



Administrative Review Summary and Corrective Actions

SFA Name:	<hr/> New Auburn School District <hr/>
SFA Code/ ID Number:	<hr/> 93920 <hr/>
Administrative Review Conducted on:	<hr/> Thursday, November 16, 2017 <hr/>

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on November 16, 2017; 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 14, 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
p 866 941.6368 f 480 325.9967

Administrative Review Technical Assistance Summary

SFA Name:	New Auburn School District
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Administrative Review Conducted on:	Thursday, November 16, 2017

Commendations & Suggestions

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

What a great review, thank you for being so well organized. Your kind consideration during the review was very much appreciated. Your Wellness Policy is very well done.

The lunch meal look fresh and inviting. It was nice to see the students take the vegetables and eat them.

The school and kitchen staff are kind and caring and the students respond to their efforts.

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

Menu Review- technical assistance was provided in an email to the SFA with the breakfast menu review results. Suggestions were provided to bring the menus into compliance. Everything was corrected prior to the onsite review. No further corrective action is required.

Resource Management - Nonprogram Food Revenue

The SFA's NonProgram Food Revenue Tool completed for the week of October 9-13, 2017 showed \$8.00 in additional nonprogram revenue was needed for the week to be in compliance with nonprogram food requirements. It is suggested that the SFA increases extra milk and/or adult meal prices by \$.05-\$.10 to help bring the nonprogram food revenue ratio into compliance. Since the SFA sells a small number of nonprogram foods, it is possible that the tool is not properly assessing compliance due to the small number of these items in relation to the total food service program's revenue and cost. Therefore a price increase is highly suggested, not required.

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated upon delivery ensure First In First Out is implemented correctly.

Wellness Policy - the SFA was reminded that the wellness policy must be assessed on a triannual basis. An assessment tool of the wellness policy must be completed as well and be made available to the public.

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs. Recommend visiting the DPI website for additional resources.

SFA Name: New Auburn School District
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Administrative Review Conducted: Thursday, November 16, 2017
 Site(s) Selected for Review: Jr/Sr High School
#REF!
#REF!

Date Corrective Action Plan was provided to SFA: 12/14/2017

Due Date for Corrective Action Plan: 1/14/2018

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: Certification and Benefit Issuance			
Not all selected applications were approved correctly. Not all applications included the amounts, source, and frequency of current income for each household member.			
Technical Assistance			
During the review, determining applications was discussed with the SFA. When determining eligibility, the SFA must ensure that updated information obtained by the SFA is properly documented as outlined in the Eligibility Manual for School Meals, Chapter 3.			
For detailed regulation see: Eligibility Manual, Chapter 3: Establishing Eligibility			
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 copies of each of the corrected applications, with the date corrected indicated, and letters to the household(s) if there is a change in eligibility status.			

Finding #2: SMART Snacks			
The SFA is selling items that do not meet the Smart Snacks nutrition standards for beverages sold to high school students during the school day. In addition The SFA is selling snack items that do not meet nutrition standards with regard to sodium.			
Technical Assistance			
During the review, beverage rules under Smart Snacks were discussed with the SFA. The SFA must ensure that all beverages meet the requirements, based on the level of the school (elementary, middle, high) where they are sold. The SFA must ensure that all competitive items sold meet the requirements for sodium. The SFA should			

review Smart Snack requirements online at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>

For detailed regulation see: 210.11 (m)(3) High schools & 210.11 (i) Calorie and sodium content for snack items

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. List the steps the SFA will take to ensure that all items sold to students during the day meet Smart Snacks nutrition standards.			

Finding #4: Summer Food Outreach

The SFA has not performed SFSP outreach.

Technical Assistance

"It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.

Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites.

Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Visit the website: www.fns.usda.gov/summerfoodrocks (note, this replaces the whyhunger.org website)
- Use the site locator for smartphones - Rangeapp.org

For detailed regulation see: 210.12(d) Outreach activities. (2)

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 written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



Administrative Review Team

CN Resource

P.O. Box 31060

Mesa, AZ 85275

866-941-6368

adminreview@cnresource.com