

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

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**School Food Authority: Trinity Lutheran School**

**Agency Code: 8-2920**

**School(s) Reviewed: Trinity Lutheran School, Brillion**

**Review Date(s): Thursday, April 27, 2017**

**Date of Exit Conference: April 27, 2017**

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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.

**Notes:**

- This SFA was under a Joint Agreement with the public school in the same city, Brillion.
- This SFA is leaving the NSLP program at the end of this school year and participating in the Special Milk Program only.

**Appreciation/Commendations/Noteworthy Initiatives:**

Thank you to the staff at Trinity Lutheran School 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 very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. They have worked hard to complete this AR even though they are dropping NSLP at the end of the 2016-17 school year and participating in the SMP only as pricing with free milk option.

This school offers a choice of two entrées for lunch and works with the selling school, Brillion public schools, to verify the invoice of meal charges. The serving area is clean, bright and inviting where meals are served by kind individuals. Thank you to the teachers for marking students off appropriately for a reimbursable meal.

The students were considerate and well-behaved and seemed to enjoy us visiting. The office staff was very helpful in securing documents to complete the Administrative Review.

SFAs are required to have a local meal charge policy in place no later than July 1, 2017; however, since you will not be participating in the NSLP in School Year 2017-18, it would not be necessary to show that. Trinity Lutheran School does have a policy established at this time, though. More information, resources, and best practices may be found on the Wisconsin DPI School Nutrition

Financial Management webpage [dpi.wi.gov/school-nutrition/national-school-lunch-program/financial](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial).

## **REVIEW AREAS**

### **1. MEAL ACCESS AND REIMBURSEMENT**

#### **Commendations**

- Materials from families for meal benefit approval are kept confidential and securely held.
- Applications are reviewed in a timely manner. An eligibility determination is made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.
- Any benefits for an eligible household member are extended to others in the household.
- All free/reduced applications and the direct certification runs were available for review. All applications have been approved and students are receiving the benefits they have been determined eligible for.
- The meal claiming system was correct. Nice job!
- The school has a backup to the Fast Direct system by using a paper copy of the Benefit Issuance list.
- The Fast Direct software system pulls meal benefit information into the Point of Service (POS) for accurate counting and claiming.
- The application chosen for verification, was confirmed by the Confirming Official prior to contacting the family to ensure the initial determination is correct.
- The Verification process was completed properly.
- Thank you for using the DPI prototype letters with the current non-discrimination statement.
- Direct Certification matches were run in the required time frames.
- Thank you for using the Edit Check before submitting your claims.
- Teachers serve as lunch cashiers for their students, determining if the meal they select is reimbursable. Thank you for training them at the beginning of the school year.

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

##### **Certification and Benefit Issuance**

- Seven eligibility determinations were reviewed, with zero errors identified.

##### **Applications**

- Children are eligible for free or reduced price meal benefits on the date their eligibility is determined by the Determining Official.
- When an application only has one frequency of payment indicated for all of their reported incomes on the application, you should not convert it to annual, but using the Income Eligibility Guidelines (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/income-eligibility-guidelines-1617.doc>) you would look at the amount of their income under the column indicating that frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually).
- When a household has income in addition to a loss from a business, that income must be included on the free and reduced application in full and is not offset by the business loss.

### Zero Income

- Effective in SY 2016-2017, any income field left blank is a positive indication of no income and certifies that there is no income to report. When no income is provided for any household members, the application may still be processed as complete.

### Household Size Box

- As a reminder, for the household income size box:
  - If the Total Household Members box has been completed, but the number of children and adults listed on the application add up to a different number, the SFA is required to follow up with the household to clarify the correct number of people in the household and ensure all household member have been included on the application before an eligibility determination is made.
  - If the Total Household Members box has not been completed, the SFA is required to follow up with the household to confirm the total number of household members. It cannot be assumed that the number of people listed on the application is the total number of household members. This box has been added as an edit check to ensure all members of the household are included and can make a difference in the eligibility determination. Per clarification from the USDA Regional office, any application that does not have this box completed is considered an incomplete application.

### 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. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing, including email. The determining official should document the details of the conversation, 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.

### Limited English Proficiency (LEP)

- Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand in order to diminish any language barriers to participation for individuals with limited English proficiency.
- To assist SFAs in reaching households with limited English proficiency, the SNT provides the Wisconsinized version of the USDA Free and Reduced Price Meal application materials in English, Spanish, Hmong and Albanian.
- The FNS website offers the application materials in 49 languages  
<http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>.
- The nonprofit food service account may be used to pay for translation services for food service purposes if there is a need to translate materials in a language that is not currently available.

### Annual Income

- **NEW** - There has been a recent modification to the requirement pertaining to the reporting of annual income on an application. USDA released SP-19, 2017 on March 20, 2017 allowing households to report current income as an *annual figure*. Annual income is typically reported for households with jobs that are seasonal, self-employed, or agricultural work since that is a more accurate representation of *current income*. Until this memo was released it was required that

schools *confirm* with the household that the income reported is representative of that type of work. Most households that receive regular pay checks report income based on what is *currently earned* and the frequency of that pay, i.e. weekly, biweekly, bimonthly or monthly. SP-19 removed the requirement for the School Food Authority (SFA) to follow up with the household regarding the validity of annual income prior to making an eligibility determination. These applications may now be processed at face value.

#### Other Source Categorical

- If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, or runaway, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency, before meal benefits can be provided. Once confirmed, this eligibility is only available to the designated child and is not extended to other members of the household.
- Applications that indicate a child is a foster child are categorically eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is not extended to other household members.

#### Transferring Students

- When a child transfers to a new school within the same LEA, the new school must accept the eligibility determination from the child's former school, if the child has an individual eligibility determination.

#### Direct Certification

- The effective eligibility date for a DC eligible student is the date of the original output file.

#### **Verification**

- The LEA has a regulatory obligation to verify "for cause" all approved applications that may be questionable. For more information, refer to the current Eligibility Manual.
- When a benefit eligibility status increases, the change must take place within 3 days. When a benefit eligibility status decreases, the change cannot take place before 10 calendar days and a notice of adverse action must be sent in writing with the appeal rights procedures.

#### **Meal Counting and Claiming**

- Meals may only be charged to a student at the time of receipt of a reimbursable meal to assure proper benefits issuance.
- Meals must be offered to all students each day school is in session a full day, so DPI has posted a Field Trip resource page on our website to help schools offer a meal to students found under NSLP, then meal planning. <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/field-trip-meals-templates.doc>
- Please note that SFAs may claim visiting students in the paid category or the individual's category with documentation, unless they are from a CEP school.
- REMINDER: Meal benefits apply only to the reimbursable meal. The reimbursable meal includes milk as one of the required components, and must be priced as a unit. If the student decides to take only milk, this is not a reimbursable meal and will be charged for the milk as an a la carte item.

## **2. MEAL PATTERN AND NUTRITIONAL QUALITY**

### **Commendations and Appreciations**

Sincere thanks to the School Secretary, Principal, and school nutrition professionals of Trinity Lutheran School. We appreciate your time and efforts spent preparing for and participating in the onsite review. Everyone was welcoming, friendly, and cooperative. School nutrition professionals efficiently prepared and served meals. Students were encouraged to eat the foods they selected and were permitted to return to the serving line for additional fruits and vegetables if they were still hungry. Pre-portioning cut fruits and vegetables into cups and bags helped keep the line moving, encouraged consumption, and ensured each student took the required 1/2 cup serving. Well done!

### **Technical Assistance and Program Requirement Reminders**

#### **Pre-Plated Meals**

Pre-plated meals offer all food components or food items in the quantities required for each grade group in an entirely or partially pre-served manner. Pre-plated meals must include at least the daily minimum quantities required under the applicable meal pattern. Schools serving pre-plated meals are encouraged to make modifications to accommodate Offer versus Serve (OVS). Even young children, like pre-kindergarten students, are capable of serving themselves based on their likes and dislikes.

#### **Offer versus Serve**

Trinity Lutheran School staff checking trays were somewhat unclear about the Offer Versus Serve (OVS) requirements. Although all students observed took a reimbursable meal, OVS requirements must be fully understood. Several students were told to take additional fruit or vegetable servings when their trays already contained the required 1/2 cup. Under OVS, students may decline two of the five components offered, including the fruit or vegetable, when selecting reimbursable meals.

#### **Standardized Recipes**

The standardized recipe for BBQ Pork (990138) contains a crediting error. BBQ Pork is prepared with 25 pounds of Pork, Leg Roast, Frozen. Pork leg roast credits ounce-for-ounce, so each 2.5 ounce portion credits as 2.5 ounce equivalents of meat/meat alternate. However, the serving size listed on production records, 3.3 ounces, is not reflected from the USDA Foods Product Information Sheet. A 3.3 ounce serving of pork leg roast credits as 3.25 ounce equivalents of meat/meat alternate, resulting in inaccurate yield (too few servings per unit).

#### **Smarter Lunchroom Techniques**

The Smarter Lunchrooms Movement encourages schools to implement low-cost and no-cost lunchroom solutions to help students' select healthier meal options. 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. For example, offering a beautiful variety of colorful fruit and vegetables prompts students to take more. Place whole fruits in colorful bowls or baskets to make them look more appetizing and doubles the amount students take! Learn more about these effective, research-based strategies at: <http://smarterlunchrooms.org>. Access the Smarter Lunchroom Scorecard, a self-assessment including strategies to implement in the lunchroom, at [http://smarterlunchrooms.org/sites/default/files/slm-scorecard2.0\\_0.pdf](http://smarterlunchrooms.org/sites/default/files/slm-scorecard2.0_0.pdf).

### 3. RESOURCE MANAGEMENT

#### Commendations

- A review of the resource management process was conducted and a non-program foods revenue tool completed because this SFA sell adult meals, milks and second entrées. The calculations from March 2017 showed that pricing was fine and the process was done well.
- Adult meal prices were correct.

#### Comments/Technical Assistance/Compliance Reminders

##### **Nonprofit School Food Service Account**

- The SFA's Child Nutrition program report provides a compilation of meals claimed, the reported revenues and expenditures, amount of federal reimbursement received and per meal costs for lunch, breakfast or other programs. The Aids Register tracks all program deposits made to the SFA's account and the amount deducted from the reimbursement to pay for shipping, handling and processing costs of USDA Foods. These may be found on our Online Services webpage: <http://dpi.wi.gov/nutrition/online-services>.
- SFAs must limit the net cash resources in order to not exceed three months average expenditures. The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered "Excess Cash Balance".

##### Annual Financial Report:

- All revenues including reimbursements and student payments, and expenses including food, labor, equipment, purchased services, and other need to be entered into the program to which they belong. The new 16-17 Annual Financial Report instructions are located on our website at: <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/annual-financial-report-instructions-new-1617.doc>
- The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.
- The ending balance on June 30 can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00.
- When tracking revenues and expenditures, please keep in mind:
  - 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 "Purchases Services" you should be reporting any time you pay someone for services provides such as equipment repair and health inspections.
  - Under "A la Carte", you should be reporting 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 would also be included here.
  - When revenues are recorded from the federal reimbursement payments, you want to 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 a food expenditure.

### Revenue from Non-program Foods

- **Non-program Foods Revenue Rule SP-20-2016**  
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-20-2016.pdf>
  - Non-program Foods “In a Nutshell” <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/nonprogram-foods-in-a-nutshell.pdf>.
  - Non-program foods include: Adult Meals, A la Carte, Extra Entrees, and Extra Milk (for cold lunch or milk break).
  - All non-program food costs including food, labor, equipment, purchased services, and other must be covered by revenues received from the sale of those foods. Non-program foods may not be supported by reimbursable meals or have a non-program foods loss absorbed by the food service account. Thus non-program foods calculation may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.

## 4. GENERAL PROGRAM COMPLIANCE

### Commendations

- The kitchen and office staff completed the required Civil Rights training on August 22, 2016. I suggested that teachers also complete that training as they serve as the cashiers in the serving line. The teachers and teacher assistants in the 3K and 4K classrooms should also complete the training since they mark off students receiving milk in the Special Milk Program.
- We appreciated that the lunch room area had the food safety inspection and the new “And Justice for All” posters posted on the cafeteria wall so the public can read the information.
- Thank you for completing the Civil Right Self-reporting compliance form (PI-1441).
- Water was available in pitchers with plastic glasses for students and staff at lunch time.
- The Food Safety Plan was available and enforced. The food safety inspections were posted as required. Temperature logs were available for review and were kept in a file.
- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- The Local Wellness Policy is under review; suggestions were offered for compliance with USDA’s policies.

### Comments/Technical Assistance/Compliance Reminders:

#### **Civil Rights**

##### Nondiscrimination Statement

- When including the nondiscrimination statement on letters, menus, website, and other documents used to convey program information, it is necessary to use the current statement <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>. However, when space is very limited, such as on printed menus, only this abbreviated statement may be used, “**This institution is an equal opportunity provider,**” so that it can be printed in the same size font as the other printing in the document.

### Special Dietary Needs

- School food service staff may make food substitutions, at their discretion, for children for whom they do not have 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. Accommodations made for students without a signed medical statement from a licensed medical practitioner 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.
- Review the use of appropriate fluid milk substitutions which must be nutritionally equivalent to cow's milk and pre-approved through DPI. Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program, School Breakfast, and After School Snack Program. Lactose-free milk is currently allowed as part of the reimbursable school meal. SFAs may offer it to children who have lactose intolerance without requiring documentation. If schools offer lactose-free milk, there is no need to offer a fortified milk substitute, or seek pre-approval for use. See SP 07-2010 for more information:  
[https://www.fns.usda.gov/sites/default/files/SP\\_07\\_CACFP\\_04\\_SFSP\\_05-2010\\_os.pdf](https://www.fns.usda.gov/sites/default/files/SP_07_CACFP_04_SFSP_05-2010_os.pdf).

### **Local Wellness Policy Summary for Administrative Review**

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 of 2010 (HHFKA). The final rule requires School Food Authorities (SFAs) to begin developing a revised local school wellness policy during School Year 2016-2017 with full compliance of the requirements 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 each school complies with the policy.

### Content of the Wellness Policy

At a minimum the wellness policy must include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day.
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.



SFAs must complete an assessment of the policy every three years to determine compliance with the wellness policy, how the wellness policy compares to model policies, and the process made in attaining the goals of the wellness policy. SFAs must make the Triennial Assessment results available to the public. In addition, SFAs must make available to the public the wellness policy and any updates to the wellness policy on an annual basis.

A summary of the requirements can be found at:

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/LWP%20Summary%20-%20Final%20Rule.pdf>. USDA Food and Nutrition Service has information on the local school wellness policy process and wellness policy elements at: <https://healthymeals.nal.usda.gov/school-wellness-resources>. Wisconsin Team Nutrition has several wellness policy resources available including a toolkit, a wellness policy builder, and wellness policy report card at: <http://dpi.wi.gov/school-nutrition/wellness-policy>.

### **Smart Snacks in Schools**

- All foods (vending machines, school stores, etc.) sold anywhere on school campus, between midnight and 30 minutes after the last bell, must be in compliance with the new “Smart Snacks” regulation that is effective July 1, 2014. Information on this regulation, along with a product calculator to help determine compliance of various food items, can be found on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.
- The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year. A fundraiser cannot exceed two weeks in time. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but may not compete directly with the sale of reimbursable meals. All food fundraisers must be tracked SFA-wide to assure compliance with the regulation. Copies of the tools are available on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>.

### **Professional Standards**

- The Professional Standards regulations in 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.
- 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.
- 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, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our website at <http://dpi.wi.gov/school-nutrition/training/professional-standards>.

- **Annual Training Requirements for All Staff** - If hired January 1 or later, only ½ of the training hours are required during the first school year (SY) of employment.

<b>Directors</b>	<b>Managers</b>	<b>Other Staff</b> (20 hrs or more/week)	<b>Part Time Staff</b> (less than 20 hrs/week)
2015-16 SY	2015-16 SY	2015-16 SY	2015-16 SY
<b>8 hours</b>	<b>6 hours</b>	<b>4 hours</b>	<b>4 hours</b>
2016-17 SY	2016-17 SY	2016-17 SY	2016-17 SY
<b>12 hours</b>	<b>10 hours</b>	<b>6 hours</b>	<b>4 hours</b>

## **Food Safety, Storage and Buy American**

### Food Safety Plans

- All schools must have a comprehensive site-specific food safety plan on site which includes all process 1, 2, and 3 items, all standard operating procedures (SOP) for each individual site, all equipment, and food service staff and be reviewed yearly. The one found onsite was from 2011. Updated prototype food safety plan templates and SOPs may be found at our website under <http://dpi.wi.gov/school-nutrition/food-safety>
- All food service employees must have a signed Employee Reporting Agreement on file. Please include that in your back to school training.
- The USDA FNS Office of Food Safety is excited to share a new educational resource for school nutrition professionals. *A Flash of Food Safety* is an educational video series designed to help busy school nutrition professionals understand and practically apply safe food practices. The videos, available in English and Spanish, address five food safety topics: *Handwashing: Why to Wash Your Hands*, *Handwashing: How to Wash Your Hands*, *Calibrating a Thermometer: Ice Water Method*, *Calibrating a Thermometer: Boiling Water Method*, and *Active Cooling with a Chill Stick*.

Each “flash” video is 2-4 minutes long and can be accessed online via YouTube. They are easy to view from a desktop, laptop, tablet or smart phone – perfect for onsite training! Individuals can earn 15 minutes (1/4 hour) of continuing education for [Professional Standards](#) when they watch all five videos in the series. A certificate of completion is available through the USDA FNS Office of Food Safety website. To view *A Flash of Food Safety*, please visit [www.fns.usda.gov/ofs/food-safety-flashes](http://www.fns.usda.gov/ofs/food-safety-flashes)

### **Reporting and Recordkeeping**

- All free and reduced price applications, including applications from households which were denied benefits must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year to which they pertain.

## 5. OTHER FEDERAL PROGRAMS REVIEWS

### Special Milk Program (SMP)

#### Commendations

- Record-keeping for this program is thorough and impeccable. Nice work!
- Teachers in 3K and 4K mark off white or chocolate milk for each student as they select it, then enter into the software system, Fast Direct, later. The office lead checks for accuracy against the lunch program participation and deletes counting their milk to be claimed. This process works well for them.

#### Comments/Technical Assistance/Compliance Reminders

- As your SFA transitions to participate in the SMP-only program next year, and not part of the NSLP, please keep in mind that our DPI website offers web pages on the SMP along with a Calendar of Requirements for program deadlines and record-keeping guidelines.

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Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career in an initiative called “Agenda 2017”. 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 webpage [dpi.wi.gov/statesupt/agenda-2017](http://dpi.wi.gov/statesupt/agenda-2017).

