



Administrative Review Summary and Corrective Actions

SFA Name:	Grantsburg School District
SFA Code/ ID Number:	72233
Administrative Review Conducted on:	Tuesday, November 15, 2016

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on 11/15/17; an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **January 13, 2018**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Thank you,

CN Resource

1930 N Arboleda, 101, Mesa, Arizona 85213

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Administrative Review Technical Assistance Summary

SFA Name:	Grantsburg School District
SFA Code/ID Number:	72233
Administrative Review Conducted on:	Tuesday, November 15, 2016

Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.

The SFA staff was friendly and accomdating.

The SFA did a great job having all the requested paperwork for the onsite review.

Thank you for completing the Paid Lunch Equity Tool each year and making the appropriate pricing increases and nonfederal fund transfers.

Other areas of Technical Assistance (Does NOT require SFA Response)

Food Safety - During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated once opened.

SFA Name: Grantsburg School District
 SFA Code/ID: 72233

Administrative Review Conducted: Tuesday, November 15, 2016
 Site(s) Selected for Review: Grantsburg High School

Date Corrective Action Plan was provided to SFA: 12/13/2017

Due Date for Corrective Action Plan: 1/13/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

Please enter the detailed response for each in the spaces provided.

Finding #1: Civil Rights			
The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal Programs.			
Technical Assistance			
During the review the process for receiving and processing complaints alleging discrimination was discussed with the SFA. The SFA should not attempt to resolve complaints in-house and should forward all complaints to the appropriate outside agency.			
<i>For detailed regulation see: FNS Instruction 113-1 Section XV Complaint Procedures</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that all alleged civil rights complaints regarding the meal programs will not be handled internally and that the complaints will be forwarded to the appropriate agency.			

Finding #2: Verification			
The hearing official is the same SFA representative that made the confirmation review.			
Technical Assistance			
During the review the process for receiving and processing complaints alleging discrimination was discussed with the SFA. The SFA should not attempt to resolve complaints in-house and should forward all complaints to the appropriate outside agency.			
<i>For detailed regulation see: 245.7(a)(2)(vii)Hearing official</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.

1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide the person by position who will be the hearing official.			

Finding #3: Resource Management

The SFA sold nonprogram foods, but did not correctly determine compliance with nonprogram food requirements.

Technical Assistance

The DPI NonProgram Food Revenue Tool submitted during the review was incorrectly completed. The SFA did not include adult meals in the nonprogram food section. Additionally, the "actual selling price + USDA reimbursement" for the NSLP reduced meals did not include the \$.40 selling price. The SFA's tool showed they were slightly out of compliance; adding adult meals should bring the SFA into compliance. The tool should be revised and resubmitted. If the tool still shows you are out of compliance, you need to increase nonprogram food prices. A copy of the DPI tool and instructions can be found on the DPI financial website under "NonProgram Food Revenue": <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>

For detailed regulation see: 210.14(f) Revenue from nonprogram foods.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Submit a revised copy of the DPI NonProgram Food Revenue Tool. If the tool shows you are out of compliance, include a written statement explaining how nonprogram food prices will be increased to come into compliance.			
2. Provide a written statement of understanding that the DPI Nonprogram Food Revenue Tool will be completed each year. This should include a timeframe for when the tool will be completed and assurance that the SFA will take the necessary steps to come into compliance if the tool shows they did not generate sufficient nonfederal revenue.			
3. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.