operated at Marion School District, USDA would like all SFAs to inform families of where their students can receive a free meal in the summer months at open sites. SFAs can inform families of summer meals via the following methods:

- Promotion of the [summer meals locator](https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site) on the DPI Summer Meals webpage (https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site)
- Promotion of calling 211 to locate meals in the area
- Promotion of the ability to text 'food' to 877-877 to locate meals in the area
- Promotion of the USDA [Summer Food](http://www.fns.usda.gov/summerfoodrocks) website (http://www.fns.usda.gov/summerfoodrocks)

As part of the National School Lunch Program, it is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, it is as simple as a blurb in a newsletter sent home to students, or putting up free posters and/or mail these items free of charge. To access an inclusive map of all potential participating sites in your area, see the [interactive map](http://www.fns.usda.gov/capacitybuilder) on the SFSP website (http://www.fns.usda.gov/capacitybuilder).

5. OTHER FEDERAL PROGRAMS REVIEWS

Special Milk Program

Commendations/Comments/Technical Assistance (TA)/Compliance Reminders

- The November claim resulted in an underclaim since the claim preparer took counts on the last day of the month. At that time, not all counts had been entered into the software system. Be sure to communicate with the coordinator of the Special Milk Program to ensure all milk served is entered into the computer prior to submitting the monthly claim.
- Milk is offered to all 4K students for free and claimed as paid. This is an allowable cost to Fund 50.
- Since 4K students are offered a free milk, the SFA was documenting all 4K students as having a Free eligibility status within the software system. Only students that have documentation on file (application or DC match file) to support a free eligibility status can be labeled as Free within the software system. All 4K students were changed to paid, unless the household had a determined Free/Reduced application or DC match file to support a free or reduced eligibility status. Student eligibility status for those 4K students was changed on-site.

Findings and Corrective Action:

- ❑ **Finding #1:** All 4K students were listed as having a Free eligibility status within the software system. Most of them did not have any documentation on file to support this status. Since the students were all being claimed in the paid category, this was not a benefit issuance or claiming error. However, this would result in a benefit issuance error the following year if the student had a free status in the software system and no documentation on file.

Corrective Action Required: By signing the signature page for this report, you agree that you understand a student's eligibility status is dependent on qualifying documentation (i.e. USDA Free and Reduced Price Meal Application or Direct Certification match file). A student cannot be labeled as Free or Reduced eligible without proper qualifying documentation on file.

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).



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