SCHOOL NUTRITION PROGRAM ADMINISTRATIVE REVIEW

**List of Documents and Records Needed**

This is an *optional* tool to assist School Food Authorities (SFAs) in identifying the documents needed for the Wisconsin Department of Public Instruction (DPI) School Nutrition Programs Administrative Review (AR).

Items indicated must be uploaded to[**SNACS**](https://snacs.dpi.wi.gov/SNACS) using the *Documents—-> add new record* tab. When uploading a document, you must first click “apply” for the “add new record” option to become available.

The School Nutrition Programs website has a webpage dedicated to [preparing for the AR](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review).Additionally, the School Nutrition Team (SNT) [Training](https://dpi.wi.gov/school-nutrition/training/webcasts) webpage offers many webcasts, which can aid in AR preparation and ongoing administration of the programs.

**DPI Nutrition Program Consultant (NPC)**

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**DPI Public Health Nutritionist (PHN)**

Name:

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# **DPI School Nutrition Program Contracts**

| **Person Responsible:** |  |
| --- | --- |

* Online Contract – confirm that the contract accurately reflects program participation and staff
* Permanent Agreement/Policy Statement – review (available in the online contract)
* If applicable, have the following available
	+ Joint Agreement with SFA – most recent is uploaded to the online contract
	+ Vendor/Food Service Management Company contract – most recent is uploaded to the online contract
	+ Alternate School Food Authority Agreement
	+ Wisconsin School Day Milk Program (WSDMP) Agreement – PI-1464 form
	+ Elderly Nutrition (EN) Improvement Program Agreement – PI-1451 form

# **Miscellaneous Items to Provide**

* Current school year calendar that shows the days school meals are served
* A work area for the person or team conducting the AR
* A list of questions/concerns related to the food service operation
* Internet access
* Instructions to the NPC and PHN for parking and door entry

# **Applications, Direct Certification, and Benefit Issuance**

Please see the DPI [Free](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications) and Reduced Meal Eligibility webpage for more information.

The following documents are required for all schools in the SFA, not just schools selected for the AR.

If Community Eligibility Provision (CEP), some sections below may not apply.

 Review [CEP Calendar of Requirements](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/calendar-of-requirements-cep.pdf).

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Benefit issuance list from review month. The list should include student name, school name, eligibility status, date of approval, method of certification (i.e., application, Direct Certification), and should be in **Excel format**.
* Sample of application packet distributed to households for the current school year including:
	+ Application for free and reduced price meals/milk
	+ Instructions/How to Apply (called How to Apply for Free and Reduced Price School Meals)
	+ Parent/Guardian letter to Household (called Frequently Asked Questions about the Free and Reduced School Meals)
* Copy of Sharing Information with Other Programs or fee waiver letter (if applicable) and disclosure agreement used
* Household notification letters (directly certified approval and notice to households for approval/denial of benefits)
* Copy of Income Eligibility Guidelines used for eligibility determinations (paper or electronic)
* Public release, including name(s) of media outlet(s), community/grassroots organizations and any other places, where the public release was submitted

**Keep for On-Site AR:**

* All Free and Reduced Price School Meal applications submitted by households for the current school year (including denied applications)
* Direct Certification match output files for the current school year (original copies, electronic or paper).
* Documentation for homeless, migrant, runaway, or Head Start students
* Documentation for foster students:
	+ Direct Certification match file showing an E code, or
	+ Free and Reduced Price Meal applications with box checked to indicate foster status, or
	+ Court/agency documentation which proves foster status

# **Verification**

Please see the DPI [Verification](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification) webpage for more information.

Verification is reviewed at the SFA level, not just schools selected for the AR.

If CEP, some sections below may not apply. Review [CEP Calendar of Requirements](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/calendar-of-requirements-cep.pdf).

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Samples of household Verification notification letters (i.e., “We MUST CHECK Your Application” letter and “We HAVE CHECKED Your Application” letter)
* Copy of Verification Collection Report submitted to DPI online (due February 1)

**Keep for On-Site AR:**

* Documentation that shows current school year verification efforts were completed by November 15, including:
	+ If utilized, completed Verification Tracker Forms
	+ Sampling method used per DPI notification
	+ Documentation to support sample size selection
	+ Applications selected for verification, including information used to determine initial eligibility
	+ Documentation of confirmation reviews on applications selected for verification
	+ Documentation from the households selected for verification to support eligibility
	+ Documentation of all follow up attempts with households

# **Community Eligibility Provision (CEP)**

Please see the DPI [Community Eligibility Provision (CEP)](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility) webpage for more information.

Does not apply to all SFAs. For SFAs participating in CEP as mixed districts, this section only applies to the CEP schools.

| **Person Responsible:** |  |
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**Keep for On-Site AR:**

* Certification documentation used to determine the Identified Student Percentage (ISP) for the initial approval year, and all documentation from updates made in following years (if applicable), including:
	+ Approval packet documentation from DPI
	+ Direct certification lists used to establish the ISP
	+ Documentation for extension of eligibility for Direct Certification
	+ Lists from homeless/migrant liaison
	+ Student rosters used to establish the ISP

# **Meal Counting and Claiming**

| **Person Responsible:** |  |
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**Upload the following documents into SNACS**:

* Copy of the SFA’s meal charge policy (how unpaid meal charges are handled).
* Documentation to show the unpaid meal charge policy was communicated to all households at the beginning of the school year, when students transfer into the school, and to all staff responsible for policy enforcement.

**Keep for On-Site AR:**

* Daily meal count records supporting monthly claims for reimbursement for the current school year for the following programs (if applicable):
	+ National School Lunch Program (NSLP)
	+ School Breakfast Program (SBP)
	+ Afterschool Snack Program
	+ Special Milk Program (SMP)
* Edit checks that have been conducted on daily meal counts for each school prior to submission of monthly claims for reimbursement
* Documentation to support annual reimbursement claims for the following state programs:
	+ Wisconsin School Day Milk Program, if applicable
	+ Elderly Nutrition Improvement Program, if applicable
* For sites claiming Severe Need Breakfast reimbursement: Documentation supporting the number of free and reduced price lunches served in the second preceding year (2017-2018) at each qualifying school as reported on the current online school nutrition contract

**Meal Components and Quantities**Please see the DPI [Menu Planning](https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)webpage for more information on meal components and quantities, production records, standardized recipes, signage, and cycle menus.

| **Person Responsible:** |  |
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**The DPI Public Health Nutritionist (PHN) will request the SFA upload the following documents into SNACS prior to the on-site portion of the AR for the review week and the days of on-site review:**

* Monthly menus for the AR month and on-site month
* Daily production records for breakfast and lunch that specify the planned portion size for each menu item by age/grade group (includes Pre-K, if applicable)
* Standardized recipes for all items prepared in-house with two or more ingredients
* Current Child Nutrition (CN) Labels or manufacturer’s product formulation statements (PFS) to show how purchased products credit as meal component*s*
	+ *Please note that product specification sheets or marketing brochures, commonly found on distributor websites, cannot be used for crediting meal components.*
* Complete labels with nutrition facts (name of the food item, brand name, nutrition facts, and ingredients) for menu items and/or ingredients in recipes
* USDA Foods fact sheets for USDA Foods products (brown box and Wisconsin-processed)
* Product labels for grain products (bread, buns, rolls, etc.) used during the review week and days of on-site review that include the ready to eat weight of a serving in grams or ounces, the ingredient list, and nutrition facts

# **Smart Snacks in School (All Foods and Beverages Sold in School)**

Please see the DPI [Smart Snacks (All Foods Sold in School)](https://dpi.wi.gov/school-nutrition/program-requirements/smart-snacks)webpage for more information.

**The DPI PHN will request the SFA upload the following documents into SNACS prior to the on-site portion of the AR for the AR sites selected:**

* Documentation that identifies all foods and beverages sold on the school campus to students (excluding reimbursable meals), during the school day. This includes a la carte items, vending machines, school stores, fundraisers, coffee shops, food carts, etc.
* Documentation to support the Smart Snacks requirements are met and may include: Alliance for a Healthier Generation Smart Snacks Calculator print outs, recipes, purchase orders, receipts, or other documentation
* Documentation to support the state limit on exempt fundraisers are met. This should include the group organizing the fundraiser, the item(s) being sold, documentation to support whether or not the item(s) met the Smart Snack standards, and the dates the fundraiser(s) occurred.
* **Additionally, please complete Smart Snacks questions 1100-1103 in SNACS prior to the on-site AR.**

# **School Wellness Policy**

Please see the [Local School Wellness Policy information](http://dpi.wi.gov/school-nutrition/wellness-policy) page on the DPI website.

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Copy of current School Wellness Policy

**Keep for On-Site AR:**

* Documentation regarding implementation, including transparency, public input, and availability of the School Wellness Policy
* Documentation of efforts to review and update the policy (including who is involved, how stakeholders are informed of their ability to participate, and public posting of those updates)
* A copy of the most recent assessment of the implementation of the School Wellness Policy, if completed; and how the public was notified of the assessment results. A triennial assessment must be completed within three years of the policy being updated or no later than June 30, 2020.

# **Resource Management**

Please see the [Financial Management](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial)page on the DPI website.

**If the SFA requires a comprehensive resource management review, the DPI NPC will request the Resource Management documents needed and could include:**

1. Maintenance of the Nonprofit School Food Service Account:

| **Person Responsible:** |  |
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* Year-end statement of revenues and expenses
* General ledgers
* Other documentation showing revenues and expenditures to/from nonprofit food service account (e.g., balance sheets, invoices, receipts) for the prior school year and/or current school year
* One month of detailed ledger revenues/expenditures
1. Paid Lunch Equity (not applicable if non-pricing):

| **Person Responsible:** |  |
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* Copy of the current year’s completed “*Paid Lunch Equity Tool*” (Only required if the nonprofit school food service account had a negative balance as of December 31, 2018, or was voluntarily completed)
* If non-federal funds were transferred to Food Service in addition to, or in lieu of, raising lunch prices, provide supporting documentation that the funds were transferred at the beginning of the school year (i.e., copy of General Ledger)
1. Revenue from Non-Program Foods

| **Person Responsible:** |  |
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* Documentation demonstrating food costs of non-program foods
* Documentation demonstrating revenue from non-program foods
* Completed [USDA Non-Program Food Revenue Tool](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/npr_tool.xls) or [DPI Non-program Food Revenue Tool/Price Calculator](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx) (Recommend using the DPI Non-Program Foods Price Calculator to ensure that the non-program foods ratio is met).
* Price charged for adult meals ([Wisconsin Adult Meal Pricing Guide](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/wisconsin-adult-meal-pricing-guide.doc)).
* Invoices for products or services provided by school food service to internal and external organizations, e.g., catering, vending machines, school store, vended meals, staff meetings, etc.
1. Indirect Costs

| **Person Responsible:** |  |
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* DPI does not allow the annual assigned indirect cost rate to be applied to Fund 50 (Food Service account in WUFAR). For both public and private schools in Wisconsin, any costs assessed to food service must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than on the indirect cost rate. This could include items such as utilities, rent, printing and mailing services, administrative oversight, etc. The NPC will confirm that indirect costs are not being charged to the nonprofit food service account.

# **Civil Rights**

Please see the [Civil Rights information](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights) page on the DPI website.

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* [School Food Authority-Civil Rights Compliance Self Evaluation Form-National School Lunch Program (PI-1441](http://dpi.wi.gov/sites/default/files/imce/forms/doc/f1441.doc)) form (must be completed by October 31 annually).
* Documentation, including attendance roster and date of training, to support that the annual Civil Rights [PowerPoint presentation](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx) was conducted for all staff involved in school food service operations
* Procedure/policy for receiving and handling school food service [civil rights complaints](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights)
* Information on the number and description of complaints alleging discrimination in the current and prior school year
* Types of services provided to Limited English Proficient households

**Keep for On-Site AR:**

* USDA “And Justice for All” poster displayed in a prominent location and visible to recipients of benefits – alert DPI NPC if you need more copies
* Procedures and supporting documentation for accommodating students with special dietary needs, as applicable
* Ensure the full [Non Discrimination Statement](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nondiscrimination-statement.doc) is posted on the school nutrition area of the SFA’s website.

# **Professional Standards**

Please see the [Professional Standards information](http://dpi.wi.gov/school-nutrition/professional-standards) page on the DPI website.

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Completed [DPI’s template Professional Standards tracking tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) or other tracking tool that includes minimum requirements: employee name, hire date, employee category/position, number of required training hours

**Keep for On-Site AR**

* If agency hired a new Food Service Director (FSD) since July 1, 2015, please have the documentation available to show highest level of education achieved, years of school nutrition experience, and food safety training (8 hours completed within 5 years prior to or within 30 days after start date). The experience may be food service experience for FSDs hired after April 29, 2019, in SFAs with enrollment under 2,500.
* A current list of all employees in the SFA with responsibilities for school nutrition program requirements as of the date of the on-site review

# **Food Safety**

Please see the [Food Safety information](http://dpi.wi.gov/school-nutrition/food-safety) page on the DPI website.

| **Person Responsible:** |  |
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**Keep for On-Site AR:**

* Food safety inspection reports (two per school year) per site
	+ Note: If two inspections have not been received for the current school year, please have food safety inspection reports for the previous school year.
* Food safety plan specific to each site (including site description and standard operating procedures) and records to show the plan is operational (e.g., temperature logs, documentation of staff training, etc.)
* Temperature logs for previous 6 months
* Documentation to show the Food Safety Plan has been reviewed annually and updated.

# **On-Site Monitoring**

For SFAs with more than one participating school.

| **Person Responsible:** |  |
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**Keep for On-Site AR:**

* SFA On-site monitoring form(s) completed for each participating site by February 1 for the [National School Lunch Program](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc)
* [SFA On-site monitoring form(s) completed for 50% of participating sites by February 1 for the School Breakfast Program](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc)

# [**Procurement**](http://dpi.wi.gov/school-nutrition/procurement)

Beginning in SY 2016-17, the USDA has implemented a new procurement review process. The procurement review is conducted at a separate time, by the DPI Procurement team.

# **Buy American**

Please see the [Buy American Provision](https://dpi.wi.gov/school-nutrition/procurement/buy-american)page on the DPI website.

| **Person Responsible:** |  |
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**Keep for On-Site AR:**

* Solicitation and contract language including the requirement for the purchase of foods produced and processed in the United States
* Implemented process for examining product packaging for identification of the country of origin
* Completed copy of the [Buy American - Noncompliant Product List](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx) for any non-domestic food products

# **Summer Food Service Program Outreach (SFSP)**

Please see the [SFSP information](http://dpi.wi.gov/community-nutrition/sfsp) page on the DPI website.

Required for all SFAs, even if not participating in the SFSP.

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Documentation that SFSP outreach occurred before the end of the school year to ensure eligible families are informed of the availability and location of SFSP meals in the community

# **School Breakfast Program Outreach (SBP)**

Please see the [SBP information](http://dpi.wi.gov/school-nutrition/school-breakfast-program) page on the DPI website.

May not apply to all schools. Complete if SFA participates in SBP.

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Documentation to show that families were informed of the availability of reimbursable meals served under the SBP periodically throughout the year

# **Afterschool Snacks**

Please see the [Afterschool Snacks information](http://dpi.wi.gov/school-nutrition/after-school) page on the DPI website.

May not apply to all schools. Complete if SFA participates in Afterschool Snacks.

| **Person Responsible:** |  |
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**Upload the following documents to SNACS**:

* Completed on-site monitoring forms to show review of afterschool snack operation occurred twice per year with the first review occurring in the first four weeks of the start of the afterschool snack program
* Documentation to show afterschool enrichment activities are available to students
* Documentation to support that annual Civil Rights [PowerPoint Presentation](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx) was presented to these staff, including attendance roster and topics

**Keep for On-Site AR:**

* Documentation to verify that the school(s) is area eligible **(May not apply)**
* Point of Service documents to support monthly claims
* Daily menus and production records

# **Special Milk Program**

Please see the [Special Milk Program](http://dpi.wi.gov/school-nutrition/milk-programs/special-milk)page on the DPI website.

May not apply to all schools. Complete if SFA participates in SMP.

| **Person Responsible:** |  |
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**Keep for On-Site AR:**

* Point of Service documents to support monthly claims when students do not have access to SBP or NSLP
* For those participating in the pricing plan with free milk option, documentation to support the correct eligibility status is being applied to each participating student (e.g., benefit issuance list, direct certification runs, applications)

# **Wisconsin School Day Milk Program (WSDMP)**

Please see the [Wisconsin School Day Milk Program (WSDMP)](http://dpi.wi.gov/school-nutrition/milk-programs/wisconsin-school-day-milk)page on the DPI website

May not apply to all schools**.** Complete if SFA participates in WSDMP.

| **Person Responsible:** |  |
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**Keep for On-Site AR:**

* Point of Service documents to support the annual claim
* Documentation to support the correct eligibility status is being applied to each participating student (e.g., benefit issuance list, direct certification runs, applications)
* Documentation to support the cost per ½ pint of milk submitted as part of the annual claim for reimbursement

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

Please see the [Fresh Fruit and Vegetable Program (FFVP)](http://dpi.wi.gov/school-nutrition/ffvp)page on the DPI website.

May not apply to all schools. Complete if program offered.

| **Person Responsible:** |  |
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**Necessary documents will be requested by the DPI FFVP Coordinator prior to the on-site portion of the AR but could include:**

* One month of program invoices to support purchases
* One month of payroll data to support labor costs

The month of review will be determined by the FFVP coordinator

Updated September 2019