

Administrative Review Report

St. John's Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
On-Site Review	11/28/2023	11/28/2023

Commendations:

From Public Health Nutritionist:

Thank you to all staff at St. John's Lutheran School for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Cook and Authorized Representative for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Cook was very receptive to the reviewer's suggestions, and this was appreciated. The food service director was very knowledgeable and dedicated to making updates. Thank you for serving healthy, nutritious meals to your students!

Recommendations:

For information on the USDA Child Nutrition Programs, visit the [DPI School Nutrition webpage](#). For in depth technical assistance, including program links see the 2022-23 General Program Reminders which has been uploaded to the documents tab in SNACS.

Our annual School Nutrition Summer Training will return in the Summer of 2024. Information and registration will be posted in Spring 2024. There will be in-person at several locations around the state and virtually through live, instructor-led online courses. Please see our School Nutrition Summer Training webpage to learn more (<https://dpi.wi.gov/school-nutrition/training/school-nutrition-summer-training>).

Findings and Corrective Action:

Form Name	Verification (200 - 204)
Question #	200
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The Verification Collection Report (VCR) was not completed accurately.</p> <p>Corrective Action: Review the Instructions for Submitting the Verification Collection Report. If prior to Feb 1, correct the report in the online portal. If after Feb 1, upload a copy of the report with the corrections noted into SNACS.</p>
Form Name	Meal Counting and Claiming (300 - 311)
Question #	305
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have an Unpaid Meal Charge Policy in place. All SFAs must have an Unpaid Meal Charge policy that is communicated and distributed to the households, annually. (SP 46-2016)</p> <p>Corrective Action: Provide a timeline of when the policy will be completed and implemented and how households will be notified annually.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	700
Corrective Action Status	Flagged

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Corrective Action History	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p>Corrective Action 1: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	701
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Based on the SY 2022-23 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of three months average expenditures. Corrective Action: Submit a plan and timeline for reducing the net cash resources to below three months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	705
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA does not have adequate internal controls to maintain oversight of federal funds (2 CFR 200.303). Corrective Action: Develop written policy on how to handle bad (uncollectable) debt. Upload into SNACS.</p>
Form Name	Civil Rights (800 - 807)
Question #	803
Corrective Action Status	Flagged
Corrective Action History	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), develop procedures for the SFA and upload into SNACS.</p>
Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (Foods sold outside of meal program, Food & Beverage marketing, Foods provided but not sold, Nutrition Education) (7 CFR 210.31).</p> <p>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.</p>

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Form Name	Verification (207 - 215)
Question #	208
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
Form Name	Verification (207 - 215)
Question #	209
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Applications selected for verification were not verified correctly (7 CFR 245.6a).</p> <p>Corrective Action 1: Have the verifying official review the "The Verification Process and the Verification Collection Report (Part 2) " self-paced learning module located on the DPI website (https://media.dpi.wi.gov/school-nutrition/verification-process-verification-collection-report/index.html#/) and upload a copy of the completed quiz into SNACS. Send the family that was originally determined free the letter of adverse action that their free benefit will change to reduced in 10 calendar days.</p>
Form Name	Civil Rights (809 - 810)
Question #	810
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The non-discrimination statement was not included on all required program materials. Corrective Action: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Form Name	Professional Standards (1210 - 1219)
Question #	1216
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The school nutrition program staff did not complete the required training hours for the current school year and was unable to provide a training plan for the current school year (7 CFR 210.30).</p> <p>Corrective Action: Review the School Nutrition Team Professional Standards webpage for annual training requirements for school food service staff (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/professional-standards-training-in-a-nutshell.pdf). Provide a training plan for how each food service staff member that is not in compliance will meet the required training hours for the current school year.</p>
Site Name	St. John's Lutheran
Form Name	Meal Counting and Claiming - Day of Review (317-321)
Question #	318

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Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The meal counting and claiming system does not result in accurate meal counts by eligibility (7 CFR 210.7). Meal counts were not taken as the student received their reimbursable meal.</p> <p>Corrective Action: Correct the meal counting process to ensure meals are tracked as the student receives their meal. Then submit 30 consecutive operating days of meal counts and corresponding edit check reports. Clean counts will be used to adjust monthly claims back to the beginning of the school year and may result in a fiscal reclaim.</p>
Site Name	St. John's Lutheran
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The daily minimum requirement for meat/meat alternate was not met for K-8 grade group for lunch during the review period. The following represents the planned portion sizes: Tuesday – unacceptable form of crediting documentation for diced ham, therefore meal pattern contribution could not be determined. The daily minimum requirement for K-8 is 1 oz eq meat/meat alternate.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for meat/meat alternate will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	St. John's Lutheran
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	411
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The daily minimum requirement for fruit was not met for the K-8 grade group for lunch during the review period. The following represents the planned portion sizes: Monday: ¼ cup peaches recorded on production record The daily minimum requirement for K-8 is ½ cup fruit</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
Site Name	St. John's Lutheran
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	431
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The purchase units, condiment usage, milk usage, and recipe numbers were not consistently filled in daily on production records during the week of review. Additionally, some substitutions were not documented on production records during the week of review. Production records are intended to be useful tools to record</p>

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	<p>information prior to production, during production, and following production. 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 one full week of completed production records, including amounts in purchase units, condiment usage, milk usage, and recipe numbers recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
Site Name	St. John's Lutheran
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	435
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Recipes should be updated to reflect current practices and products. Standardized recipes exist, but some are not accurately reflecting what is happening in the kitchen. For example, during the week of review, the meat sauce recipe and taco meat recipe call for 80/20 raw, ground beef, but the current product used in these recipes is fully cooked beef crumbles.</p> <p>Corrective Action: Submit an updated standardized recipe for the spaghetti meat sauce and taco meat. 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	St. John's Lutheran
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	436
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: For grades K-12, up to 2 oz eq of grain-based desserts per week are allowed in the NSLP. The menu for the week of review exceeded the grain-based dessert limit. There were Giant Goldfish grahams (1 oz. eq) and snickerdoodle cookies (1.25 oz eq) offered during the week of review, adding up to 2.25 oz eq of grain-based desserts.</p> <p>Corrective Action: Submit a statement that explains your plan to reduce the amount of grain-based desserts offered at lunch.</p>
Site Name	St. John's Lutheran
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1411
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> • Bell peppers (Mexico) • Fresh cucumbers (Mexico) • Frozen broccoli (Mexico)

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- Frozen winter vegetable blend (Mexico)
- Pineapple (Indonesia)
- Mandarin oranges (China)

Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products listed above. Noncompliant Product List templates can be found on the Buy American webpage (<https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american>).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/28/2023	3794	437	Administrative Review	St. John's Lutheran	FSD			
Comments								
It may be helpful to use DPI's "Crediting Fruits and Vegetables" handout when determining the meal contributions: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dpi.wi.gov/sites/default/files/imce/school-nutrition/half-cup-fruit-veg.pdf During the week of review 125-count apples were credited as ½ cup, but can actually credit as ½ cup.								
11/28/2023	3793	431	Administrative Review	St. John's Lutheran	FSD			
Comments								
Be specific on production records about the identity, brand, portion size, and description of items served. Instead of "broccoli", list "frozen broccoli." Additionally, each item served needs to be listed separately. For example, if bananas and peaches are served, list bananas as its own line and peaches as its own line on production records.								
11/28/2023	3792	437	Administrative Review	St. John's Lutheran	FSD			
Comments								
Vegetable Subgroup Handout: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf								
11/28/2023	3791	435	Administrative Review	St. John's Lutheran	FSD			
Comments								
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization and use all resources available to you. Visit our Standardized Recipes webpage for additional tools and resources or contact a Public Health Nutritionist for assistance (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes ; https://dpi.wi.gov/school-nutrition/directory).								
11/28/2023	3790	402	Administrative Review	St. John's Lutheran	FSD			
Comments								
Meat/meat alternate (M/MA) is credited by weight, so it is not appropriate to use a 4 fluid ounce spoodle for an intended 4 ounce (by weight) serving of ground/diced/shredded meat. To ensure that students receive the proper amount of M/MA, first weigh the product, then determine which scoop will hold that weight of meat. Technical assistance was provided by demonstrating how to weight a 2 oz. eq serving of taco meat.								

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11/28/2023	3789	24	Administrative Review	St. John's Lutheran	FSD			
Comments								
A flavor station is a great way for students to add herbs and seasonings to their food. However, it is important to offer seasonings that are salt-free. While onsite it was observed that a couple seasonings available to students contain salt and the usage was not monitored.								
11/28/2023	3788	404	Administrative Review	St. John's Lutheran	FSD			
Comments								
Adequate signage helps ensure that students accurately select reimbursable meals. Signage was available; however, it is recommended to reposition this closer to the meal service area. Signage templates can be found on DPI's website at (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage)								

Technical Assistance

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 (and where appropriate, free milk) are available. The Public release may not be posted on the website. SFAs must annually distribute the Public Release to:

- Local news media
- Grassroots organizations (local organizations providing services to populations in need (e.g., 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 but must maintain documentation of whom it was sent to along with the specific materials distributed.

Processes for Complaints

- Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous.
- All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the [Template Civil Rights Complaint Procedures](#) to create written procedures.
- An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.
- If a complaint of discrimination is received at your district, the following procedures should be followed:
 1. Document the complaint using the [USDA Program Discrimination Complaint Form \(Espanol\)](#).
 2. Submit complaints within five days of receiving the complaint to:

Wisconsin Department of Public Instruction (DPI)

 - Mail:

Director, School Nutrition Team
125 S. Webster Street
Madison, WI 53707-7841
 - Fax: (608) 267-0363
 - Email: jessica.sharkus@dpi.wi.gov
 3. Maintain a [Civil Rights complaint log](#) at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know.

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Verification

- The verification process must be completed each year, beginning around October 1, for all SFAs with current year completed and approved applications on file.
- 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 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 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.
- 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 month 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 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.
- Section 9(b)(3)(F) of the NSLA and Program regulations at 7 CFR 245.6a(g) permit LEAs to "directly" verify approved applications selected for verification. **Direct verification** involves using records from public agencies to verify household income or household participation in an eligible program, helping relieve families of additional paperwork and reducing the gap in meal benefits for eligible children resulting from non-response. LEAs are not required to conduct direct verification.
- The LEA must make at least one follow-up attempt to contact the household when the household does not adequately 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.
- When a benefit eligibility status increases, the change must take place within three days. When a 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.
- 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 days after the notice period. If the hearing official rules that 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

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“verification for cause.” 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.

The standard sample size for verification must be used by an LEA unless the LEA qualifies to use an alternate sample size. Instructions for standard and alternate sample sizes can be found in the [Eligibility Manual](#)

Annual Financial Report (AFR)

- The [Annual Financial Report Manual](#) is located on the DPI website to assist you with completing the AFR.
- All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its “yearly” reference period for nonprogram food compliance.
- The school food service fund may not have an ending fund balance more than three-month operating expenses, as this is considered “Excess Cash Balance”. While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three-month average of operating expenses to remain in compliance with a non-profit status.
- The categories of the AFR that should be addressed when tracking revenues and expenditures include:
 - ‘Other’ is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA’s capitalization threshold), etc.
 - ‘Food’ is expenses for edible food items and beverages.
 - ‘Equipment’ is expenses for equipment purchases over \$5000 or your SFA’s capitalization threshold.
 - ‘Purchased Services’ is for services you pay someone to provide such as equipment repair, health inspections, etc.
 - ‘Nonprogram Foods’ is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings.
 - When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling, and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.

Meal Counting and Claiming

- Meal benefits apply only to a reimbursable meal and must be priced as a unit. If a student decides to take only milk, this is not a reimbursable meal and milk must be charged as an a la carte item.
- Meals must be counted at the point of service and may only be charged to a student upon receipt of a reimbursable meal.
- All meals claimed for reimbursement must be counted, recorded, consolidated, and reported through a system that consistently yields accurate claims. Backout counts (only marking who is absent) and forecast counts are unallowable. (7 CFR 210.7)
- Per 7CFR 210.10 meals must be offered to all students each day school is in session a full day.
- Field trip meals are highly encouraged to ensure all children have access to food and to maintain a steady revenue stream for the food service program. DPI has created [Field Trip meal resources](#) to assist schools in providing meals for field trips.
- USDA regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to submitting the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools’ meal counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. SFAs with computerized meal counting systems should ask software vendors

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about the edit check feature. DPI has created a manual [Monthly Edit Check Form](#) for SFAs using a manual counting system.

- SFAs may claim visiting students in the paid category or in the individual's benefit category with proof of eligibility documentation (unless they are from a CEP school).

Unpaid Meal Charge Policy

USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy should include, see the [Unpaid Meal Charges In a "Nutshell"](#). For a comprehensive overview including best practices and helpful materials, see the [Unpaid Meal Charges](#) section of the DPI SNT website or the [USDA Unpaid Meal Charges webpage](#).

Professional Standards

New Food Service Director Hiring Requirements

- The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the NSLP and SBP, with further flexibilities for directors hired after April 29, 2019 in SFAs with under 2500 enrollment.
- The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. These requirements are listed in a summary document called "[In a Nutshell- Hiring Requirements](#)".
- Per SP 38-2016, SFAs may not use the nonprofit school food service account to pay the salary of a new school nutrition program director (hired on or after July 1, 2015) who does not meet the hiring standards.
- Additional resources may be found on the [Professional Standards page](#) of the DPI SNT website.
- Each SFA must designate at least one staff member as a program "director". A program "director" is the person designated to perform or oversee the majority of the program duties such as food safety, nutrition and menu planning, food production, procurement, financial management, customer service, and other general day-to-day program management.

Training Requirements

- Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this "[In A Nutshell- Training](#)" document.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. [The DPI Professional Standards Tracking Tool](#) or the [USDA Professional Standards Tracking Tool](#) are encouraged but not required.

Summer Food Service Program (SFSP) Outreach

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:

- Promotion of the [summer meals locator](#) on the DPI Summer Meals webpage
- Promotion of calling 211 to locate meals in the area
- Promotion of the ability to text 'food' to 877-877 to locate meals in the area

Promotion of the [Summer Food Service Program](#) webpage