

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

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**School Food Authority: Menominee Indian Tribe of Wisconsin      Agency Code: 727381**

**School(s) Reviewed: Menominee Tribal School**

**Review Date(s): 5/1/18-5/2/18**

**Date of Exit Conference: 5/2/18 (verbal)**

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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, professional standards, meal benefit determination process, 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, and 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).
- The US Department of Agriculture has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.usda.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students' select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and do help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for [increasing consumption of white milk](https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk) (https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk).

## Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Menominee Indian Tribe of WI for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. All were receptive to recommendations and guidance.

In addition, thank you for taking the time to respond to the off-site questions.

The Menominee Tribal School has excellent participation rates for Breakfast, Lunch, and Afterschool snack. Staff are friendly and encourage students to take part in programming. Traditional foods like maple syrup and wild rice are incorporated into the menu. The agency also recently updated the Local Wellness Policy that not only meets regulations, but reflects local goals and initiatives. Keep up the good work!

## REVIEW AREAS

### 1. COMMUNITY ELIGIBILITY PROVISION (CEP)

#### Commendations/Comments/Technical Assistance/Compliance Reminders

As a reminder, the agency is in the fourth year of CEP. This means that in order to continue operating as a CEP, the agency will need to reapply for another 4 year cycle. The [CEP application](#) can be found on the [CEP website](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility) (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility). The deadline to apply is June 30, 2018.

#### Direct Certification (DC)

The agency does not need to run direct certification within the same timeframes as a standard counting and claiming school, but it is a requirement to run direct certification annually for the USDA Special Provision Match report and whenever the agency needs DC data for CEP re-application. **As a best practice, run DC after July 1 and on or slightly before April 1 each school year.** Because a full enrollment direct certification run was not conducted on or slightly before April 1, 2018, it will take longer to assemble the documentation need to re-apply for CEP. The agency will need to compile a student roster reflective of April 1 enrollment. Identified students can be matched from earlier DC runs (September and January) if students were still enrolled as of April 1, 2018. Eligible match codes include: S, T, O, M, and E. If applicable, the agency may also submit additional documentation to support extension of benefits, homeless, migrant, runaway, and FDPIR.

*CEP application materials were assembled during the onsite visit and submitted for review.*

#### Meal Counting and Claiming

##### Commendations/ Technical Assistance

Total meal counts for Breakfast, Lunch, and Afterschool snack were completed perfectly. The agency is utilizing the edit check report and comparing attendance-adjusted eligibles to the total daily meal counts.

##### Severe Need Breakfast and Area-eligible Afterschool Snack Qualification

As a CEP site, the *individual school* ISP X1.6 is used to qualify the site for Severe Need Breakfast and Area Eligible Afterschool snack reimbursement. Reference the [CEP Individual School ISP](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/use-individual-isp.pdf) resource for additional information and uses (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/use-individual-isp.pdf).

### Visiting Students

For guidance on how to count school-aged visiting students at a CEP site, see the [Visiting Students CEP Flow Chart](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/cep-visiting-students-flow-chart.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/cep-visiting-students-flow-chart.pdf). Meals are included in the total count at the CEP school and the CEP school is reimbursed for meals served using their claiming percentages. The agency mentioned that head start students may visit and eat at the school on occasion to acclimate students to school programming. **On these days, if the head start will be claimed under the School Meal programs, they cannot also be claimed under the CACFP.**

## 2. MEAL PATTERN AND NUTRITIONAL QUALITY

### Commendations

Thank you to the many staff members at Menominee Indian Tribe of Wisconsin for making time to answer questions during the on-site review. Thank you to the FSD for her prompt action. We appreciate everyone's dedication to serving compliant meals to students. All observed meals were compliant and reimbursable. Great job!

### Comments/Technical Assistance/Compliance Reminders

**Training:** Regular trainings are offered on the Wisconsin DPI webpage through webcasts, webinars, and on-site trainings. Check our [training webpage](https://dpi.wi.gov/school-nutrition/training) often for current and upcoming opportunities (dpi.wi.gov/school-nutrition/training). The [School Nutrition Skills Development Courses](#) that are presented by the DPI School Nutrition Team will be available this summer around the state of Wisconsin (https://dpi.wi.gov/school-nutrition/training#up). There will be emails sent in the coming months regarding the trainings available at these locations. You may also check back on the [School Nutrition Team Training](#) webpage (https://dpi.wi.gov/school-nutrition/training). Please also know that all members on the School Nutrition Team are available for technical assistance any time throughout the year. A complete list of [DPI SNT staff](#) can be found on our website (dpi.wi.gov/school-nutrition/directory).

**CACFP:** The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten. Pre-kindergarten is exempt from the CACFP meal pattern *if* they are comingled with older students following the National School Lunch Program; *meaning that pre-k students can follow the NSLP meal pattern if they are served at the same time as older students and without distinction*. More information regarding the updated CACFP meal pattern is available on the [Infants and Preschool in NSLP and SBP](#) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool). Contact Erin Opgenorth ([erin.opgenorth@dpi.wi.gov](mailto:erin.opgenorth@dpi.wi.gov)) or Tanya Kirtz ([tanya.kirtz@dpi.wi.gov](mailto:tanya.kirtz@dpi.wi.gov)) with any questions.

**Offer versus Serve:** OVS is not required for grade K-8 students, although it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, grade K-8 students must be served  $\frac{3}{4}$  cup vegetable and  $\frac{1}{2}$  cup fruit to create a reimbursable meal. If OVS is implemented, then students can choose three of the five components offered, including  $\frac{1}{2}$  cup fruit, vegetable, or combination to create a reimbursable meal. The [Offer Versus Serve Guidance manual](#) is available on our NSLP requirement website under the offer versus serve heading (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ovs). We also recommend the [OVS webcast](#) on the DPI webpage (https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story\_html5.html). Classes on OVS will be taught at [summer 2018 SNSDC](#) in 5 locations around the state (https://dpi.wi.gov/school-nutrition/training#up).

**Garden bar:** If there is interest in adding a “salad bar” to lunch service, it is highly recommended to implement OVS first, and then offer a garden bar with fruits and vegetables only. The produce on the garden bar can be credited toward the meal pattern each day that it is offered to students (eg, if black beans are offered every day with a planned serving size of 1/8 cup, 5/8 cup has been offered in total each week and meets the minimum ½ cup requirement of beans/peas). Planned portion sizes are required for every meal component. Even in self-service, the menu planner must plan a specific portion size that he or she intends students to take. If the fruits or vegetables on the garden bar are being used to meet the weekly requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. Proper portion size utensils should be used and are very important for self-service foods. This helps to encourage students to take the planned amount, and ensure the amount needed for a reimbursable meal is taken. Please keep in mind that raw leafy green vegetables (spinach, romaine, lettuce, etc) credit as ½ of the volume served. Implementation of a salad bar (produce, protein, and grains are offered to create a reimbursable meal from the salad bar alone) is discouraged until OVS and self-serve has been successfully put into practice. Production records must be kept for a garden/salad bar, and an [example template for garden bar production records](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/garden-bar-production-record.doc) is found on our webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/garden-bar-production-record.doc>). More information regarding vegetable subgroups can be found on the [Menu Planning](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf>). Please [contact a member of the School Nutrition Team](https://dpi.wi.gov/school-nutrition/directory) for assistance implementing OVS or a garden bar ([dpi.wi.gov/school-nutrition/directory](https://dpi.wi.gov/school-nutrition/directory)).

**Grapes:** Portion sizes served must be full, level scoops in standardized measuring utensils. Grapes were portioned into ½ cup measuring cups, but the cup was not completely filled. Production records indicated that 16 grapes are planned to be served to meet ½ cup. For best practice, use a larger scoop that holds 16 grapes.

**Yogurt:** Yogurt was served on Monday. Per the [Food Buying Guide](https://foodbuyingguide.fns.usda.gov/), 4 ounces of yogurt (1/2 cup) does credit as 1 oz eq M/MA (<https://foodbuyingguide.fns.usda.gov/>). Yogurt does not credit as fruit.

**Signage:** The National School Lunch Program regulation requires that schools identify, near or at the beginning of serving lines, what constitutes the unit priced reimbursable meals at breakfast and lunch. Meal components are being updated daily on the dry-erase board at the beginning of the meal line. Samples of signage that can be printed or updated and implemented in your school can be found on our [Signage Resources](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage) webpage ([dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage)) should you choose to use different signage, or begin utilizing OVS. If you are interested in ordering signage from SNT, please visit the [Team Nutrition](https://dpi.wi.gov/team-nutrition) webpage ([dpi.wi.gov/team-nutrition](https://dpi.wi.gov/team-nutrition)) and complete the Resource Order Form.

**Breakfast meal pattern:** Insufficient crediting documentation was available for the egg patty product. Without crediting documentation, this product cannot credit at breakfast. However, the egg patty is served with a slice of toast. If 1 oz eq grain is offered, the egg patty may be offered as an “extra” item without documentation. Please keep in mind that an extra still must be included in the dietary specifications (calories, saturated fat, trans fat, and sodium). In the SBP 1 oz eq grain must be offered before M/MA can credit toward the grain component.

### **Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality**

**❑ Finding #1: Breakfast fruit shortage** *Please note that on future Administrative Reviews (AR), repeat violations of minimum quantity shortages may result in fiscal action.*

The breakfast meal pattern requires at least 1 cup of fruit to be offered daily at breakfast, and 5 cups of fruit to be offered weekly at breakfast. No more than 50% of fruit served may be in the form of juice.

At breakfast on Monday 4 fl. oz. of juice (credits as ½ cup fruit) and ½ of #138 count orange (credits as ¼ cup fruit) was served, for a total of ¾ cup fruit. This results in a daily and weekly fruit shortage at breakfast.

Of the 4-¾ cups of fruit served during the week of review, 2-½ cups were in the form of juice. No more than half (50 percent) of the fruit offered over the course of a week can be in the form of juice.

**Corrective Action Needed:** Submit a completed [5-day breakfast menu planning worksheet](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-breakfast.doc) for week C (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-breakfast.doc>).

**❑ Finding #2: Grain shortage** *Please note that on future Administrative Reviews (AR), repeat violations of minimum quantity shortages may result in fiscal action.*

On Wednesday tator tot hot dish was served. Potato products are classified as starchy vegetables for the USDA Child Nutrition Programs. Since a whole-grain rich brownie was served (1/4 oz. eq. grain) there is a daily grain shortage, but not a missing component. For assistance in crediting grain items, use [Exhibit A](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exhibit-a.pdf>).

**Corrective Action Needed:** Submit a completed [5-day lunch menu planning worksheet](#) for week 4 and an updated standardized recipe (CA #6) for tator tot hot dish (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/menu-planning-worksheet-lunch-k-8.doc>).

**❑ Finding #3: Vegetable subgroup shortage** *Please note that on future Administrative Reviews (AR), repeat violations of minimum quantity shortages may result in fiscal action.*

During the week of review 3/8 cup beans/peas(legumes) was served (1/8 cup in taco soup on Tuesday, 1/4 cup baked beans on Friday). Per K-8 meal pattern, students must be offered ½ cup beans/peas(legumes) per week.

**Corrective Action Needed:** Submit a written statement explaining how ½ cup of beans/peas(legumes) will be served each week. *Completed on-site, no further action required.*

**❑ Finding #4: MM/A and grain shortage related to insufficient crediting documentation** *Please note that on future Administrative Reviews (AR), repeat violations of minimum quantity shortages may result in fiscal action.*

Documentation provided for the week of review demonstrated a daily meat/meat alternate shortage at lunch on Monday. The breaded chicken drummies served on Monday Friday did not have sufficient documentation, such as a Child Nutrition (CN) label or Product Formulation Statement (PFS), in order to credit these combined grain and meat/meat alternate items. Because it was evident that meat/meat alternate was served on these days, this is considered a shortage and not a missing component.

Because this food is a processed product, it cannot be credited using the USDA *Food Buying Guide* (FBG). The FBG for School Meals Programs contains yield and crediting information for foods with standards of identity (in large part, unprocessed foods). Foods that do not have standards of identity

are not listed in the FBG and require further documentation, a CN label or PFS, clearly detailing the ingredients and their creditable quantities in order to be served in Child Nutrition Programs.

**Corrective Action Needed:** Since proper documentation cannot be obtained for the chicken drummies, discontinue using this product for school meals. Submit crediting documentation for a substitution product that will be used moving forward. Submit a recipe if applicable. *Completed on-site, no further action required.*

**❑ Finding #5: Whole-grain rich bread**

All grains offered and credited in school meal programs are required to be whole grain-rich. Bread/toast offered at breakfast is not whole grain rich. USDA has a very thorough [Whole Grain Resource](http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf) that provides tools and tips for identifying whole grain-rich products (<http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf>). The toast served on Wednesday is not whole-grain rich.

**Corrective Action Needed:** Submit crediting documentation for a whole-grain rich substitution product.

**❑ Finding #6: Standardized recipes**

All standardized recipes must include detailed information about the specific ingredients, equipment, and procedures used to prepare the recipes. A standardized recipe has been tried, tested, evaluated, and adapted for use by your foodservice operation. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used, which is crucial for crediting school food service recipes. Recipes should be standardized in each production kitchen to reflect the products and practices that are used in that kitchen. This same process must be done to standardize USDA quantity recipes, especially when substitutions are made. Instructions for standardizing recipes and recipe templates can be found on the [Meal Planning](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) web page (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>).

[USDA's What's Cooking? recipes](https://whatscooking.fns.usda.gov/) include nutritional and crediting information. They are a great resource to use in child nutrition programs (<https://whatscooking.fns.usda.gov/>). Please note, even though USDA calls these standardized recipes, they are in fact quantity recipes. These recipes will only be standardized once they have been tried, tested, and adapted to your food service operation.

**Corrective Action Needed:** Submit standardized recipes for:

- Taco soup
- Tator tot hot dish
- Meatloaf
- Ham and cheese sandwich

*Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, it can be analyzed to determine if the meal patterns for the National School Lunch Program and School Breakfast Program are being met. Until that time, the review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.*

### 3. RESOURCE MANAGEMENT

#### Nonprofit School Food Service Account

### **Comments/Technical Assistance/Compliance Reminders**

- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and other) need to be separated by program. This will aid the school in calculating its “yearly” reference period for nonprogram food compliance which is highly recommended. The [16-17 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>).
- The ending balance on June 30 from the previous year must be the beginning balance on July 1 for the current year.
- The “Purchased Services” expenditure category should reflect costs for services rendered such as equipment repairs.

### **Allowable Costs**

- Allowable costs are defined in 2 CFR 200 Subpart E and should be necessary, reasonable and allocable.
- DPI does not allow the annual assigned indirect cost rate to be applied to the school foodservice account. In Wisconsin, any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than an indirect cost rate. This may include utilities, rent, printing and mailing services, administrative oversight, etc.

### **Findings and Corrective Action Needed: Nonprofit School Food Service Account**

- ❑ **Finding #1:** The 16-17 SY *Annual Financial Report (AFR)* was not completed correctly.
- The beginning fund balance for 16-17 SY does not match the ending fund balance from the 15-16 SY
  - Revenues and expenditures for the CACFP, SFSP, and the Fresh Fruit and Vegetable Program (FFVP) are not included, which means Total Revenue, Total Expenditures, and the ending fund balance reported are inaccurate
  - The revenues and expenses for nonprogram foods (adult meals and extra milk) are not separated from program revenue and expenses (NSLP, SBP, FFVP, ASP, CACFP, SFSP)

For more information see our [Financial Management website](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).

#### **Corrective Action Needed:**

- a) Correct the 16-17 SY AFR by submitting manual adjustments (print your original submission and write in changes) to the DPI SNT accountant [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov). Copy the consultant on the communication.
- b) Watch the [Annual Financial Report Webcast](https://dpi.wi.gov/school-nutrition/training/webcasts#afr) (<https://dpi.wi.gov/school-nutrition/training/webcasts#afr>). Submit the date of completion to the consultant.

- ❑ **Finding #2:** The agency is applying an indirect cost rate to the non-profit *school* food service account.

**Corrective Action Needed:** Submit a statement agreeing to discontinue this practice.

If there are specific services that you would like the food service account to cover (e.g., utilities, administrative food service labor, garbage collection, etc.) these expenses must be supported through time/usage studies and separate meters.

Submit documentation to support the direct expenses you would like covered. The difference between the direct expense and indirect cost rates will be reviewed. **The any unallowable costs will be refunded to the food service account for the current school year and the 16-17 SY.**

### **Paid Lunch Equity (PLE)**

The agency is exempt from PLE requirements while operating as a Community Eligibility Provision (CEP) school. If the agency ever switches back to being a pricing site, you must complete the PLE tool, or qualify for an exemption.

### **Revenue from Nonprogram Foods**

#### **Commendations/Comments/Technical Assistance/Compliance Reminders**

- Nonprogram foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines. The agency currently sells adult meals, adult snacks, 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.
- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.
- SFAs that sell only nonprogram milk and adult meals as nonprogram foods are exempt from completing the USDA Nonprogram Food Revenue tool (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).

### **Adult Meals and Snacks**

Adult meals and snacks are considered non-program foods. Food service programs must price adult meals above the overall cost of the meals. SFAs must, at a minimum, follow the minimum pricing guidelines in Food Nutrition Services Instruction 782-5.

### **Findings and Corrective Action Needed: Revenue From Nonprogram Foods**

**Finding#1:** Tutors for the afterschool snack program are receiving a free snack, which is paid for by food service. Teachers/tutors are considered non-program adults, as they are not involved in the direct preparation and service of the snack.

**Corrective Action Needed:** Begin tracking and charging for adult snacks in your point of sale software. Update your 18-19 SY online contract by inputting a charge (e.g., \$1.00). Either the cost needs to be covered by the staff similar to SBP and NSLP, or the general fund can cover the cost with outside funds. Submit a statement indicating how the agency will proceed.

**Finding #2:** The food service account is absorbing the cost of cold lunch a la carte milk.

**Corrective Action Needed:** Begin tracking the sale of cold lunch milk at the point of sale. Set a price to cover the cost of milk. Either the household should be charged or the cost can be covered with funds outside of food service. Submit a statement indicating how the agency will proceed.

## 4. GENERAL PROGRAM COMPLIANCE

### Civil Rights

#### Findings and Corrective Action Needed: Civil Rights

❑ **Finding:** The menu calendar report contains the wrong shortened non-discrimination statement. The correct shortened statement is, *"This institution is an equal opportunity provider."*

**Corrective Action Needed:** Update the menu calendar report to the correct statement. Submit the correction to the consultant.

### Local Wellness Policy

#### Commendations

The agency has a great wellness policy and recently conducted an informative parent survey. The survey seemed to provide valuable feedback that the agency can utilize to adjust or support current goals and objectives.

As a reminder, in 2020, the agency will be required to complete a Triennial Assessment. 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 webpage](https://dpi.wi.gov/school-nutrition/wellness-policy) (<https://dpi.wi.gov/school-nutrition/wellness-policy>). A sample model wellness policy is available at the [USDA Wellness Policy webpage](http://www.fns.usda.gov/tn/implementation-tools-and-resources) (<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 webpage](https://www.wihealthatlas.org/lwp/) (<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 ([WellSAT](http://wellsat.org/)) for assistance in assessing the LWP (<http://wellsat.org/>).

#### Smart Snacks

At the time of the on-site review there were no competitive foods or beverages sold. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser.

### Professional Standards

#### Commendations/Comments/Technical Assistance/Compliance Reminders

- 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the National School Lunch and School Breakfast Programs. In addition, the regulations established annual training standards for all school nutrition program directors, managers, and staff which must be tracked.
- Each SFA must designate at least one staff member as a program "director". A program "director" is the person designated to perform or oversee the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, customer service, nutrition education, and general day-to-day program management.

- 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).
- As a reminder the food service director will need 8 hours of food safety training no more than 5 years prior to hire, but within 30 days after hire. If the director received prior ServSafe training within this timeframe, that would fulfill this requirement. The certificate should be kept on file to document this requirement has been met.

### Training Requirements

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).

### Findings and Corrective Action Needed: Professional Standards

**Finding:** The Food Service Director was hired after July 1, 2015 and does not have the minimum school food service experience for this SFA.

**Corrective Action Needed:** Complete the Professional Standards Exemption form and submit to Karrie Isaacson at [karrie.isaacson@dpi.wi.gov](mailto:karrie.isaacson@dpi.wi.gov) for review. Copy the consultant on this submission. This form was sent in an email on 4/30/18.

### Food Safety and Buy American

#### **BUY AMERICAN**

#### Comments/Technical Assistance/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. 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](https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management) (https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management) and Buy American monitoring procedures.

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. More information on this new requirement, including a tool to assist with tracking noncompliance products, 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

**Finding #1: Non-compliant items**

The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American – Noncompliant List or SFA equivalent form or did not have proper labeling to identify the country of origin:

- Grapes- Chile
- Pineapple- Thailand
- Kiwi- Italy

**Corrective Action Needed for Finding #1:** Begin using a Noncompliant Product List for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. Provide the completed list as corrective action. A template form is located on the [procurement](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx) webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>). There are 4 pieces of information per non-compliant item that must be recorded on the Buy American Non-Compliant Product list of your choosing:

1. Date
2. Name of product
3. Country of origin
4. Reason
  - a. Cost analysis
  - b. Seasonality- record the months that the domestic product is not available
  - c. Availability
  - d. Substitution- record the reason the distributor substituted the product
  - e. Distribution- record the reason the distributor carries the non-domestic product
  - f. Other- explain

You may record additional information if you find it beneficial.

## **Food Safety**

### **Commendations/Comments/Technical Assistance/Compliance Reminders**

- All foodservice staff have obtained their ServSafe certification. Great job!
- Food safety inspection reports must be posted in public view. Posting the food safety inspection report in the same location as the "And Justice For All" poster can be a convenient way to have both items publicly visible.
- 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.

### **Sharing and No Thank You Tables**

Both Sharing Tables and No Thank You Tables are permitted in Wisconsin. Definitions, considerations, and guidance for safe and responsible implementation for each type of table is outlined below.

#### **Sharing Table**

A sharing table is a designated table for items students do not intend to consume. Students may pick up items from the sharing table during the meal period. Items must be pre-packaged and unopened. A designated food service worker or trained individual must monitor the sharing table throughout meal service, inspecting items for wholesomeness. The table should not be located immediately after the point of service/sale.

#### **No Thank You Table**

A no thank you table is a designated table placed after the point of service for items students do not intend to consume. Students may not pick up items from this table during the meal period. At the end of

meal service, a designated worker or trained individual must inspect the items for wholesomeness. **Sharing or no thank you tables are appropriate for students in first grade and up. Preschool, pre-kindergarten, and kindergarten students are considered a susceptible population at greater risk for foodborne illness.**

### **Considerations**

1. School food authorities (SFA) are making a conscientious effort to be good stewards of federal and state funding and USDA Foods received for the school meal and afterschool snack programs.
2. Offer versus Serve is effectively implemented. This includes training and supervising food service employees, informing students they may turn down up to two components at lunch and one food item at breakfast, and providing age appropriate signage.
3. The legal entity (e.g. school board, administrator) stated, in writing, sharing or no thank you tables are allowed at specific serving locations and accepts liability in the event of foodborne illness or injury.
4. Parents will be informed in writing.
5. The food safety plan for the specific serving locations where sharing or no thank you tables are allowed includes a standard operating procedure (SOP). Please work with the sanitarian and/or local regulatory authority before, during, and after the development of the SOP. Any changes required by the sanitarian will be made.
6. Items on the sharing or no thank you table are limited to school meal or snack components. Food items brought from home are excluded.
7. Fruits and vegetables with edible peels must be washed and wrapped or packaged for meal service.
8. Food on sharing or no thank you tables is not for adults (e.g. food service staff, aides, teachers, custodians).

### **Wholesome Leftovers**

Wholesome leftovers may be re-served; given away to students during the same meal period (sharing tables) or later part of or subsequent school day (no thank you tables); given to the school nurse for students with medications or complaints of hunger; donated; or composted. "Wholesome" must be defined by the SFA as part of the SOP.

**Only non-time/temperature control for safety (TCS) food items may be re-served and sold in child nutrition programs by the school food authority. TCS foods include milk, cheese, and yogurt, among many other food items.**

Food safety decisions surrounding sharing and no thank you tables are at the discretion of the sanitarian and/or local regulatory authority. Implementation may vary across the state.

### **Monitoring Log**

Consider using a monitoring log for items left the sharing table or no thank you table. List prepackaged items and fruits with a non-edible peel or wrapper. At the end of meal service, count the items placed on the table. The employee who initials this log must check all leftover items for wholesomeness. No open items may be re-served. Use data to inform future menu planning and purchasing decisions. A template is available on the [Food Safety](https://dpi.wi.gov/school-nutrition/food-safety) webpage (<https://dpi.wi.gov/school-nutrition/food-safety>).

### **Findings and Corrective Action Needed: Food Safety**

✓ **Finding #1:** Most recent food safety inspection report is not posted in a publicly visible location.  
**Corrective Action Needed:** Post most recent food safety inspection report in location visible to public.  
**Completed on-site. No further action required.**

- ❑ **Finding #2:** Temperatures are not properly recorded for thermometer calibration, final cooking temperatures, and use of the dish machine (wash/rinse). These temperatures should be taken according to SOP #5 Using and Calibrating of Food Thermometers, SOP #21 Cleaning and Sanitizing Food Contact Surfaces, and #24 Cooking Time/Temperature Control for Safety Food (TCS).

**Corrective Action Needed:** Update your current temperature log template to include a place to record these temperatures. Submit the updated template to the consultant. Indicate when staff were re-trained on the SOPs along with the use of the log.

- ❑ **Finding #3:** The agency does not have Standard Operating Procedures in place for the Afterschool Snack Program, the Fresh Fruit and Vegetable Program, or for Field Trip meals.

**Corrective Action Needed:** Develop a SOP for these programs, or utilize the DPI SNT templates that are available on the [Food Safety website](https://dpi.wi.gov/school-nutrition/food-safety#templates) under Templates and Forms → SOPs (<https://dpi.wi.gov/school-nutrition/food-safety#templates>). Train staff on the SOPs. Submit copies of the templates that will be used and included in the Food Safety Plan.

### **Reporting and Recordkeeping**

#### **Compliance Reminders**

As a reminder, SFAs must retain records used to develop the ISP (e.g., records for the initial CEP election year showing numbers of identified and enrolled students, and records from any updates made to the ISP) during the entire period CEP is in effect, including all extensions. In addition, this documentation and all other documentation must be retained for three years after submission of the final Claim for Reimbursement for the last fiscal year of CEP. If audit findings have not been resolved, these records must also be retained beyond the three-year period as long as required for the resolution of issues raised by the audit.

### **Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach**

Keep up the good work!

## **5. OTHER FEDERAL PROGRAMS REVIEWS**

### **Afterschool Snack Program**

#### **Comments/Technical Assistance/Compliance Reminders**

Each site participating in the Afterschool Snack Program needs to have an onsite monitoring review completed within the first four weeks of operation, and a second review within the school year. The review form to complete may be found on our [Afterschool Snack Program](http://dpi.wi.gov/school-nutrition/after-school) webpage (<http://dpi.wi.gov/school-nutrition/after-school>).

#### **Findings and Corrective Action Needed: Afterschool Snack Program**

- ✓ **Finding #1:** On-site monitoring was not completed.

**Corrective Action Needed:** Complete a review of the afterschool snack program before the end of the school year. By signing off on this report, you agree to conduct onsite monitoring reviews according to the above guidance.

**Review completed while onsite. No further action required.**

- ❑ **Finding #2:** Reviewer noted dates outside of the review period where popcorn or pudding cups were credited towards a component. Popcorn and pudding are not creditable. The items may only

be counted as “extras” after two full creditable components have been planned. Update your snack menu on the day(s) where these items are planned as one of the full 2 components. Submit the updated snack calendar menu to the consultant.

### **Fresh Fruit and Vegetable Program (FFVP)**

#### **Commendations:**

Thank you to the FFVP Coordinator and Business Manager for providing all documentation needed for the January claim validation prior to the on-site review. This greatly expedited the FFVP review process. Thank you for your hard work and commitment to the FFVP!

#### **Resources:**

##### *Additional Promotion Materials*

DPI SNT recently released over 75 new fruit and vegetable fact sheets that can be used for FFVP. The fruit and vegetable facts sheets and other materials can be found on the [FFVP Promotion](https://dpi.wi.gov/school-nutrition/ffvp/promotion) webpage (<https://dpi.wi.gov/school-nutrition/ffvp/promotion>).

### **Findings and Corrective Action Needed: FFVP**

- ✓ **Finding #1:** Menominee Indian Tribal School claims indirect costs for the FFVP under administrative labor. Because Menominee Indian Tribal School only claims fresh fruits and vegetables and no other costs, indirect costs are taken only on fruits and vegetables. The documentation provided for the January claim validation for which fruits and vegetables indirect costs were taken on included invoices for clementines, pears, and carrots. Carrots were not served during the month of January. When discussing with the Business Manager, the indirect cost of celery was supposed to be claimed, not carrots. The invoice amount for carrots was \$35.78. The invoice amount for celery was \$30.40. The calculated indirect cost of each of these items resulted in an overclaim of \$0.60 when the indirect cost of celery was supposed to be claimed instead of carrots.

**Corrective Action Required:** Submit a written statement detailing how this error will be corrected and avoided in the future. Per DPI SNT, fiscal action will not be applied on this \$0.60 overclaim because it is less than \$1.00.

**Corrected. No further action required.**

**Finding #2:** Peanut butter (0.75 ounces, 10 g fat) is served to students with celery. Due to the fat content of the dip, peanut butter cannot be served with FFVP.

**Corrective Action Required:** Submit a written statement detailing how this error will be corrected and avoided in the future.

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](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (<https://dpi.wi.gov/statesupt/every-child-graduate>).

