

# School Nutrition News

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 10 No. 2

Winter 2017-18



WISCONSIN  
School Wellness Summit  
FIND YOUR FIT 2018

## Wisconsin School Wellness Summit: Find Your Fit

Wisconsin Team Nutrition is excited to announce *Find Your Fit*, the fifth Wisconsin School Wellness Summit. This one-day summit will show how improved wellness is linked to student achievement while providing participants with information on working together to improve the school wellness environment. Session speakers will highlight strategies that have been successful across Wisconsin within three tracks: policy, physical activity, and nutrition. Sessions are developed to appeal to a wide range of audiences. Session topics include:

- Improving and Evaluating Your Wellness Policy
- Funding School Wellness
- Engaging Students in Physical Activity
- Strategies for Active Recess
- Communicating About the School Meal Programs
- Leveraging School Partnerships to Promote Your Nutrition Program

The summit will be held on March 8, 2018, at the Alliant Energy Center (1919 Alliant Energy Center Way, Madison, WI 53713). [Online registration](#) closes Wednesday, February 28, 2018.

## USDA Foods Pork BBQ (C610) Update

The Wisconsin USDA Foods Team received several complaints regarding the Pork BBQ (C610) delivered to School Food Authorities (SFAs) this school year. JTM, the manufacturer, revised the formula to reduce the sodium content, which resulted in a different flavor profile from last school year. The product is a good, wholesome product, just not what SFAs are used to. Because of the complaints, JTM resumed processing the Pork BBQ using the formula from last school year.

After conducting several comparison taste tests at volunteer SFAs, the USDA Foods Team has made the decision to switch back to the original formula. Delivery of this product to SFAs began in January 2018, under a new product code, Pork BBQ (C615).

Complete details and the resolution are available in [a letter to Wisconsin customers from JTM](#).

## Making Cents of School Nutrition Finance

The School Nutrition Team (SNT) [Financial Questions and Answers \(Q&A\) document](#) has been updated in response to questions our office received regarding United States Department of Agriculture (USDA) Policy Memorandums SP 46-2016, SP 47-2016, and SP 23-2017 on Unpaid Meal Charges. Please note significant USDA clarifications related to student refunds, Q12-14. SFAs are reminded that it is unallowable for the food service account to absorb "bad debt." This resource can be found on the [SNT Financial Management webpage](#) under "Unpaid Meal Charges." This Q&A



also addresses common questions related to building and renovation costs, donations, and partnerships with internal or external organizations. SNT encourages authorized representatives to share this resource with local business managers and administration.

## Farm to School (F2S) Grant

In 2016, Department of Public Instruction (DPI) received a USDA Farm to School Support Services Grant to help increase traditional foods served in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) at three Bureau of Indian Education (BIE) schools – the Oneida Nation School System, Lac Courte Oreilles Ojibwe School, and Menominee Tribal School. The grant is extended through June 2018 and will fund a toolkit and educational videos. The toolkit and videos will be made available to all schools across Wisconsin, as well as the rest of the nation.

## Wisconsin School Breakfasts Rock!

SNT partnered with Hunger Task Force and held a statewide student video contest for schools participating in the SBP. The goal of the contest was to connect students with their school meals program and to promote the positive practices of their school's food and nutrition services. Teams of students submitted original videos telling us why their school breakfasts rock.

Winners will be announced the week of March 5-9, National School Breakfast Week, so stay plugged in to our social media pages and visit the [Wisconsin School Meals Rock webpage](#) for the results!



# Community Eligibility Provision (CEP) Application Renewal for SY 2018-19

Districts, groups of schools, or individual schools currently participating in CEP *and in their fourth cycle year* will be required to submit a new CEP application to continue participating in school year (SY) 2018-19. To apply, the [CEP Application Packet](#) is available on the SNT [Community Eligibility webpage](#). SNT will begin accepting applications May 1, 2018, with a final submission deadline of June 30, 2018. **Any local educational agency (LEA) that fails to reapply and/or no longer qualifies will be required to return to standard counting and claiming procedures.**

To qualify, the district, group of schools, or individual school is required to have an identified student percentage (ISP) of at least 40 percent based on data as of April 1 of the prior school year. **This means a full enrollment direct certification (DC) run with school codes is required on or slightly before April 1, 2018.** DPI encourages and prefers LEAs submit the April 1 DC output file via electronic .txt or Excel format for the Student Roster requested in the application. This significantly reduces LEA staff time in preparing the application and the response time for state agency (SA) approval.

A district, group of schools, or individual school participating in CEP with an ISP of less than 40 percent but at least 30 percent as of April 1, 2018, may continue participating in CEP for one grace year (i.e., a fifth year). Any LEA that qualifies for a grace year is still required to submit a new CEP application to verify the ISP is within the approved range.

More information on CEP can be found on our [CEP webpage](#), including the [CEP Planning and Implementing Guidance](#), [USDA Monthly Federal Reimbursement Estimator](#), and other helpful resources and information.

## DC with Medicaid Data



Wisconsin is participating in the USDA NSLP and SBP Demonstration Project to Evaluate DC for Free and Reduced Price School Meals using Medicaid Data. As of December 18, 2018, school enrollment data is matched with Medicaid eligibility data to identify children who receive

Medicaid, or live with a child who receives Medicaid, and whose family income, before expenses and deductions, does not exceed 130 percent of the Federal Poverty Level (FPL) for free school meal eligibility; or 185 percent of the FPL for reduced price meal eligibility.

Eligible children identified through this matching process are certified automatically to receive free or reduced price school meal benefits without requiring the household to submit an application. If a student is eligible for reduced price meal benefits and this student's household submits a paper application which qualifies the student for free benefits, the paper application takes precedence, and the student receives the free benefit. The student always receives the "best benefit." For more information about the upgrades to the DC Program, refer to the [DC User Guide](#).

# AmeriCorps Farm to School Members Are Here to Support You!



Twenty-eight dedicated Wisconsin AmeriCorps Farm to School (F2S) members have already had quite an impact on their communities this school year! Since the start of the school year, our members have:

- Planned or participated in nearly 50 community events promoting F2S and rallying support;
- Engaged over 30 Wisconsin farmers in donating local foods for taste tests or by working directly with school food service directors to increase the number of local foods in school cafeterias;
- Introduced over 100 local foods to preschool through 12th grade students through fun taste testing events across Wisconsin;
- Taught over 1,500 students evidence-based nutrition lessons based on Wisconsin's Model Academic Standards for Nutrition; and
- Recruited over 120 volunteers who have already served over 350 hours supporting F2S in their communities.

If you have not already connected to the Wisconsin AmeriCorps F2S member(s) in your area, it is not too late! Our members are eagerly awaiting opportunities to support F2S in your school district. We understand how overwhelming it can feel to think about implementing a brand new program in your school, but that is why we are here to support you! Members will work with you to develop relationships with local farmers and create a seamless action plan to increase the number of fresh local foods offered to students. This is a great opportunity to promote your awesome school meal programs, teach children healthy eating habits, and support local farmers.

Not sure if there are members in your area? Contact [Kara Helget](#) at (715) 214-6080 to get connected. New host site applications will open this spring. Stay tuned for more details!

## Flexibilities for Milk Requirement



For SY 2017-18, SNT may grant SFAs exemptions allowing service of low-fat (1-percent milk fat), flavored milk through the NSLP and the SBP and as a competitive food available for sale on campus during the school day. In order to qualify for the exemption, SFAs must complete and submit an online exemption request with documentation demonstrating hardship(s) as evidenced by a reduction in student milk consumption or an increase in school milk waste.

This exemption is available only to SFAs administering child nutrition programs. Fundraisers for student organizations were not included in Congress's Consolidated Appropriations Act, 2017 (P.L. 115-31; the Appropriations Act, Section 747).

Information on low-fat, flavored milk exemptions is posted on the [Meal Pattern Components webpage](#) under the Milk heading.

# USDA New Guidance



USDA policy memoranda can be accessed at <http://www.fns.usda.gov/cnd/governance/policy.htm>.

## **FD-107: Donated Food Storage, Distribution, and Product Dating (Revised)**

USDA Food and Nutrition Service (FNS) has issued an updated policy memorandum FD-107: Donated Food Storage, Distribution, and Product Dating (Revised), dated November 21, 2017, which replaces the previous FD-107, dated June 9, 2010. This policy memorandum covers common terms used by manufacturers to communicate important product pack, sell-by, and use-by dates. It is important to note that product dates found on retail and donated foods are not federally regulated and can have a variety of definitions. Food manufacturers may voluntarily provide dating to help consumers and retailers decide when food is of best quality, but these dates are not indicators of wholesomeness or food safety. This policy memorandum provides clarification and guidance on policies and procedures for donated food storage and distribution as they relate to product dating. As a general rule, schools should use a first-in, first-out (FIFO) system of inventory management by marking food cases or other containers with the date of receipt at the storage facility. Schools should also consider “best if used by” or “best if used before” when managing inventory. A “best if used by” or “best if used before” date indicates when a product will be of best flavor or quality. A “use-by” date is the last date the manufacturer recommends using the product while at peak quality. A “sell-by” date is also a product quality indicator and is the date by which the manufacturer recommends that a store sell the food product for inventory management purposes. Any of these dates may appear on retail or donated foods; however, they are not directly related to food safety. If handled properly, the donated food could still be wholesome and safe to consume beyond these dates until the food exhibits signs of spoilage, such as changes in odor, flavor, or texture. If handled improperly, the food could lose quality prior to the date marked on the package. Schools should review this policy memo, along with internal policies, to ensure inventory management systems are up-to-date and staff understand the meaning of codes and dates listed on inventory. Schools may refer to the [USDA Food Safety and Inspection Service Food Product Dating webpage](#) or the [USDA Foods Complaint Procedures webpage](#) for more information.

## **SP 42-2017: Beginning Verification before October 1: Guidance to Local Educational Agencies**

This memorandum provides guidance to SAs and LEAs on the option to begin verification activities before October 1. Starting the verification process early benefits LEAs, particularly those with large verification sample sizes, reducing administrative burden. The memorandum details the sampling procedures and clarifies the continued applicability of all existing program requirements.

## **SP 01-2018: Updated Infant and Preschool Meal Patterns in NSLP and SBP; Questions and Answers (Q&A)**

On April 25, 2016, USDA FNS published the final rule, “Child and Adult Care Food Program (CACFP): Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act of 2010” (81 FR 24348) to update the NSLP and SBP meal pattern requirements for infants and preschoolers. The purpose of this memorandum is to provide all provisions of the rule that apply to schools in one document for easy reference. The memorandum also includes Q&A in an attachment. Schools serving meals to infants and/or children 1-5 years old and not yet in kindergarten must comply with these updated meal pattern requirements as of October 1,

2017, at the latest. This memorandum supersedes SP 35-2011, CACFP 23-2011, Clarification on the Use of Offer Versus Serve and Family Style Meal Service, May 17, 2011, as it applies to the School Meal Programs.

## **CACFP 01-2018: Grain Requirements in the Child and Adult Care Food Program; Q&A**

This memorandum explains the grain requirements for the CACFP. This revision clarifies how to determine if a grain product is creditable and if it meets the whole grain-rich criteria. It also provides updated guidance on how to document compliance with the grain requirements. Additionally, an updated “Exhibit A: Grain Requirements for Child Nutrition Programs” in Attachment 1 and updated Q&A in Attachment 2 are included. This memorandum supersedes CACFP 02-2017, Grain Requirements in the Child and Adult Care Food Program; Q&A, October 14, 2016.

\*Update: After USDA released CACFP 01-2018, they clarified that the *rule of three* does not apply to determining if an enriched grain product meets the CACFP meal pattern. There is an example in the Q&A section of the memorandum that mentions using the *rule of three* as a method to determine if an enriched grain meets the meal pattern requirement; this is no longer appropriate. The *rule of three* is one of the methods to determine if a product is whole grain-rich under the CACFP meal pattern. To use the *rule of three* to determine if a product is whole grain-rich, a whole grain is either listed as the first ingredient or second after water on the product’s ingredient list and the next two grain ingredients are creditable (whole or enriched grain, bran, or germ). If this criteria is met, then the product meets the whole grain-rich requirement for the CACFP meal pattern.

## **CACFP 02-2018: Feeding Infants and Meal Pattern Requirements in the Child and Adult Care Food Program; Q&A**

The purpose of this memorandum is to provide guidance on feeding infants and the infant meal pattern requirements in the CACFP. It also includes Q&A in the attachment. This revision clarifies meal documentation requirements related to the infant meal pattern, as described in [CACFP 17-2017: Documenting Meals in CACFP](#). Additionally, it incorporates updated guidance on providing meal accommodations for participants with disabilities as described in [CACFP 14-2017, SFSP 10-2017: Modifications to Accommodate Disabilities in the CACFP and Summer Food Service Program](#). This memorandum supersedes CACFP 06-2017: Feeding Infants and Meal Pattern Requirements in the Child and Adult Care Food Program; Q&A, January 17, 2017.

## **Buy American Compliance**

A [Buy American Provision Attestation](#) was added to the Buy American section of the [Procurement webpage](#). The purpose of the attestation is to assist schools in complying with ‘Buy American’. Our goal is to help SFAs track the origins of certain agricultural products, while ensuring compliance with current regulations. This Attestation can be completed and signed by both the SFA and the vendor, to ensure steps are taken to the maximum extent practicable to remain ‘Buy American’ compliant.



## Go for the GOALS

The application process for obtaining a GOALS Certificate of Excellence has been made easier! New online trainings, webcasts, and quizzes have

been developed and are now available on the [SNT Webcasts webpage](#). Additionally, a new and improved GOALS training tracker will be released on the [GOALS webpage](#) in spring 2018. This training tracker will simplify the application process by combining the GOALS application form, training tracker, and instructions all in one place. Finally, expect to see some changes to the GOALS webpages. There will be changes to the GOALS webpages for a more user-friendly application experience. Be sure to check out these additions and more on the DPI GOALS webpage!

## Cele(ry)brate F2S Success!

The University of Florida studied the impacts of a F2S program at a school district in Florida on the consumption of fruits and vegetables among students, first through fifth grade. Produce sourced from local farms, primarily consisting of raw veggies such as leafy greens, cucumbers, and peppers, was promoted with signage. Using plate waste data, researchers found that students consumed 11 percent more fruits and 37 percent more vegetables when attending a school with a F2S program (Kropp et. al., 2017). Although this study only focused on one school district, it sheds light on the potential benefits of a F2S program on students' selection and consumption of fresh fruits and veggies, which may contribute to developing healthy eating habits in young children. For strategies on starting a F2S program, visit DPI's [Farm to School webpage](#).

## New Local Wellness Policy Evaluation Resource

The Local School Wellness Policy final rule requires all SFAs to complete a triennial assessment of their policies. As part of this assessment, SFAs must determine their compliance with and progress made in attaining the goals within the policy. Additionally, SFAs must compare their local policy to a model wellness policy. To assist SFAs with this second requirement, the Wisconsin Obesity Prevention Initiative requested copies of all SFA wellness policies in order to compare local policies to a model policy. A copy of the evaluation report was sent to the district administrator of SFAs who elected to participate in the project. To view statewide results, tools for policy improvement, and helpful content from policies across Wisconsin, visit the [Wisconsin Health Atlas Local Wellness Policy Evaluation Project webpage](#). To receive a copy of your district's report, email [wihealthatlas@hslc.wisc.edu](mailto:wihealthatlas@hslc.wisc.edu).

## Procurement Reviews

SNT USDA Foods Contract Specialists are currently conducting procurement reviews! If your SFA will receive an Administration Review (AR) this school year, you will also receive a Procurement Review (PR). The PR examines purchases made solely from the nonprofit School Food Service Account (Fund 50). Contract Specialists will provide additional resources for completing the PR on the [DPI Procurement webpage](#). If you would like to get a jumpstart on the PR, visit the [School Procurement Review Process webpage](#). Otherwise, a Contract Specialist will contact you directly when your SFA is up for review.

## SNACS to the Future

Implementation of SNT's software, SNACS (School Nutrition Accountability Software), is ongoing, and the SNACS team is looking for more SFAs to utilize the software beginning in SY 2018-19. If you are looking for a new software system for next



school year and are currently operating your school nutrition programs without the use of software, consider SNACS!

SNACS is the perfect solution for smaller districts and schools that currently manage child nutrition program participation through manual processes. SNACS is free to use, including access to online free/reduced price meal application. Other benefits include assistance with the application approval and DC processes; a meal counting system to accurately capture daily meal counts and aid in compiling the monthly reimbursement claim; step-by-step guidance through the annual verification process and submission of the Verification Collection Report; and automated letter generation capabilities. The SNACS team will reach out during the next several months to see if your SFA has interest in utilizing SNACS as your software solution. To learn more about SNACS or to sign up for SNACS updates please visit the [SNACS webpage](#).



## Thirty on Thursdays

Are you looking for training resources on the updated CACFP Meal Pattern? USDA Team Nutrition developed a webinar series titled

CACFP Halftime: *Thirty on Thursdays* to address hot topics related to the CACFP Meal Pattern requirements. Webinars are scheduled for the third Thursday of every month from 1:00 p.m. to 1:30 p.m. CST in English, and from 2:00 p.m. to 2:30 p.m. CST in Spanish. Topics include:

- Serving Meat and Meat Alternates at Breakfast
- Offer Versus Serve in the CACFP
- Methods for Health Cooking
- Adding Whole Grains to Your Menu
- Feeding Infants: 0-6 months
- How to Support Breastfeeding in the CACFP
- Feeding Infants: Starting with Solids

To register for upcoming webinars, please visit the [CACFP Halftime Webinar](#) webpage.

## Cycle Menu Resources

There have been some changes to the [On, Wisconsin!](#) and [Home Grown](#) cycle menu webpages. As the posted cycle menus are not up-to-date with current meal pattern requirements, the following resources were temporarily removed from the webpages: production records, weekly nutrient calculators, and menu workbooks. If you printed any of the cycle menu resources, please note that these resources are outdated.

To bring awareness of these changes to schools, a statement has been added to the top of each webpage: "Selected materials have been removed from this page because they no longer reflect the current meal pattern requirements." Because the recipes used in the cycle menus are available on the webpages but are outdated, there are statements included by the recipes: "Some of these recipes contain USDA Food ingredients that are no longer available. Please note that the crediting information listed on these recipes will not be accurate if different ingredients are used."

SNT is currently working on a new and updated cycle menu. Please look for the new cycle menus coming in summer 2018.

# Social Media Scrapbook

Get in the know with Wisconsin School Nutrition! Follow us on Facebook, Twitter, and Instagram to discover opportunities, resources, events, and to see what other Wisconsin school nutrition programs are accomplishing.

: @WisDPI.SNP

: @WisDPI\_SNP

: @wisdpi\_snt

## Want to be featured on DPI SNT social media accounts?

Share your photos and updates with us by clicking "Share A Photo" on the SNT webpage or emailing [DPI SNT Social Media](#). We love to see all the hard work you do for Wisconsin students in action. Thank you for your efforts in serving healthy, balanced meals to your students every day!

## Highlights from Fall 2017

### National School Lunch Week

Students of Portage Community School District at Endeavor Elementary thanked Laura Hoffman, kitchen manager, with cards, hand-drawn pictures, and a cinquain poem



framing the lunch service window. Thank you to all of the school nutrition professionals who make National School Lunch Week, and every school day, so special for students. We appreciate your efforts and dedication!

### Great Lakes Great Apple Crunch



Over 500 students and staff at Addison Elementary of Slinger School District crunched into apples for the Great Lakes Great Apple Crunch on October 12, 2017. Apples were donated from local farms in Mequon and Colgate. Thank you for

crunching towards the goal of #OneMillionCrunches!

### Farm to School Efforts

DPI SNT traveled to Lac Courte Oreilles Ojibwe School to conduct taste tests as a part of DPI's Farm to School Traditional Foods grant. Students and staff tried yogurt parfaits topped with butternut squash and cranberries.



To celebrate Farm to School Month in October, De Pere High School of De Pere Unified School District served warm caprese sandwiches with fresh tomato and basil. This menu item was repeated later in the month due to popularity!



## Upcoming Food-Related Holidays to Consider Celebrating

March  
National Nutrition Month  
5-9 – National School Breakfast Week (NSBW)  
7 – National Cereal Day  
14 – Registered Dietitian Nutritionist Day  
15 – International School Meals Day

## Helpful Hashtags

#WISchoolMealsRock #SchoolLunch  
#NSBW18 #NationalNutritionMonth  
#FarmtoSchool #SchoolGarden

# SNT Member Updates

Welcome to...

**Claire Nagel**

Contract Specialist

Hometown: DeForest, Wisconsin

Favorite Vegetable: Broccoli

Hobbies and Interests:

Basketry, canning, scrapbooking, and card making

What Store Could Max Out Your Credit Card:

An antiques store



## Farewell and Best Wishes to...

Allison Pfaff Harris, who headed west in December 2017. She and her husband drove across the country to be closer to family and friends in sunny California. Keep shining, Allison!

## Congratulations to...

Melissa Samp (Raney) and her husband, who were married on October 21 in Champaign, Illinois!

# The Fresh Fruit & Vegetable Program Is Grape!



Ask any one of the 167 Wisconsin elementary schools that currently participate in the Fresh Fruit and Vegetable Program (FFVP) about it! FFVP provides funding for elementary students to receive a fresh fruit or vegetable snack two or more times per week free of charge. These snacks are not always your average apples and carrots. It is encouraged that grant funds are used to purchase different varieties that students may not have otherwise had the opportunity to try. Some of the unique produce Wisconsin schools have tried this year include jicama, watermelon radishes, kohlrabi, purple cauliflower, ugli fruit, and turnips.

The 2018-19 application opens March 5, 2018 and closes April 16, 2018. For the application, instructions, and more information, check out the [FFVP](#) webpage (<https://dpi.wi.gov/school-nutrition/ffvp>).

# Mark Your Calendar!

## National Nutrition Month – March 2018

Theme: *Go Further with Food*

[eatright.org/nnm](http://eatright.org/nnm)



## National School Breakfast Week – March 5-9, 2018

Theme: I ♥ School Breakfast

[schoolnutrition.org/NSBW](http://schoolnutrition.org/NSBW)



## National Farm to Cafeteria Conference – April 25-27, 2018

Cincinnati, Ohio

[farmtocafeteriaconference.org](http://farmtocafeteriaconference.org)

# Prepare for Summer Feeding Now



Summer can be the hungriest time of the year for many children from low-income families. In Wisconsin, 1 in 5 children struggle with hunger. Only 16 percent of those who qualify for free or reduced priced school lunches are also getting summer meals. The good news – there are programs in place that can feed hungry children when school is not in session! The Summer Food Service Program (SFSP) was created in 1968 to connect children to food sources during the summer. It is funded by the United States Department of Agriculture (USDA), administered by state agencies, and operated by organizations like schools, park and recreation services, libraries, camps, and churches. Despite all of the benefits, this program is severely underutilized. Awareness is a major issue; many families simply do not know this program exists in their communities. Sometimes there simply are not enough sites to meet the needs of hungry children. Transportation challenges, severe weather, and safety issues can keep many children from getting the food they need. Even in the face of these potential barriers, schools are stepping up to feed children in the summertime. When schools act as summer feeding sites for their communities, children are able to get the critical nutrition they need. At the same time, offering free, nutritious meals provides an incentive for many kids to participate in summer programs, keeping their minds and bodies active when school is not in session.

The [USDA Capacity Builder Map](#) can assist you in identifying areas of need and potential partners in your community. Please visit the Community Nutrition Team [Summer Feeding Choice for Schools webpage](#) for more information. If interested, contact [Amy Kolano](#), SFSP Coordinator.

Remember, even if your school does not participate in a summer feeding program, schools must provide outreach regarding the availability and location of summer feeding programs in their community before the end of the school year. This can be completed by offering SFSP information, including the [SFSP webpage](#), and by providing information about dialing [211 in Wisconsin](#) to locate meals sites in local communities. Did you know that you can also locate open SFSP sites in your community on a Summer Meals Map on the SFSP webpage too? DPI offers many [SFSP outreach materials](#), including an 8x11 poster that can be downloaded and printed for distribution before the end of the school year. Let's ensure no child goes hungry this summer!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## School Nutrition News

is published three times per year by the DPI. Questions or comments should be directed to:

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