

Administrative Review Report

Loyal School District

Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged	Finding: The SFA does not have an Unpaid Meal Charge Policy in place.
	02/17/2023 01:47 PM	Corrective Action: Create an Unpaid Meal Charge Policy, provide a copy in writing to all households, and upload a copy of the policy into SNACS.
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.
	02/13/2023 03:18 PM	Corrective Action 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).
	02/17/2023 02:33 PM	Corrective Action: Adapt the Complaints Procedure policy and post a copy on the school website. Submit a statement when this has been completed.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged	Finding: Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31). The LWP is missing the following content: Policy Leadership, Public Involvement, Triennial Assessment, and Updating/Informing the Public
	12/15/2022 11:14 AM	Corrective Action: Provide updated or missing policy statement(s) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.

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Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/15/2022 11:18 AM	Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31. CA: Notify the public of the LWP and upload documentation for how the public was notified.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1002	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/15/2022 11:19 AM	Finding: The SFA does not have documentation indicating when and how the Local Wellness Policy (LWP) is/will be reviewed and updated. Corrective Action: Provide a plan on when and how the LWP will be reviewed and updated.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1004	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/15/2022 11:19 AM	Finding: The SFA does not actively seek or inform potential stakeholders of their ability to participate in the LWP committee. Corrective Action: Provide a plan on how potential stakeholders will be notified of their ability to participate.
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1005	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/15/2022 11:19 AM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years. Corrective Action: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes

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		WellSAT scores into SNACs or provide a link to this document on the district website.
Site Name	Loyal Jr	
Form Name	Dietary Specification Assessment Tool (On Site Observation)	
Question #	19	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/23/2023 01:10 PM</p>	<p>Finding: Current recipes are outdated and written by a former employee. Recipes should reflect what is currently happening in the kitchen, by the school nutrition professionals that are currently making the recipes. Current recipes also exceed the meat/meat alternate and whole grain requirements. Standardized recipes do exist but need to be updated to reflect what is actually happening and should be written in a measure that is easily understandable to all school nutrition professionals, ounces/pounds. Recipes should also reflect current products and should be written to meet the meal pattern. Daily and weekly dietary specifications as well as food costs need to be considered.</p> <p>Corrective Action: Submit standardized recipes for all cold sandwich line items (all sandwiches and prebagged meals). Be sure to include all requirements of a standardized recipe, including serving size and yield. Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes).</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	316	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 12/19/2022 12:12 PM</p>	<p>Finding: The November 2022 Breakfast claim resulted in an overclaim, likely caused by a keying error of entering the lunch counts rather than the breakfast counts.</p> <p>Corrective Action: Submit the edit check reports for each school from Infinite Campus for the School Breakfast Program in December 2022 and January 2023.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 12/19/2022 12:41 PM</p>	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACs.</p>
Site Name		

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Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 12/19/2022 01:06 PM	<p>Finding: The food safety plan is missing the employee reporting agreements for each staff member preparing the food for the school nutrition programs for the 22-23 SY.</p> <p>Corrective Action: Have all employees that are preparing the food, sign off on the Employee Reporting Agreement, annually. Keep the signed copies in the food safety manual. Have employees sign this form annually and keep on file.</p>
Site Name	Loyal Jr	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 02/23/2023 02:24 PM	<p>Finding: On the day of onsite observation the following foods were observed onsite and did not have proper documentation.</p> <p>Dole Fruit Juice Gel cups was served as ½ fruit. This product does not credit in any CNP or for Smart Snacks (ala carte), per the USDA MWRO.</p> <p>Chips served with sandwiches add additional grain crediting which is not needed with the current sandwich recipes. Costing + dietary specifications issues.</p> <p>Some chips are not creditable - potato chips, but may be Smart Snacks compliant, and could be offered for sale on an ala carte area.</p> <p>Corrective Action: Submit a statement indicating which products will be used on the Cold Line and the crediting documentation for each item.</p>
Site Name	Loyal Jr	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/31/2023 02:08 PM	<p>Generic signage does exist onsite, and the daily menu is displayed electronically on TV monitors; however, signage was not posted at breakfast or lunch to specifically show students how planned menu items contribute towards food items and/or components and what makes up a reimbursable meal. Many students struggled to build reimbursable meals, further highlighting the need for additional signage.</p> <p>Finding : Signage posted at breakfast and lunch did not show students how to make a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p>

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		<p>Corrective Action: Post signage that shows how the daily planned menu offerings contribute towards the breakfast and lunch meal patterns. Submit a picture of completed signage posted near the lunch and breakfast service line.</p>
Site Name	Loyal Jr	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/23/2023 02:13 PM</p>	<p>Finding : Cold line exceeds m/ma and wg requirement daily. The weekly amounts of grain and meat/meat alternate (M/MA) offered at lunch (13.75-15 oz eq) greatly exceeds the recommended maximum (10-ounce equivalents) for grades 6-8. Serving this much grain and M/MA means that the dietary specifications are very likely being exceeded and also results in an increased food cost.</p> <p>Corrective Action : Describe how the menu would be changed to decrease the weekly grain and M/MA offerings at lunch so that the planned menu is closer to the recommended target maximum. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation if applicable.</p> <p>Vegetable Subgroup daily/weekly shortage -Main Line</p> <p>Finding: Each day 6-8 students are to be offered/served at least ¾ cup vegetable. Four of the five days students were offered/served only half cup of vegetables, per the planned portion sizes on the production record.</p> <p>The weekly minimum requirement for Red Orange, Dark Green, and Beans Peas Legumes was not met for 6-8 for Lunch during the review period, as none was planned over the course of the week.</p> <p>The weekly minimum requirement for 6-8 at lunch is ½ cup dark green, ¾ cup red orange, and ½ cup beans, peas, Legumes. Planning serving sizes for the Garden Bar and recording the planned serving size is very important.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for all vegetable subgroups will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Also show on the submitted production records</p> <p>Vegetable Shortage weekly - Cold Line</p> <p>Finding: Each day 6-8 students are to be offered/served at least ¾ cup vegetable. Each day each student was offered ½ cup of red orange vegetable - carrots.</p> <p>Students choosing sub sandwiches and regular sandwiches offered only ½ cup red orange each day. Minus all over vegetables.</p> <p>Salads contain 4 cups of romaine/iceberg lettuce - credits as 1 cup dark green and 1 cup other, also ¼ cup red orange.</p> <p>Sandwiches: Wraps contain ? cups other veg. Students choosing this line every day are short many vegetables.</p> <p>Corrective Action: Describe specifically how the weekly minimum requirement for all vegetable subgroups will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.). Also show on the submitted production records</p>
Site Name	Loyal Jr	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 02/23/2023 01:40 PM</p>	<p>Production Records: Upon observation of the lunch service and due to the way the cafeteria is set up, the extra fruits and vegetables are only on the main line, cold line does not have access before point of sale. This leads to the cold line being short on vegetable subgroups.</p> <p>Finding: There were no serving sizes on the production records for the additional fruits and vegetables on the Main Line. A salad/ garden bar production records must meet the same criteria as production records used to record main line items. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf).</p> <p>Corrective Action: Submit a week of updated Main Line production records or a week of separate salad/garden bar production records with serving sizes for each menu item. Although not required, DPI's Salad Bar or Garden Bar Production Records may be used (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/salad-bar-production-record.xlsx ; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/garden-bar-production-record.xlsx).</p> <p>Finding: Milk usage is not recorded on the production records. Production records are the SFA's way of proving that reimbursable meals were served; therefore, all items offered as part of the reimbursable meal must be recorded. A milk recipe is currently on file, however total milks served each day is not recorded.</p> <p>Corrective Action: Submit one full week of production records showing the total milks served each day.</p> <p>Finding: There were no production records for the Cold Line on file for the week of review. Production records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components; without production records, there is no way to prove that reimbursable meals were served. Fiscal action will be assessed for the review month.</p> <p>Corrective Action: submit two weeks of completed production records for the Cold Line. Additionally, submit a written statement or verification of additional production record training (e.g. SNT Production Records e-learning courses: https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Production%20Records%20Standardized%20Recipes).</p>
Site Name	Loyal Jr	
Form Name	Offer vs Serve (500-502)	
Question #	502	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 12/23/2022 05:16 PM</p>	<p>Finding: Signage was not posted in the cafeteria to inform and teach students how to create a reimbursable meal. for breakfast or lunch. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>Corrective Action: Submit a picture of completed signage posted near the lunch and breakfast service line.</p>

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Site Name	Loyal Jr	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 12/19/2022 01:19 PM</p>	<p>Finding: At breakfast service, yogurt and cheese sticks were not temperature controlled using a refrigerated cooler, ice packs, or ice. This practice does not adhere to the Time as a Public Health Control standard operating procedure.</p> <p>Corrective Action: Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under temperature control or be handled using time as a public health control procedures. Saving and re-servicing TCS foods held outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary. Regardless of which option for serving TCS foods is used, a corresponding SOP must be included in the site-specific food safety plan and adhered to. Consider the following options to modify the current procedures: Utilize ice-lined containers, ice, or ice packs so that temperature control is used, along with monitoring of temperature. Adapt and use the SOP for Monitoring of Temperature Option (for milk barrels). (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-barrels-monitoring-temperature.docx) Edit the SOP to remove language regarding milk barrels and add language pertaining to other TCS foods such as yogurt, cheese sticks, cut melon, cut leafy greens, etc. Work with local regulatory authority/sanitarian to develop an alternative, approved method for re-serving milk and other TCS foods that have been held outside of temperature control during meal service.</p> <p>Submit a statement describing how TCS food items held outside of temperature control during service will be handled going forward. It is recommended to consult with the local sanitarian to establish procedures for appropriately saving these leftover, unserved items. Communications with the sanitarian (if applicable) may also be submitted as part of corrective action.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/15/2022	2604		Administrative Review		Food Service			
Comments								
						Created By		Created Date
The NSLP Equipment Assistance Grant is available for all SFAs participating in our programs to apply for. Funds from this grant can be used to purchase equipment to support the school meal programs. More information on this grant opportunity is available on the USDA NSLP Equipment Grant Webpage: https://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant .								12/15/2022 11:11:40 AM
12/14/2022	2939		Administrative Review		FSD			
Comments								
						Created By		Created Date
Public Release All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals are available. SFAs must annually distribute the Public Release to: -Local news media -Grassroots organizations (local organizations providing services to populations in need (ex: food pantry, public library, post office, local church, etc.) -Local employment office -Major employers contemplating or experiencing large layoffs SFAs are allowed to, but not required to pay to have the public release published. However, they must maintain documentation of whom it was sent to along with the specific materials distributed.								2/17/2023 2:22:36 PM
12/13/2022	2859	709	Administrative Review	ALL	FSD			

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Comments					Created By	Created Date
SFA has many wonderful food options at breakfast and lunch for students and staff. To ensure that the selling prices are adequate to cover food, labor, and overhead costs: -use the DPI Nonprogram Food Calculator tool annually -use the DPI Menu Raw Food Costing tool annually Offering more food than necessary can negatively impact the bottom line of Fund 50. To ensure the program isn't losing money: -follow meal pattern portion sizes; adult meal portion sizes must equal the highest student grade meal pattern (exact portion sizes listed for high schooler's meal pattern) -follow meal pattern for each grade grouping (K-8, 9-12) to ensure all foods offered meet the meal pattern components and that too much food/calories is not offered (ex: serving potato chips with a sandwich that do not credit as a vegetable or adding a 3oz portion of deli meat on a sandwich when you only can serve a 2oz portion).						2/13/2023 3:46:14 PM
12/13/2022	2940		Administrative Review	FSD		
Comments					Created By	Created Date
Special Dietary Needs • A signed medical statement from a state authorized medical authority does not need to meet meal pattern requirements provided the statement supports food substitutions made outside of the meal pattern requirements. • SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within offer vs. serve. for the meals to be reimbursable. If an accommodation without a medical statement is made, then all requests for meal accommodations must be met to ensure civil rights compliance. -Keep copies of the submitted medical statement forms filed and accessible in the kitchen.						2/17/2023 2:30:13 PM
12/13/2022	2938		Administrative Review	FSD		
Comments					Created By	Created Date
Supply Chain Assistance funds are to be used on domestic unprocessed or minimally processed foods or beverages within the lunch and breakfast programs, only. We suggest using this template to track what the funds are being used for. Applying only the funds towards your milk cost may make tracking easier. More information on these funds are available on the SCA Funds Nutshell.						2/17/2023 2:12:29 PM
12/13/2022	2937	700	Administrative Review	ALL	FSD	
Comments					Created By	Created Date
Allowable Costs The nonprofit school food service account can only be used for the operation of the school meals program including food, supplies, equipment, training, and personnel. The list of allowable costs can be found here:						2/17/2023 1:57:09 PM
12/13/2022	2611	134	Administrative Review	ALL	Determining Official	
Comments					Created By	Created Date
Direct Certification is required to be run during the following time frames for the total enrollment at each school participating in the National School Lunch Program: • 1st: beginning of the year (between July 1 - first day of school) • 2nd: three months after first run (between October - December) • 3rd: six months after first run (between January - March) • 4th: between March 15 and April 1 (for CEP proxy report) DPI encourages School Food Authorities (schools operating NSLP) to run Direct Certification monthly or more in order to match more students for Free or Reduced-price meals.						12/19/2022 11:04:57 AM
12/13/2022	2610	140	Administrative Review	ALL	Determining Official	
Comments					Created By	Created Date
• A DC match should be completed when a new student transfer to the district. • The effective eligibility date for a DC eligible student is the date Direct Certification was run and you received the output match file.						12/19/2022 11:01:49 AM
12/12/2022	2615	215	Administrative Review	ALL	Verifying Official	

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Comments					Created By	Created Date
<p>The Verification process can start on October 1 but must be finished by November 15. To aid in the Verification process, use the Verification forms packet: The Verification process can start on October 1 but must be finished by November 15. • When an application(s) is chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. • After completing the confirmation reviews, the LEA may, on a case-by-case basis, replace up to five percent of applications selected [7 CFR 245.6a(e)(2)]. Applications may be replaced when the LEA believes the household would be unable to satisfactorily respond to the verification request. This action should be documented. • When an application(s) is chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. • After completing the confirmation reviews, the LEA may, on a case-by-case basis, replace up to five percent of applications selected [7 CFR 245.6a(e)(2)]. Applications may be replaced when the LEA believes the household would be unable to satisfactorily respond to the verification request. This action should be documented.</p>						12/19/2022 12:07:04 PM
12/12/2022	2614	214	Administrative Review	ALL	Verifying Official	
Comments					Created By	Created Date
<p>• When a benefit eligibility status increases, the change must take place within three days. When benefit eligibility decreases, the change cannot take place before ten calendar days and a notice of adverse action is sent in writing with appeal rights procedures. DPI has created a We HAVE CHECKED your application letter template for LEAs to use after verification is completed. • According to 7 CFR 245.7(b)(1), when a household appeals a reduction or termination of benefits within the 10-calendar day advance notice period, the LEA must continue to provide the benefits for which the child was originally approved, until a final determination is made. • The LEA may continue to claim reimbursement at the original level during this period. When a household does not request an appeal during the 10-calendar day advance notice period, benefits must be reduced or terminated no later than 10 operating days after the notice period. If the hearing official rules the child's benefits must be reduced, the actual reduction or termination of benefits must take place no later than 10 operating days after the hearing official's decision. • Households affected by a reduction or termination of benefits may reapply for benefits at any time during the school year, and schools should remind families their children may become eligible for meal benefits if the household unit experiences a change in financial circumstances (i.e., household size goes up or income goes down). However, if benefits to a household have been terminated because of failure to complete the verification or verification for cause process and the household reapplies in the same school year, the household is required to submit income documentation or proof of participation in Assistance Programs at the time of reapplication [7 CFR 245.6a(f)(7)]. These are not considered new applications. • Apart from the required verification of a specified number of approved applications, regulations at 7 CFR 245.6a(c)(7) require LEAs to verify any questionable application including, on a case-by-case basis, verifying any application for cause when the LEA is aware of additional income or persons in the household. This is known as "verification for cause." o Determining officials are strongly encouraged to contact the household to clarify any information that is unclear or questionable before certifying the application and proceeding with verification for cause. Once households have been requested to provide documentation for cause, the LEA must complete the verification process for these households. Verification for cause cannot delay the approval of applications, and LEAs can begin the verification process only after the determination of eligibility has been made. If an application is complete and indicates the child is eligible for free or reduced-price benefits, the application must be approved while the LEA begins verification for cause.</p>						12/19/2022 11:29:47 AM
12/12/2022	2613	212	Administrative Review	ALL	Verifying Official	
Comments					Created By	Created Date
<p>• When a household is selected for verification, the LEA must inform the household, in writing, of its selection and must provide a list of the documents or other forms of evidence the household must submit to the LEA. DPI has created a We MUST CHECK your application sample letter for verification purposes with required documentation included. • When a household is selected for verification, it must provide "sources of information" to the LEA to confirm current income or participation in a categorically eligible program. According to 7 CFR 245.6a(a)(7), sources of information may include written evidence, collateral contacts, and systems of records. • Acceptable documentation of income or receipt of assistance from any of the following sources may be provided for any point in time between the months prior to application and the time the household is required to provide the documentation. • Households may provide pay stubs with income from employment. If a weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient. If the household submits a pay stub including overtime, the determining official should work with the household to determine</p>						12/19/2022 11:28:52 AM

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whether the overtime for the month being verified is representative of overtime received in other months. If overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime. • The LEA must make at least one attempt to contact the household when the household does not respond to the request for verification [7 CFR 245.6a(f)(6)]. "Non-response" includes no response and incomplete or ambiguous responses that do not permit the LEA to resolve children's eligibility for free and reduced-price meals. The required follow-up attempt may be in writing (mail or e-mail) or by telephone or text message.						
12/12/2022	2612	209	Administrative Review ALL	Verifying Official		
Comments						
				Created By	Created Date	
When determining the number of applications to verify for the verification process, total the number of approved applications on file as of October 1. Multiply the total by .03 and round up to the nearest whole number. This is the number of applications you will need to verify. There are three different verification sampling methods to choose from: • "Standard" Sample Size Worksheet (error-prone income applications, 3% of all apps) • "Alternate - 1" Sample Size Worksheet (Randomly -3% of all applications) • "Alternate - 2" Sample Size Worksheet (1% of all apps and .5% of all categorical approved apps) These can be further explained here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms-packet.docx					12/19/2022 11:25:17 AM	