

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

School Food Authority: Lourdes Academy

Agency Code: 70-7171

School(s) Reviewed: Lourdes Academy Middle School

Review Date(s): January 29, 2019

Date of Exit Conference: 1/29/19

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

General Program Reminders/Updates:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the Food Service Director (FSD) for the courtesies extended to us during the on-site review and for being available to answer questions and provide additional information. The FSD and staff were very friendly, helpful, 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 to the Food Service Director for staying after hours to make sure everything was taken care of for the review. The DPI review team appreciates the eagerness of the Food Service Director for the willingness to make changes to meet School Nutrition Program regulations. The

Food Service Director is doing a great job overseeing the program and shows great passion to improve the program.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

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

The total number of eligibility determinations reviewed was 99. Of those determinations, there were 15 errors.

Incomplete Applications

- Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified with the household. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing/email. The determining official should document the details of the conversation plus date and initial. Applications missing signatures must be returned to the parent to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application.
- The total household member size box (Step 3G) includes all children and adults in the household and must match the number of names on the application for that application to be considered complete.

Effective Date of Eligibility

- The start date of eligibility is always the date the application is approved and signed by the Determining Official.
- SFAs may establish the date of submission of an application (stamp received) as the effective date of eligibility, rather than the date the application is reviewed and eligibility is determined. This flexibility applies only to complete applications containing all required information. See SP 11-2014 for more information. You must receive prior approval from Karrie Isaacson to use this flexibility. You can contact her at karrie.isaacson@dpi.wi.gov for more information and approval.

Transferring Students

- When a child transfers in to your school midyear, the Determining Official (DO) can request documentation to support the child's benefit status from the former school or the household can provide it.
- Appropriate documentation would be a copy of the approved application or a copy of the Direct Certification output match file which shows the DC code he/she matched to.
- If you receive a copy of the approved application determined at the prior school, the Determining Official must re-determine the application, sign, and date it. A notification of eligibility letter must go out to the household notifying the benefit and start date of eligibility.
- The start date of eligibility is the date the DO re-determined the application.

Carryover

- Carryover of meal benefits from the prior school year is allowable until the 30th operating day in the school year unless a Free and Reduced Meal Application has been submitted (approved or denied) or the student was coded on Direct Certification for any code except an N code. In those cases, carryover stops when a new meal determination has been made.
- If an application has not been submitted, or the student was N coded to DC, he/she may continue to receive benefits until the 30th operating day of new school year. After that, he/she must be changed to paid status.

Public Release

- All SFAs are required to distribute a [Public Release](#) before the start of the school year (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications#apps>). 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 such as laundromats, social service agencies, libraries, grocery stores, WIC offices, food pantries, senior centers, physician offices/clinics, Community Action Program Agencies)
 - 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 request the public release to be published as a public service.

Direct Certification

- Direct Certification (DC) is being run at the required time frames during the school year.
- It is advised that you compile a list of all student names into one Excel template file and upload that to the Direct Certification portal rather than do three separate DC runs for the Elementary, Middle, and High schools.

Sharing Information with Other Programs

- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](#) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc>).
- For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the *Disclosure Agreement* form should be signed and on file at the district. A template [Disclosure of Free and Reduced Price Information](#) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).
- The household can “self-disclose” by bringing in a copy of their free/reduced approval notice or direct certification approval letter to the designated official operating the outside program. This option removes food service from these types of requests and is preferred. DPI

recommends limiting the number of staff members responsible for collecting this data (e.g., one school secretary who has been trained on confidentiality, rather than each athletic coach).

Findings and Corrective Action Needed: Certification and Benefit Issuance

- Finding #1:** Some applications approved at the beginning of the school year had been backdated to have a start date of eligibility as the date the parent/guardian signed the application. Backdating is unallowable.

Corrective Action Needed: Submit a statement to the consultant (via email) of how you will determine the start date of eligibility on all approved applications effective immediately.

- Finding #2:** Ten students were receiving free or reduced meal benefits without documentation on file to support this status.

Corrective Action Needed: Notify the households, whose benefits will be decreased to paid status, 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. **Submit a copy of the letter sent to the household and a screenshot to show the status was changed in the student information software.**

- Finding #3:** Four students were receiving free benefits but there was only documentation on file to support a Reduced price eligibility status.

Corrective Action Needed: Notify the households, whose benefits will be decreased from free to reduced status, 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. **Submit a copy of the letter sent to the household and a screenshot to show the status was changed in the student information software.**

- Finding #4:** One student was receiving reduced-price meal benefits and should have originally been denied benefits.

Corrective Action Needed: Notify the household, whose benefits will be decreased to paid status, 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. **Submit a copy of the letter sent to the household and a screenshot to show the status was changed in the student information software.**

Verification

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

- The SFA had to verify one application, but the household did not submit correct documentation to support the application.
- The Confirming Official only needs to sign off on the application(s) chosen for Verification.

- The Verifying Official must sign off on the application(s) chosen for Verification once the Verification process is complete.

Findings and Corrective Action Needed: Verification

- Finding #1:** For the application selected for Verification, the household did not submit income information to verify what was written on the application.

Corrective Action Needed: Contact the household and obtain copies of a month’s worth of income to verify the application chosen for Verification. If the result is a change in benefit, you must notify the family using the “We Have Checked” letter. Submit a statement in writing to the consultant of the result of Verification.

- Finding #2:** The Verification Collection Report (VCR) was completed incorrectly.

Corrective Action Needed: Once Verification is complete, re-submit the VCR.

- Finding #3:** Verification was not completed correctly.

Corrective Action Needed: Watch the [Verification webinar](https://dpi.wi.gov/school-nutrition/training/webcasts#verif), take the quiz at the end, and submit a copy of the Goals certificate to show you completed the quiz (<https://dpi.wi.gov/school-nutrition/training/webcasts#verif>).

Meal Counting and Claiming

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

- No errors were found on the monthly claims for reimbursement on the NSLP or SBP claims.

Visiting Students

- School age students visiting for lunch, may take a reimbursable meal and be claimed in the paid category. Keep documentation to support they took a reimbursable meal.
- You may choose to charge visiting students the adult price and not claim them.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the Food Service Director, school nutrition professionals, and staff at Lourdes Academy. We appreciate your time and efforts spent preparing for and participating in the onsite review. Additionally, your flexibility in scheduling the meal observation was greatly appreciated. Staff prepares a visually appealing salad bar for students daily with a variety of fresh fruits and vegetables that they may select with their reimbursable meal. It is evident that the Food Service Director places emphasis on customer satisfaction and strives to continuously improve the program for the students. Thank you for all that you do for the students of Lourdes Academy!

Comments/Technical Assistance/Compliance Reminders

Meeting Weekly Requirements with Multiple Entrees

- The meal pattern requires a minimum amount of each food component per age/grade group to be offered, regardless of what the student chooses to select. Each line needs to meet the daily meal pattern requirements as well as the weekly meal pattern requirements. Because students are only able to select one entrée option, each entrée option offered is viewed as one “line” and therefore needs to meet the daily as well as the weekly requirements. This guidance can be found in the following documents.

DPI's Lunch in a Nutshell

Each serving line must meet the daily and weekly requirements, including vegetable subgroups, independently. (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-in-a-nutshell.pdf>).

Memo SP 10-2012 (v.9) Questions & Answers on the Final Rule, “Nutrition Standards in the National School Lunch and School Breakfast Programs”(<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/SP10-2012v9s.pdf>).

For menu planning purposes, when multiple choice menus are served, how are minimums calculated?

Weekly minimum - example 2: If a grade K-5 school offers a 1 oz eq grain item (salad) and a 3 oz eq grain item (pizza) every day (and instructs the student to select one option only), the minimum weekly offering is 5 oz eq grain (1 oz eq x 5 days). This menu would not meet the required weekly minimum for lunch of 8 oz eq (pg. 37).

Product Formulation Statements (PFS)

- Each PFS must be checked for accuracy and completeness before accepting it as crediting documentation. A complete PFS must be directly from the manufacturer and include the product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern requirements; and an original signature from the manufacturer certifying that the information is correct. Documentation should be printed on company letterhead and signed by an appropriate person (e.g., a quality assurance agent or registered dietitian, rather than a salesperson). The description of the product must match an entry from the Food Buying Guide. If the product contains alternate protein products (APP), documentation for this must be included with the PFS. A complete PFS for the Chicken Rings and a corrected PFS for the Confetti Cookie were provided by the reviewer.

Salad Bar Signage

- Having signage on the salad bar communicating to students how much of each fruit or vegetable to take is a great practice! Continue to create signs for all items offered on the salad bar. Consider using the [Salad Bar Signage Template](#), which can be found on our [Signage](#) webpage, under the Additional Signage Resources heading (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx>; <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage>).

Reimbursable Meals and a La Carte Options

- The National School Lunch Program (NSLP) meal patterns and dietary specifications are based on recommendations from the Dietary Guidelines for Americans and the Institute of Medicine.

The meal pattern is designed to provide students with the nutrients and calories appropriate for their age.

- Lourdes Academy offers two entree options daily, with hot vegetables, and a full salad bar as part of the reimbursable lunch. This provides students with numerous options to select a pleasing reimbursable meal.
- When grain-based desserts and extra, non-creditable items such as ice cream are offered on the menu, they must be included in the dietary specifications (calories, saturated fat, trans fat, and sodium). While offering these items on occasion is allowable and can be an incentive for program participation, staying within the dietary specification limits and grain-based dessert limit can be very difficult when they are frequently served.
- On the day of lunch observation, many students purchased a la carte items instead of reimbursable meals. This is allowable as long as all items meet the Smart Snacks standards. However, it may be of benefit to provide additional education to both students and parents on what is included with a reimbursable meal, as well as the value of the full meal in comparison to purchasing items a la carte.

Component Quantities and Dietary Specifications

- It can be difficult to meet the dietary specifications when greatly exceeding the daily and weekly quantity requirements. During the week of review, students were offered between 13 and 16 oz eq of meat/meat alternate (M/MA). However, based on onsite observation and average usage documented on production records, students are not selecting quantities in excess of the requirements for their grade group. Since the menu is planned to provide students with a variety of foods from the meat/meat alternate component, please continue to monitor usage to remain within the dietary specifications.

A la Carte Parfaits

- Consider making the parfaits that are offered as an a la carte option at lunch into a reimbursable meal option. The parfaits would be a reimbursable meal on their own for middle school students, as they contain 1.5 oz eq M/MA, 1 oz eq grain, and ½ cup fruit. Keep in mind, however, that students would have to be offered vegetables and additional items from the M/MA and grain components in order to meet the meal pattern requirements.

In-House Yield

- In-house yield data may be used for crediting food items contributing to meal pattern requirements. Original documentation showing methods and procedures used to determine yield must be completed and maintained at the food service operation and will be reviewed during the School Food Authority's (SFAs) next regularly scheduled Administrative Review (AR). An in-house yield study may be warranted if your food service operation consistently gets higher or lower yields from a product than what is specified in the Food Buying Guide (FBG). Additionally, an in-house yield study may be used for food items or sizes that are not currently listed in the FBG (e.g. 175 count apples). [In-house Yield Study Procedures](#) are available on the [Menu Planning](#) website (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ihy>).

School Breakfast Program

- Consider participating in the School Breakfast Program (SBP) in place of offering students a la carte items for purchase. Participation in SBP will enable the SFA to help students start their school day with good nutrition and provide reimbursement to you for doing so. More

information is available on the [School Breakfast Program](https://dpi.wi.gov/school-nutrition/school-breakfast-program) webpage (https://dpi.wi.gov/school-nutrition/school-breakfast-program).

Additional Resources

- Additional meal pattern training and resources include:
 - Menu planning worksheets can be found on the [NSLP Menu Planning](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#menuplanningtools) webpage, under the Menu Planning Worksheets heading (dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#menuplanningtools).
 - USDA [Certification of Compliance Workbooks](#) may be used to plan menus to meet all daily and weekly meal pattern requirements.
 - [Offer versus Serve webcast](https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story_html5.html) (https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story_html5.html)
 - Offer versus Serve - [Meal or No Meal PowerPoint presentation](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-meal-or-no-meal-2018.pptx) or [webcast](https://media.dpi.wi.gov/school-nutrition/offer-versus-serve-meal-or-no-meal/story_html5.html) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-meal-or-no-meal-2018.pptx; https://media.dpi.wi.gov/school-nutrition/offer-versus-serve-meal-or-no-meal/story_html5.html)
 - [Crediting In a Nutshell](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/crediting-in-a-nutshell.pdf) handout (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/crediting-in-a-nutshell.pdf)

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

- Meal Pattern Finding #1:** 3 oz eq of grain-based desserts were offered at lunch during the week of review. No more than 2.0 ounce equivalents of grain-based desserts can be offered per week at lunch.

Corrective Action Needed: Submit a written statement specifically explaining how the menu for the week of review will be changed to remain within the weekly 2.0 oz eq grain-based dessert limit. Submit any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation. Please keep both the daily and weekly grain quantity requirements in mind when correcting this finding.

- Meal Pattern Finding #2:** Detailed and site-specific standardized recipes were available onsite for some menu items. However, standardized recipes are required for all menu items that have more than one ingredient. There were no standardized recipes for the following menu items offered during the week of review:
 - Chicken Sandwich
 - Savory Brown Rice
 - Seasoned Carrots
 - Seasoned Corn
 - Buttered Peas

Corrective Action Needed: Submit a standardized recipe for these menu items. Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the [Standardized Recipes webpage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).

- Meal Pattern Finding #3:** Production records are intended to be useful tools to record information prior to production, during production, and following production. The production

record template currently in use does not contain all required pieces of information and some information is not recorded consistently for all menu items.

- The planned and actual number of servings prepared must be recorded for all menu items. This may be one number if the planned number matches what was actually prepared.
- The planned and actual quantity prepared in purchase units (i.e., cans, cases, pounds) must be recorded for all menu items.
- Leftover amounts must be recorded for all menu items. This information was missing for some items during the week of review.
- Total milk usage must be recorded at each meal when using a milk recipe.
- The number of reimbursable and non-reimbursable meals served should be recorded with the planned number of meals.
- All items on the salad bar must have a planned serving size.

Production record templates and the production record “Must Haves” list can be found on our [Production Records](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records).

Corrective Action Needed: Submit one week of completed lunch and salad bar production records, showing the above requirements are being met. Choose a week that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.

3. RESOURCE MANAGEMENT

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

Annual Financial Report (AFR)

- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. The [Annual Financial Report instructions](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf) are located on the DPI website (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf).
- These categories of the AFR that should be addressed when tracking revenues and expenditures include:
 - Expenses for paper supplies, chemicals, thermometers, etc., should be reported under “Other”. Only expenses for edible food items and beverages should be reported under “Food”.
 - “Equipment” should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under “Other”.
 - Under “Purchased Services” report any time you pay someone for services provides such as equipment repair and health inspections.
 - Under “nonprogram foods”, report the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals, a la carte, and caterings would also be included here.
 - When revenues are recorded from the federal reimbursement payments, make sure that you are recording the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling and processing fees for USDA Foods. The

amount deducted from your revenue should be reported as an NSLP purchased service for public schools.

Allowable Costs

- Bad debt from unpaid student lunch accounts is an unallowable expense to the food service program. A transfer must be made from non-federal funds to cover student account write-offs. [SP23-2017 Unpaid Meal Charges guidance Q & A](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) may be found our Financial Management webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).

Unpaid Meal Charge Policy

- The SFA has a policy in place but is not being enforced. The following is technical assistance regarding the policy and alternate meals.
- It is advised that the policy includes more detailed information regarding when households will be notified of negative account balances, how often and the mode of how they will be notified. If you choose to serve alternate meals to students that have reached a certain negative account balance that should be included in the policy as well.
- Notify the households of the policy at the beginning of the school year and many times throughout the year so they are aware.
- Students that are free eligible may not be denied a meal even if they have a negative account balance. If a Reduced eligible or Paid student brings money in hand to buy a meal that day, and they have a negative account balance, they must be allowed to purchase a meal that day.
- You may deny a reduced or paid student a meal if they have surpassed the negative amount set in the policy (for example, -\$20.00) and offer them an alternate meal.
- If students are not taking a reimbursable meal, they must be charged the a la carte (nonprogram food) price that covers the cost of those items as you are not getting federal reimbursement for anything but a reimbursable meal. You'll want to make sure whoever is working the point of sale that they know what a reimbursable meal is and to make sure to ask students if they want to take a half cup fruit or vegetable and/or a third component to make a reimbursable meal. The more reimbursable meals you serve, the more money you get in reimbursement for the program.
- If the policy states you will offer an alternate meal to students that surpass the negative amount set forth in the policy, you should state what the alternate meal will be and how the student will be notified they are receiving the alternate meal. You may also want to include where the student will receive the alternate meal. Some districts call the students to the office to discreetly tell the student they will be receiving the alternate meal that day on the lunch service line, or they will call the students to the office to hand them their alternate meal.
- The alternate meal is meant to encourage students to bring money or have their parent/guardian deposit money into their lunch account. You are still feeding the student by offering the alternate meal, but offering a less desirable meal option for them. You may refer to the [Unpaid Meal Charges "In a Nutshell"](#) to see your options regarding alternate meals. Depending on whether you claim, charge, or giveaway the alternate meals, there are rules for each option. (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf>)
- You may have a stricter policy for the older grades than the younger grades, such as cutting the older students off from getting an alternate meal. This is a district decision.
- If you decide to offer alternate meals 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 (could be the donations) 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 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>)
 - Best Practices
 - Local meal charge policy checklist
 - Sample outstanding balance letter
 - Sample robo-call script
- Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed", they cannot be used to offset another student's negative account, unless *paid* households have *chosen to donate* those funds to the school food service account. All funds left in any student meal account which cannot be contacted must be turned over to the Wisconsin Department of Revenue (DOR) as unclaimed property. The DOR has rules concerning [unclaimed property](https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf) that must be followed (<https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf>).

Revenue from Nonprogram Foods

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

- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, and Extra Milk.
- All costs associated with nonprogram foods, including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- The USDA Nonprogram Revenue Tool must be completed annually, at a minimum, to ensure all costs of Nonprogram foods are being covered. The [DPI Nonprogram Food Revenue Tool/Calculator](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx) located on our website feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>).

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

Adult Meals

- Adult meals are considered non-program foods. Food service programs must price adult meals above the overall cost of the meals. Since adult meal costs can be difficult to calculate, at a minimum, SFAs must follow the **minimum** pricing guidelines in Food Nutrition Services Instruction 782-5.
- A [Wisconsin Adult Meal Pricing Worksheet](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-) has been developed to assist the SFA in pricing adult meals (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal->

pricing-guide.doc).

- Remember, adults may only take the same amount of food as the highest meal pattern served (9-12). Adults that take food which exceeds the portion sizes of students in grades 9-12 must be charged extra for those items.

Resources

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

Findings and Corrective Action Needed: Resource Management

- ❑ **Finding #1:** The cashiers are not charging students adequately for a la carte purchases. Part of the problem is that students move through the point of sale very quickly and don't allow the cashiers time to review their tray. This could result in loss of revenue.

Corrective Action Needed: Submit a statement of how you will ensure cashiers are charging students for all purchases.

- ❑ **Finding #2:** The Unpaid Meal Charge Policy is not being enforced. As a result, there are many students that have large negative account balances and are still allowed to charge a meal to their account.

Corrective Action Needed: Submit a plan of action of how you will communicate the policy with households, how often you plan to remind households of the policy, and how you plan to enforce the policy.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

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

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 may use the [prototype Medical Statement](#) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on [special dietary needs](#) can be found on the DPI School Nutrition Team website (http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs). This [flow chart](#) gives guidance on special dietary needs, as well (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf)
- School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly

recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.

- If accommodating students with allergies by having a specific table to sit at, it is advised to not label it “peanut free” or “allergen free”. Instead, label it “allergen aware” or “peanut aware” as you may not be able to guarantee the table(s) are free from any allergens at all times of the day. The school(s) should have special procedures for special dietary needs.

Findings and Corrective Action Needed: Civil Rights

- ❑ **Finding #1:** The And Justice For All poster is not posted in a public location.

Corrective Action Needed: Post this outside of the kitchen for all to view. **Updated on-site. No further action required.**

Local Wellness Policy

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

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

Content of the Wellness Policy

The final *Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010* rule requires the SFA to retain basic records demonstrating compliance with the local school wellness (LWP) requirements. If no LWP has been developed, the SFA must establish a written 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](http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit) (<http://dpi.wi.gov/school-nutrition/wellness-policy/toolkit>). 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).

Resources:

- Please refer to the USDA [summary of the requirements](http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf) for local school wellness policies (http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf).
- USDA Food and Nutrition Service has information on the [local school wellness policy](https://healthymeals.nal.usda.gov/school-wellness-resources) process and wellness policy elements (https://healthymeals.nal.usda.gov/school-wellness-resources).
- Wisconsin Team Nutrition has several [wellness policy resources](http://dpi.wi.gov/school-nutrition/wellness-policy) available, including a toolkit, a wellness policy builder, and wellness policy report card (http://dpi.wi.gov/school-nutrition/wellness-policy).

Findings and Corrective Action Needed: Local Wellness Policy

- 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 statement of when you plan to have the policy updated and compliant with the final rule.** The [Wellness Policy Builder](https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1) 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 in Schools

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

- Foods and beverages sold in schools during the school day must meet both the general standards and nutrient standards unless the sales qualify for an exemption. The school day is considered the period from the midnight before to 30 minutes after the end of the

instructional school day. You can find more information on our [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

- The Wisconsin Department of Public Instruction (DPI) allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule, but sales may not occur in the meal service area during meal service times. All exempt fundraisers must be documented. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the Smart Snacks webpage, under the resources heading.
- We recommend using the [Alliance for a Healthier Generation Smart Snacks Product Calculator](https://foodplanner.healthiergeneration.org/calculator/) to assess product compliance (<https://foodplanner.healthiergeneration.org/calculator/>). 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.
- To assess Smart Snacks compliance for items made from recipes, use the Smart Snacks Recipe Analyzer Tool, located on the Smart Snacks webpage, under the Quick Links heading.

Findings and Corrective Action Needed: Smart Snacks

- ❑ **Smart Snacks Finding #1:** The SFA does not participate in the School Breakfast Program, but offers food for students to purchase in the morning. The following items do not meet the Smart Snacks standards:
 - Banana Bread: exceeds the allowable calories for a snack
 - Donut Holes: serving size of 5 exceeds the allowable calories, calories from total fat, calories from saturated fat, and sodium for a snack; serving size of 3 exceeds the allowable calories from total fat and calories from saturated fat for a snack
 - Honeynut Cheerios cereal bar: not a whole grain-rich item
 - Frudel: exceeds allowable calories and sodium for a snack

Corrective Action Needed: Submit a written statement explaining what will be done to bring all a la carte breakfast items into compliance with the Smart Snack regulations. If replacement items are added, submit the nutrition facts labels and ingredient lists.

- ❑ **Smart Snacks Finding #2:** If multiple grades have access to vending machines with beverages during the school day, products must meet Smart Snacks standards for the youngest age/grade group. The vending machine near the cafeteria is stocked with unallowable beverages for middle school students and is available for student purchases during the school day. Only plain water, 100% juice, and milk are allowable Smart Snack beverages for middle school students. Please refer to the [Smart Snacks In a Nutshell](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/smart-snacks-in-a-nutshell.pdf) for the allowable beverages and size restrictions (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/smart-snacks-in-a-nutshell.pdf>).

Corrective Action Needed: Submit a written statement explaining what will be done with this vending machine to comply with the Smart Snack regulations.

Buy American

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

- The USDA requires that an SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers and provides healthy choices for children in the school meal programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.
- The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Furthermore, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.
- SFAs must monitor contractor performance as required in 2 CFR Part 200.318(b), formerly in 7 CFR Part 3016.36(b)(2), to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
 - The following products may be exceptions to Buy American provisions: pineapples, mandarin oranges, olives, tuna, bananas and coffee.
 - If no country of origin is identified on the label, than SFA must get certification from the distributor or supplier stating: “We certify that (insert product name) was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.,” This can accepted within an email.
 - The label should indicate if the product is grown, processed and packed in the continental U.S. and any U.S. Territories. If the label indicates that product is distributed or packed in the U.S, but the country of origin is not listed, this product requires the distributor’s certification as mentioned above.
 - Any substitution of a non-domestic product for a domestic product (which was originally a part of the RFP), must be approved, in writing, by the food service director, prior to the delivery of the product to the school.
 - Any non-domestic product delivered to the school, without the prior, written approval of the Food Service Director, will be rejected. Should non-domestic substitutes that were not pre-approved in writing by the food service director be delivered to and rejected by the school, selected distributor(s) shall be held accountable for all over-claims that result from failure to meet the school’s required meal pattern.
 - Agricultural products which are processed and produced outside of the U.S. may be accepted with proof from the manufacturer that poor market conditions exist (weather, and/or supply availability of market); this requirement applies to private labels as well as other labels.
 - The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American procedure. Sample written procurement contract management procedures and Buy American monitoring procedures can be found in the [Contract Management](#) chapter of the *Introduction to the Procurement Policy and Procedures Handbook* (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>). Additional Buy American monitoring procedures can be found on the [Buy American Provision](#) webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american/monitoring>).
- There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the “domestic” standard as described above (“non-domestic”) in circumstances when use of domestic products is truly not practicable. Refer to SP 24-2016 for more information on the Buy American provision and limited exceptions.

- For domestic products without country of origin labeling (COOL), consider the [Buy American Provision Attestation for Agricultural Product\(s\) Purchased Between School and Contractor](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision as defined in 7 CFR Part 210.21(d). For more information, visit the [Buy American Provision](https://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american).
- More information on this new requirement can be found on the SNT [Procurement](http://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (http://dpi.wi.gov/school-nutrition/procurement/buy-american).

Findings and Corrective Action Needed: Buy American

- ☑ **Buy American Finding:** The following product were identified in the SFA's storage area as non-domestic and not documented:
 - Canned Pineapple (Philippines)

Corrective Action Needed: Complete and submit a Non-Compliant Product Form for the product listed above. **Corrected onsite; no further action needed.**

Professional Standards

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

Professional Standards: New Food Service Director Hiring Requirements

- The [hiring standards for SFA directors](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-chart-by-district-size.pdf) are based on the size of the SFA and includes education, school nutrition experience and food safety training requirements (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-hiring-chart-by-district-size.pdf).
- Per SP 38-2016, any School Food Service Director hired after July 1, 2015 that does not meet the minimum education requirements cannot use the nonprofit school food service account to pay their salary; this would be an unallowable cost and the SFA's general fund may be used to pay the salary of a new director who is actively pursuing the minimum education requirements.

Professional Standards: Training Requirements

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A [template tracking tool](http://dpi.wi.gov/school-nutrition/training/professional-standards) is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/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:** Trainings are occurring but not being tracked on a spreadsheet.

Corrective Action Needed: Use the [DPI tracking tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) to track trainings (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx>). **Submit a copy of a completed tracking tool.**

Food Safety and Storage

Commendations

- The Food Safety Manual was available for review and had all required information. The temperature logs, calibration logs, and sanitizing solution logs were documented well and organized nicely.

Technical Assistance

- The site-specific food safety plan should include SOPs for all programs and procedures utilized at the site.
- The procedures detailed in the SOPs included in the site-specific food safety plan should be followed by all food service staff, student workers, volunteers, and any other people involved in the implementation of Child Nutrition Programs at all times.
- Any food that is a TCS food must be kept under refrigeration or hot held (depending on the food). If not, it must be discarded after meal service.

Time/Temperature Control for Safety (TCS) Food

Milk and dairy products	Tofu or other soy protein
Shell eggs	Sprouts and seed sprouts
Meat (beef, pork, and lamb)	Sliced melons
Poultry	Cut tomatoes
Fish	Cut leafy greens
Shellfish and crustaceans	Untreated garlic-and-oil mixtures
Baked potatoes	Synthetic ingredients, such as textured soy protein in meat alternatives
Heat-treated plant food, such as cooked rice, beans, and vegetables	

Time as Public Health Control

- When using “Time as a Public Health Control”:
 - The internal temperature must be at or below 41 degrees Fahrenheit (°F) at the beginning of the holding period for cold time/temperature control for safety (TCS) food.

- TCS food can be held up to 6 hours at an internal temperature between 41°F and 70°F under monitored conditions. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold TCS food rises above 70°F, or the food is removed from service.
- Hot TCS foods can be held up to 4 hours at an internal temperature greater than 70°F. Provisions must be made to discard product if the 4 hour time limit is exceeded, the temperature of the hot TCS food falls to 70°F, or the food is removed from service.
- **There can be no leftovers and no reuse of the items covered under this plan.** Thus, if any TCS food is held without mechanical refrigeration during service, including TCS foods on garden bars, all leftover TCS food must be discarded.

Findings and Corrective Action: Food Safety

❑ **Finding #1:** The most recent food safety inspection was not posted in a public location.

Corrective Action Needed: Post the most recent food safety inspection in a public location.
Corrected on-site. No further action required.

❑ **Finding #2:** Lists of the Process 1, 2, and 3 foods was missing from the Food Safety manual.

Corrective Action Needed: List out the foods served within the NSLP that are Process 1, 2, and 3 foods. **Submit a copy of the list to the consultant.**

Finding #3: The kitchen is being used by those unauthorized to use it such as parents and non food service staff without a policy in place. The WI DPI's advice is to work with administration on developing and implementing policies and procedures for many reasons: liability; damage to expensive equipment; losses due to vandalism; pilferage; tampering with food in storage that could have serious consequences; unintentional acts that resulted in food loss such as unplugging cold storage units and/or leaving cooler and freezer doors ajar. Some districts do have policies for kitchen use that require a permit and paying the wages of a food service employee to be on site while others are using the kitchen.

Corrective Action Needed: Create a policy for how you will authorize non-food service staff and parents to use the kitchen. **Submit a copy of the policy to the consultant.**

Reporting and Recordkeeping

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

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- Be sure to keep all documents pertaining to the School Nutrition Programs for 3 years plus the current school year. You may shred anything from the 14-15 SY and prior.

Summer Food Service Program (SFSP) Outreach

Commendations/Comments/Technical Assistance (TA)/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 not operated at (insert

SFA) USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. 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)

Resources:

- 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).
- For more information on Summer Feeding option contact:
Amy J. Kolano, RD, CD, Summer Food Service Program Coordinator
Phone: 608.266.7124; e-mail: amy.kolano@dpi.wi.gov

“The Wisconsin Department of Public Instruction has a vision that every student will graduate prepared for college and career. Goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

For more information on this initiative, please visit the Wisconsin DPI [Every Child a Graduate](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (https://dpi.wi.gov/statesupt/every-child-graduate).”



With School Nutrition Programs!