

# Administrative Review Report

Chilton School District (81085)

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	05/21/2020	07/22/2020
Exit Conference	07/28/2020	07/28/2020

## Commendations:

From the Nutrition Program Consultant:

Thank you to the staff at Chilton School District for your efforts, patience, and flexibility during this off-site review. We also want to express our gratitude to those who worked with the service, counting, and claiming of meals during school closures. The food service staff at Chilton School District have worked diligently to provide meals to their students. Staff are dedicated to the well-being of their students and we sincerely thank you all for your hard work. Thank you to the Food Service Director for being receptive to technical assistance and being timely with responses throughout this review. Thank you for the fantastic work the food service team has done and will continue to do with the meal programs.

From the Public Health Nutritionist:

Thank you for your flexibility during this off-site review. The organization of documents uploaded into SNACS is greatly appreciated. There were no meal pattern findings from the week of review- great job. Keep up the good work. Be in touch with any questions.

## Recommendations:

Every summer, the School Nutrition Team (SNT) hosts summer trainings around the state. Due to COVID-19, these trainings will be conducted virtually. There is no charge, registration, or course sign-up required for these trainings. Each course has a video recording. Recorded trainings, resources, and links to join live office hours will be available July 6 th . Please see the SNSDC webpage to learn more ( <https://dpi.wi.gov/school-nutrition/training/snsdc> ).

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## Findings and Corrective Action

<b>Site Name</b>	
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Corrective Action History</b>	<p>Finding: The social security information was missing from four household income applications (six students). The social security information was gathered on 7/16/2020, and therefore these application errors will not be considered for any fiscal action.</p> <p>Corrective Action: Please submit a statement of understanding that the social security information must complete within an application prior to the application being processed.</p>
<b>Site Name</b>	
<b>Form Name</b>	Local School Wellness (1007)
<b>Corrective Action History</b>	<p>Finding: The Local Wellness Policy (LWP) for Chilton School District was last reviewed in November 2017. The LWP is to be reviewed annually.</p> <p>Corrective Action: Please submit a statement of understanding that the LWP is to be reviewed annually.</p>
<b>Site Name</b>	Chilton Middle School
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)
<b>Corrective Action History</b>	<p>Finding: Recipes should be updated to reflect current practices and products. Standardized recipes exist, but are not accurately reflecting what is happening in the kitchen.</p> <p>Corrective Action: Update and submit the turkey/cheese and ham/cheese recipes to show the actual weight of deli meat used.</p>

### Technical Assistance Entries

#### Free and Reduced Meal Applications

- When an application only has one frequency of payment indicated for all household reported incomes on the application, the income should not be converted to annual, but using the [Income Eligibility Guidelines](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1920.pdf) (IEG) one would look at the amount of their income under the column indicating that stated frequency (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1920.pdf>).

#### Excess Cash Balance

- The excess cash balance spend down plan was sent to the SNT by June 30, 2020. See below for information within the notification letter sent to your district on April 27, 2020:

*Note that funds in the nonprofit school food service account are **only for school food service activities**. The following options may be used to eliminate the excess balance reported above:*

- Carryover of the funds to be expended in the next school year under a plan approved by the Department of Public Instruction (DPI).*

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- Carryover the funds under a plan approved by DPI to support long range planning for the improvement of the school food service. **Please note:** an annual report to DPI will be required as long as the excess fund balance exists.
- Provide reduced-price eligible students with free meals ([See USDA Policy Memorandum SP 17-2014](#)).
- Improve quality and variety of foods offered.
- Increase marketing of the school meal program to increase participation.
- Determine if additional or updated kitchen equipment is needed. As a reminder, equipment purchases that have a useful life of more than one year and the estimated cost exceeds the School Food Authority's (SFA's) capitalization threshold or \$5,000 (whichever is less), need to be on the [pre-approved equipment list](#) or [receive approval from DPI prior to purchase](#). (Section 7 CFR 210.14(a) of the regulations prohibits school food service revenues from being utilized to purchase land or buildings or to construct buildings.)
- Provide additional training to staff, which can include sending staff to conferences on school nutrition related topics.
- Provide free milk to students if you also participate in the Special Milk Program.
- Offer more local products, start a school garden, or participate in a Farm to School program.

## School Breakfast Program (SBP) Outreach

- SFAs must inform families of the availability of reimbursable breakfasts served under the [School Breakfast Program \(SBP\)](#) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP.

## Summer Food Service Program (SFSP) Outreach

- A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, 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](#) 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 [Summer Food Service Program](#) webpage (<https://dpi.wi.gov/community-nutrition/sfsp>)
- For more information on the SFSP contact:  
Amy J. Kolano, RD, CD, SFSP Coordinator  
Phone: 608.266.7124; e-mail: amy.kolano@dpi.wi.gov

## Food Safety

- If reimbursable meals are served to students off site (e.g. on field trips), a Standard Operating Procedure (SOP) must be in place within the Food Safety Plan explaining how food safety is maintained off site. Please see the [Food Safety](#) webpage for a template SOP on field trip meals (<https://dpi.wi.gov/school-nutrition/program-requirements/food-safety>).

## Civil Rights

- Processes for complaints
  - Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous.
  - All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the [Template Civil Rights Complaint Procedures](#) to create written procedures.

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- An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.
- If a complaint of discrimination is received at your district, the following procedures should be followed:
  1. **Document the complaint** using the [USDA Program Discrimination Complaint Form \(Espanol\)](#).
  2. **Submit complaints within five days** of receiving the complaint to:  
**Wisconsin Department of Public Instruction (DPI)**

**Mail:** Director, School Nutrition Team

125 S. Webster Street

Madison, WI 53707-7841

**Fax:** (608) 267-0363

**Email:** [jessica.sharkus@dpi.wi.gov](mailto:jessica.sharkus@dpi.wi.gov)

3. **Maintain a [Civil Rights complaint log](#)** at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know.
- **[Civil Rights Annual Training](#):** Please see our **new** Civil Rights training webcast on the [Civil Rights](#) webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights#crtraining>).

## Local Wellness Policy

- For the School Food Authorities (SFAs) opting to use the Local Wellness Policy (LWP) waiver, the **new first triennial assessment deadline is June 30, 2021**. The second triennial assessment due by June 30, 2024. Chilton School District has completed the Wisconsin Department of Public Instruction waiver form.

## Smart Snacks

- **[Smart Snack Rules](#):** Use the [Smart Snacks in a Nutshell](#) to review the guidelines (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/smart-snacks-in-a-nutshell.pdf>).
- **[Product compliance](#):** We recommend using the [Alliance for a Healthier Generation Smart Snacks Product 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.
- **[Exemptions](#):** 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.
- **[Tracking fundraisers](#):** Documentation is required for school fundraisers. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the [Smart Snacks](#) webpage, under the resources heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

## Buy American

- Food products used for the school meals program must have documentation if they are non-domestic. Further information can be found in [Buy American in a Nutshell](#) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf>). Please complete [non-domestic documentation](#) for any products at the school and the off-site kitchen (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).