

School Nutrition Programs View Online The Child Nutrition Report

Revised November 2015

This manual view-print the Child Nutrition Report

Wisconsin Department of Public Instruction
125 S. Webster Street
P.O. Box 7841
Madison, WI 53707-7841



Instructions for Accessing the Child Nutrition Program Report

The Child Nutrition Program Report summarizes participation by program, reimbursements received, per meal costs and may be an important tool for managing the operation of your Child Nutrition Programs. The report allows you to examine trends in participation and costs by comparing prior year reports to the most recent year, and may help in establishing appropriate meal charges if meal costs have been accurately identified and allocated between programs. It can also help assess if cash resources are within 3 months' average expenditures, as required by program regulations.

In addition to using the report to assess your own food service program operation, statewide statistics on meal participation and costs are generated from the data submitted by districts/agencies. Incomplete or inaccurate information decreases its statistical validity and thus, diminishes our ability to use this data as a method for program improvement. Please review the information in the report and compare it to your district or school agency financial records.

Data from your Annual Financial Report will be entered into your Child Nutrition Program Report the day after it is submitted online.

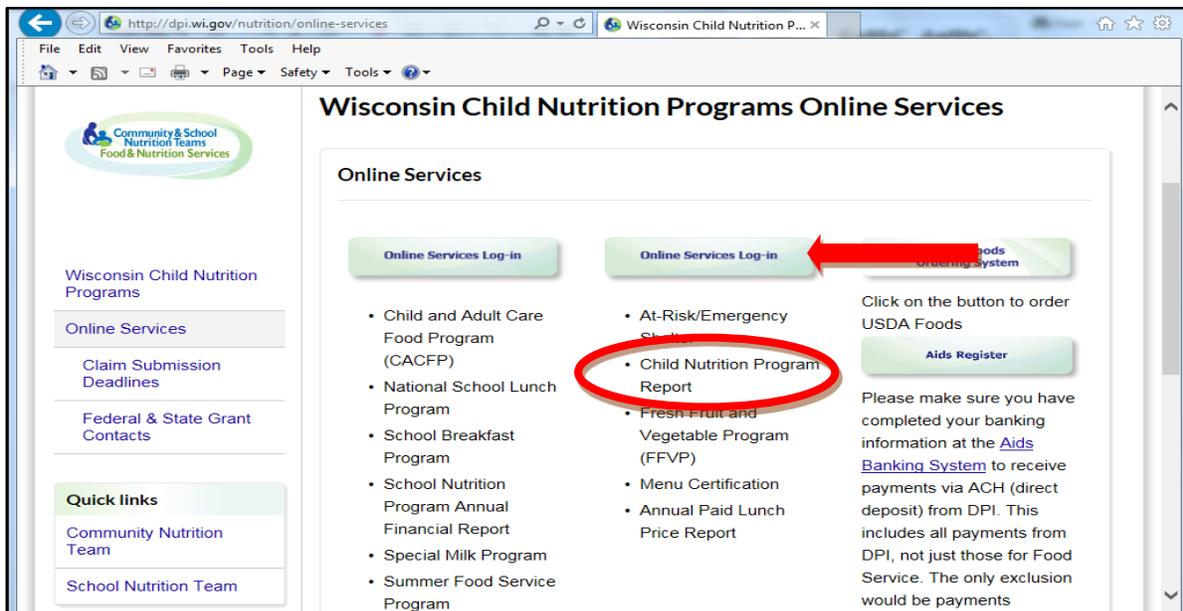
This report may be viewed online via our website, at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports> under **View Child Nutrition Report**. If you find discrepancies in figures for a program you administer, please contact Jacqueline Jordee at 608-267-9134 or Jacqueline.jordee@dpi.wi.gov.

Entering the Wisconsin Child Nutrition Programs Website

1. Go to <http://dpi.wi.gov/nutrition> (see *screen shots below*). Click on the *Online Services* button, which will bring you to the Online Services page.



2. After you click this button, you will be brought to the Online Services page. <http://dpi.wi.gov/nutrition/online-services>. Click on **Online Services Log-in** in the second column which has Child Nutrition Program Report in the list below it.



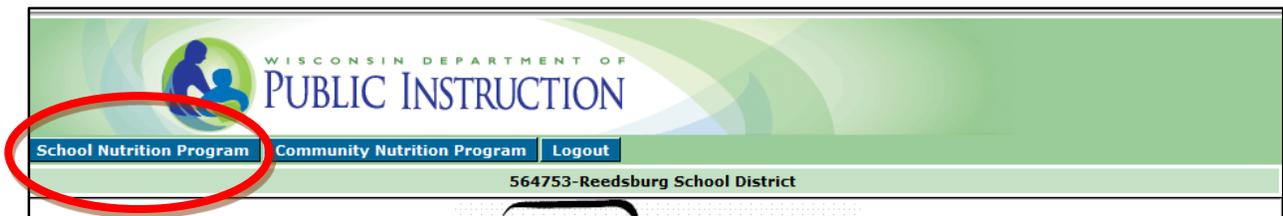
3. This will bring you to the correct Online Services portal where you can log in using your agency code and password.

The screenshot shows the login page for the Wisconsin Department of Public Instruction's Child Nutrition Programs. At the top, there is a green header with the department's logo and name. Below the header, the text reads "Welcome to Wisconsin Child Nutrition Programs On-line Services". Underneath, there is a list of services: "Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations." A central box contains a logo for "Community and School Nutrition PROGRAMS" and a login form. The login form includes a "LOG IN" button, an "Agency Code" input field, a "Password" input field, and "Submit" and "Reset" buttons.

4. Enter your **agency code**. This is your six-digit agency code/number.
 - a) Do not use hyphens. Use only the numerals in the agency code.
 - b) Do not enter leading zeroes: For example, if your agency code is “012345”, only enter “12345”.
5. Type in your agency-specific **password**; this is the password assigned to you by DPI for ordering USDA Foods, claiming reimbursement, and for contract purposes and hit submit. If you have forgotten this password, please contact Jacqueline Jordee at 608-267-9134 or Jacqueline.jordee@dpi.wi.gov.

Accessing the Child Nutrition Program Report

1. Select *School Nutrition Program*.



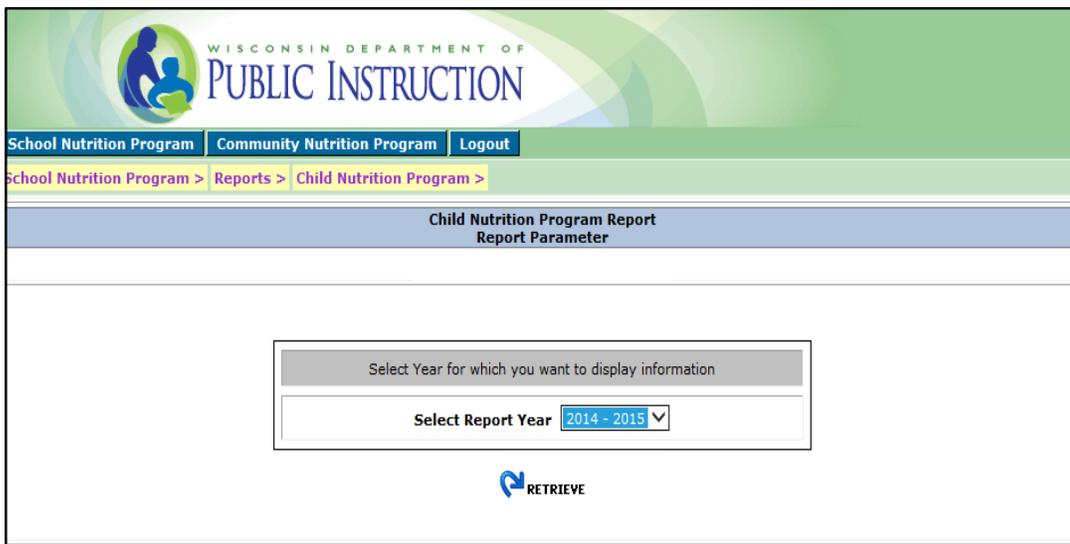
2. Select *Reports*.



3. Select Child Nutrition Program



4. Select the report year from the drop-down and click retrieve



Wisconsin Department of Public Instruction
View Online the Child Nutrition Report

5. Page 1

Child Nutrition Program Report July 1, 2014 - June 30, 2015											
National School Lunch - (NSLP)					National School Lunch - (SNACKS)				National School Lunch - (SNACKS-AE)		
	Meals	ADP (1)	%ADP (2)	Rates (3)	Meals	ADP (1)	%ADP (2)	Rates (3)	Meals	ADP (1)	%ADP (2)
Students Free	124,455	708	50%	81%	0	0	0%	0%	6,183	54%	100%
Students Reduced	24,006	127	9%	79%	0	0	0%	0%	0	0%	0%
Students Paid	101,593	581	41%	40%	0	0	0%	0%	0	0%	0%
Total Students	250,054	1,416	57%		0	0			6,183	54	
Non-Reimbursable	0				0				0		
Total Meals	250,054				0				6,183		
Cost Per Meal	\$3.91										
Enrollment (Oct. 2014)	2,504										
School Breakfast (SB, SBSEVERE)					Special Milk Program (SMP)				WI School Day Milk Program (WSDMP)		
	Meals	ADP (1)	%ADP (2)	Rates (3)	Milk				Milk		Juice
Students Free	83,877	490	52%	56%	Free	0			Free	0	0
Students Reduced	15,286	86	9%	53%	Paid	0			Cost Per 1/2 Pint Milk	\$0.0000	
Students Paid	60,569	361	39%	25%					Cost Per Unit Juice	\$0.0000	
Total Students	159,732	937	37%		Total Milk	0			Elderly Nutrition (EN)		
Non-Reimbursable	0				Cost Per 1/2 Pint Milk	\$0.0000			Meals	0	
Total Meals	159,732										
Cost Per Meal	\$1.24										
Enrollment (Oct. 2014)	2,504										
Reported Expenditures / Revenues						Reimbursements					
	NSLP	SBP	Ala Carte (4)	SNACKS	TOTALS	FEDERAL REIMB. (5)		STATE REIMB. (based on prior year's performance)			
Labor	\$ 526,873.61	\$61,985.13	\$30,992.57	\$0.00	\$619,851.31	SBP	\$203,758.11	MATCH	\$11,126.79		
Food	\$266,433.77	\$76,365.44	\$49,141.66	\$5,002.50	\$396,943.37	NSLP	\$480,700.60	SB	\$8,605.23		
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	SNACK	\$0.00	WSDMP	\$0.00		
Purchased Serv.	\$65,504.51	\$17,339.43	\$12,522.92	\$963.31	\$96,330.17	SNACKS-AE	\$5,070.06	EN	\$0.00		
Other	\$118,769.45	\$42,417.66	\$6,786.83	\$1,696.70	\$169,670.64	SMP	\$0.00	TOTAL	\$709,260.79		
Total Expenditures	\$977,581.34	\$198,107.66	\$99,443.98	\$7,662.51	\$1,282,795.49						
Transfer - Gen. Fund	\$ 87,226.77	\$0.00	\$0.00	\$0.00	\$87,226.77						
AllOther Fund 50	\$802,466.87	\$230,016.40	\$148,017.07	\$15,067.78	\$1,195,568.12						
Total Revenues	\$889,693.64	\$230,016.40	\$148,017.07	\$15,067.78	\$1,282,794.89						
BALANCES	-\$87,887.70	\$31,908.74	\$ 48573.09	\$7,405.27	-\$0.60						

Participation Data

Windows on the upper half of the page include cumulative totals for the year, compiled directly from reimbursement claims submitted by your agency, by program, for the school year shown at the top of your report.

Financial Information

The "Reported Expenditures/Revenues" are reflected as reported to us on the claim form under "Annual Financial Report."

Reimbursements

"Reimbursements" are a compilation of our record of payments made to your agency for the school year designated at the top of your report. Reimbursement data for all state reimbursement (School Lunch match, School Breakfast aid, WSDMP and the EN program) reflects payments made early in the second half of the school year. State match payments for lunch reflect payments made for all student lunches claimed in the previous school year. Similarly, state breakfast payments reflect payments made for all student breakfasts claimed in the previous school year. In other words, aggregate state match and state breakfast payments shown on the 2014-15 Child Nutrition Report, are based on lunch and breakfasts claimed during the 2013-14 school year.

6. Page 2

School Nutrition Program		Community Nutrition Program		Logout
School Nutrition Program > Reports > Child Nutrition Program >				
PER MEAL	NSLP	SBP	SNACKS	GRAND TOTALS
Labor	\$2.11	\$0.39	\$0.00	Beginning Fund Balance: \$0.00 + Total Revenues: \$1,282,794.89 - Total Expenditures: \$1,282,795.49 = Ending Fund Balance: -\$0.60
Food	\$1.07	\$0.48	\$0.81	
Equipment	\$0.00	\$0.00	\$0.00	
Purchased Serv.	\$0.26	\$0.11	\$0.16	
Other	\$0.47	\$0.27	\$0.27	
Per Meal Cost	\$3.91	\$1.25	\$1.24	
Per Meal Revenue	\$3.21	\$1.44	\$2.44	
Per Meal Balance	-\$0.70	\$0.19	\$1.20	

Per Meal Totals

The "Per Meal" cost and revenue, are calculated by dividing reported expenditures and revenues by the total meal counts that have been submitted on monthly claims.

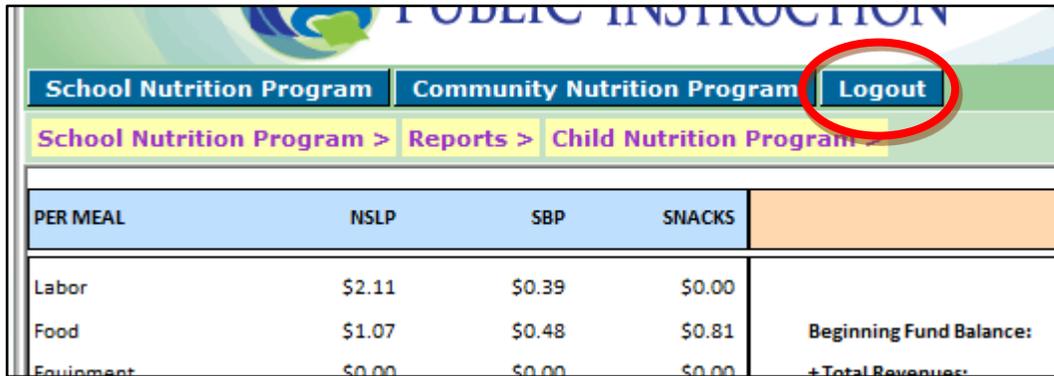
Child Nutrition Program Grand Totals

The "Grand Totals" section is calculated based on your report of the "beginning fund/cash balance" on July 1 (of the school year designated at the top of your report), plus reported revenues and minus total reported expenditures. If the resulting ending fund/cash balance does not agree with your agency records as of June 30 (of the previous school year), the discrepancy should be resolved and an amended Annual Financial Report should be submitted. For instance, your ending fund/cash balance on June 30, 2014, for school year 2013-14, should be the number used for your beginning fund/cash balance on July 1, 2014, for the 2014-15 school year.

Note that if your program experiences a negative cash balance at the end of the year (as of June 30) your agency must transfer money from another fund (usually the general fund) to cover the deficit. The amount of the transfer should be reported as revenue on the Annual Financial Report under Transfers from General Fund.

How to Log Out

1. Click log-out button when finished viewing.



The screenshot shows the top navigation bar with three buttons: "School Nutrition Program", "Community Nutrition Program", and "Logout". The "Logout" button is circled in red. Below the navigation bar is a breadcrumb trail: "School Nutrition Program > Reports > Child Nutrition Program >". Below the breadcrumb trail is a table with the following data:

PER MEAL	NSLP	SBP	SNACKS	
Labor	\$2.11	\$0.39	\$0.00	
Food	\$1.07	\$0.48	\$0.81	Beginning Fund Balance:
Equipment	\$0.00	\$0.00	\$0.00	+ Total Revenues: