

**USDA Child Nutrition Programs
Administrative Review Summary Report**

School Food Authority: Palmyra Eagle School District

Agency Code: 284221

School(s) Reviewed: Palmyra Elementary School

Review Date(s): April 10-11, 2018

Date of Exit Conference: April 11, 2018

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

General Program Reminders/Updates:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture (USDA) has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.USDA.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (http://www.fns.USDA.gov/healthierschoolday).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students select healthier meal options (http://smarterlunchrooms.org). Smarter Lunchroom techniques are easy to begin implementing and help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for increasing consumption of white milk.

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Palmyra Eagle School District for the courtesies extended to us during the on-site review, and for being available to answer all questions and provide additional information. All staff members were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review. The DPI review team appreciates the eagerness of the staff at Palmyra Eagle School District for their willingness to make changes to meet school meals program regulations. It is apparent that the staff are extremely knowledgeable and concerned for the nutritional well-being of their students.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations:

Thank you for completing your Direct Certification (DC) runs within the correct timeframes and keeping those runs on file onsite. All denied applications were denied correctly. Also, thank you for sending out the required public release prior to the beginning of the school year. This is completed to inform the public that free and reduced price meals are available. Nice work!

Technical Assistance:

- When an application is received, the application must be approved in a reasonable amount of time. Taking up to a week to approve an application is acceptable, but please be mindful of this time gap.

Compliance Reminders:

Disclosure

- The information provided by the family on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits.
- The LEA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waiver, school fees, etc. Consent must be obtained each school year. Find the [Sharing Information with Other Programs](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc) template on the Free and Reduced Meal Applications and Eligibility webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc>).

Findings and Corrective Action Needed: Certification and Benefit Issuance

❑ **Finding #1:** The SFA's current Benefit Issuance (BI) system with Skyward Software caused five students to have incorrect benefit statuses. After speaking with Skyward, it was learned that when a student with an existing application is found on DC, the food service director needs to delete the old application, and create a new

one instead of changing the status of the student's current application. Fiscal action will be calculated with a \$600 disregard.

Corrective Action Needed: Please send along the updated BI list along with a statement detailing how all applications and DC runs will be handled going forward. Detail the process of application approval all the way to the benefit issuance at the point of service. Additionally, send the adverse action letters to the consultant that are to be sent to households within 10 calendar days of the exit conference. Submit all of this to the consultant assigned to your review by the corrective action deadline.

Verification

Commendations:

The SFA completed Verification using the Standard Sampling method, as was required, by the November 15 due date. The SFA also completed the Verification Collection Report by the February 1 due date. The SFA's Verification process was also completed with great organization. Thank you!

Technical Assistance:

- During the Verification process, the Confirming and Verifying Officials must sign the back of each application selected for verification. The applications were confirmed and verified by the appropriate officials at the SFA, however, staff were not signing the backs of the applications.
- While the SFA completed the Standard Sampling method, the SFA over-verified. Four applications were selected from the error-prone applications when only two applications were required to be selected. This may affect the verification method required to be utilized for the next school year.

Compliance Reminders:

- When a benefit eligibility status increases, the change must take place within 3 days. When a benefit eligibility status decreases, the change must take place 10 calendar days after the notice of adverse action is sent in writing with appeal rights procedures to the households.

Meal Counting and Claiming

Commendations:

No issues were found for meal counting and the transfer of those counts to the monthly claims. Also, edit checks are completed monthly by the foodservice director. Nice work!

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations

Thank you to the Director of Food Services and the school nutrition professionals at Palmyra Eagle School District. We appreciate your time and efforts spent preparing for and participating in the onsite review. Thank you to the Director of Food Services for sending thorough and organized documentation and answering questions prior to the onsite review. The Director of Food Services' dedication shows in the kind words spoken by her team and coworkers during the onsite review.

The jokes and trivia included with the monthly menu is a great way to promote particular foods and promote your lunch program! The photo posted each day on the district's Facebook page highlighting the next day's lunch is excellent visual marketing. At Palmyra Elementary, it was great to see the students serving themselves the fresh fruit and vegetable options. Thank you for all that you do for the students of Palmyra Eagle School District!

Comments/Technical Assistance/Compliance Reminders

Training

Anyone involved with the United States Department of Agriculture (USDA) School Meal Programs is encouraged to attend DPI training classes. These are offered in the summer and select other times throughout the year. The classes provide an overview of all areas of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements including verification, free/reduced meal applications, meal pattern, and record keeping requirements. Travel/meal expenses are allowable food service expenses. Information on upcoming trainings can be found on DPI's [Training Page](https://dpi.wi.gov/school-nutrition/training#up) (<https://dpi.wi.gov/school-nutrition/training#up>). Numerous webcasts are also available, which cover a wide array of topics. These can be found on DPI's [Webcast Page](https://dpi.wi.gov/school-nutrition/training/webcasts) (<https://dpi.wi.gov/school-nutrition/training/webcasts>).

Additional Offer versus Serve (OVS) training is always encouraged, as it is important for staff to fully understand the OVS requirements. The [Offer Versus Serve Guidance manual](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ovs) is available on our NSLP requirement website under the offer versus serve heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning#ovs>). This manual contains many examples that may serve as OVS staff training. An Offer versus Serve webcast is also available on our [School Nutrition Team Training](https://dpi.wi.gov/school-nutrition/training/webcasts#cyc) webpage (<https://dpi.wi.gov/school-nutrition/training/webcasts#cyc>).

School Breakfast Program

Consider participating in the School Breakfast Program (SBP). Participation in SBP will enable the SFA to help students start their school day with good nutrition and provide reimbursement to you for doing so. There is a variety of service models to accommodate school schedules, while driving participation.

Breakfast in the classroom is associated with the highest participation rates, which can be as high as 98 percent of the school's enrollment, and works best in elementary schools. Other service methods, such as Grab 'n Go and breakfast after first period, also drive breakfast participation. If breakfast is offered in a convenient way for students, they will participate in the program. Additionally, greater participation equates to more students being ready to learn, as well as higher levels of government reimbursement, which results in more revenue for the school.

Refer to the [Serving Up a Successful School Breakfast Program](http://dpi.wi.gov/school-nutrition/school-breakfast-program) guide for an in-depth look at the various School Breakfast service models to determine which one(s) may work in your schools. Find additional information on breakfast, including meal pattern and menu planning tools, on the [School Breakfast Program](http://dpi.wi.gov/school-nutrition/school-breakfast-program) webpage (<http://dpi.wi.gov/school-nutrition/school-breakfast-program>). Please contact our School Breakfast Specialists Tracy Huffman, MS, RDN, CD at tracy.huffman@dpi.wi.gov and Hannah Snider, MPH, RDN, CD at hannah.snider@dpi.wi.gov for additional guidance.

Crediting Mixed Vegetables

The Wisconsin Blend Vegetables were incorrectly credited to the other vegetable subgroup. Because the mix contains vegetables from multiple subgroups (carrots, corn, and green beans), including starchy, it credits as an *additional* vegetable. This still counts toward the daily vegetable requirement,

but does not count towards a specific vegetable subgroup. Vegetable blends made in-house that contain starchy vegetables would also credit as an additional vegetable.

If you purchase a frozen or fresh mixed vegetable blend and the manufacturer provides the proportion of each type of vegetable in the mix, or if you have a recipe, you can credit these vegetables individually toward their respective subgroups. For example, based on documentation from the manufacturer, the Wisconsin Blend Vegetables served during the week of review contains 40% carrots, 30% corn, and 30% green beans. 40% of the ½ cup serving would be 0.2 cups of carrots, which would round down to ¼ cup of carrots per serving and could credit toward the red/orange subgroup.

Production Records

Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Maintaining thorough, accurate production records aids the menu planner with forecasting, ordering, menu planning, and reducing food waste.

- Be specific on production records about the identity, brand, and description of the items served. For example, include the brand and product number for items such as cheese pizza or hamburger buns. There is a wide variation in formulation of the many products that are served in the child nutrition programs and serving an item other than what was intended may affect the meal component quantities offered.
- The production record template currently in use is missing information, such as the planned number of portions for *all* menu items, the total number of *portions* prepared for all menu items, and the total reimbursable meals and total adult meals broken out. While there is no required production record template, there are some examples that may be used on our [Production Records](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records>). A copy of the production record requirements (“Must Haves and Nice to Haves” list) can also be found at that link.
- Substitutions or modifications made to the menu in order to accommodate special dietary needs should be recorded on the production record.
- Per the comment included on the most recent food safety inspection at Palmyra Elementary, consider writing a “D” next to the leftover portions of the TCS foods held using Time as a Public Health Control on your production record. This will document that these leftovers are being discarded after service, as your standard operating procedure states.

Completeness of Standardized Recipes

A few recipes submitted for the review week were lacking information. Technical assistance was given onsite to add information such as the grade group, serving utensil, number of portions, and servings per pan to the recipes when applicable. Please use our [recipe tools and resources](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) to aid in this process (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes>). There is a checklist of information necessary to standardize a recipe, calculators to assist with nutrient analysis, and a template to help organize the information.

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

- Meal Pattern Finding #2:** Any menu item that has more than one ingredient needs a standardized recipe. This is defined as recipe that has been tried, tested, evaluated, and adapted for use by your food service operation. It produces a consistent quality and yield every time when the exact

procedures, equipment, and ingredients are used. Currently, there is no standardized recipe for the Mixed Veggies.

Corrective Action Needed: Submit a standardized recipe for the Mixed Veggies. Refer to our [standardized recipe checklist](#) for all necessary information to be included on the recipe.

- ❑ **Meal Pattern Finding #3:** Signage helps students understand what components make up a reimbursable meal, and your signage was very impressive! Please add a statement to your current signage that states the student must take at least $\frac{1}{2}$ cup fruit, vegetable, or combination.

Corrective Action Needed: Submit a photo of your updated signage showing this required serving size has been added.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Technical Assistance:

- Non-program foods are sold at the SFA, and therefore, all expenditures and revenues of these foods must be reported on the Annual Financial Report (AFR).
- Due to frequent staff turnover, discrepancies between AFRs is apparent. With staffing being more consistent at this time, these discrepancies are not an issue. It is recommended the SFA develop a system for training any new staff in order to prevent these discrepancies in the future.

Paid Lunch Equity (PLE)

The SFA uses non-federal funds to support its paid lunch prices, and therefore, a comprehensive review of PLE was completed.

Commendations:

No issues regarding the non-federal funds were observed. All paid lunch prices were increased based on the regulations. Thank you!

Revenue from Non-program Foods

The SFA sells non-program foods beyond just adult meals and milks only, and therefore, a comprehensive review of this area was completed.

Compliance Reminders:

- The USDA Non-program Revenue Tool must be completed yearly, at a minimum. The [DPI Non-program Food Revenue Tool](#) feeds into the USDA tool and aids in calculating prices of non-program foods and meeting the USDA non-program food regulation (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>).
- SFAs that sell only non-program milk and adult meals as non-program foods are [exempt](#) from completing the USDA Non-program Food Revenue tool

(<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/exceptions-nonprogram-revenue.pdf>).

Findings and Corrective Action Needed: Revenue from Non-program Foods

Finding #4: The Non-program Foods Revenue Tool was not completed.

Corrective Action Needed: Please complete the tool using a 5-day reference period and submit it to the consultant assigned to your review.

Indirect Costs

Commendations:

Indirect costs were not found during the onsite review.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations:

Thank you for completing the Civil Rights Compliance form (PI-1441) by the October 31 due date. The foodservice director does a fantastic job conducting trainings to incorporate a quiz with the Civil Rights training to enhance learning! Additionally, the food service staff and school nurse have wonderful communication in regards to special dietary needs. The required medical practitioner notes and Individualized Education Plan forms were onsite for each required student.

Findings and Corrective Action Needed: Civil Rights

Finding #5: The “And Justice For All” poster was not posted in a publicly visible locations.

Corrective Action Needed: Corrected onsite.

Finding #6: The Confirming Official (CO) did not complete the annually required Civil Rights training.

Corrective Action Needed: Please have the CO complete the training and send the sign-off sheet to the consultant assigned to your review.

Finding #7: The non-discrimination statement was not included on the low balance notice sent to households, on the webpages containing information regarding the NSLP, as well as the “We Have Checked” letter for verification.

Corrective Action Needed: Please revise these three items and send them to the consultant assigned to your review.

Finding #8: The point of service allows for overt identification in that the prices of each student's meal appears on the screen.

Corrective Action Needed: Please provide a detailed statement explaining how this will be resolved to the consultant assigned to your review.

On-site Monitoring

Commendations:

The SFA completed all required on-site monitoring forms for each NSLP site by the February 1 due date, and no corrective actions were reported by the SFA. Great work!

Local Wellness Policy

Commendations:

The SFA uniquely offers Zumba exercise sessions as class rewards in place of edible treats. Great work!

Findings and Corrective Action Needed: Local Wellness Policy

Finding #9: The LWP does not have any language regarding Smart Snacks.

Corrective Action Needed: Please incorporate language on "Foods sold outside of school meals program" and "Food and Beverage Marketing" and send the updated LWP to the consultant assigned to your review.

Resources:

- The [Local Wellness Policy Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf) includes all required components of the LWP (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf).
- The [Local Wellness Policy Builder](https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1) may be utilized by the SFA to build a new LWP (https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1).

Smart Snacks

Comments/Technical Assistance/Compliance Reminders

At the time of the on-site review at Palmyra Elementary, a la carte milk was the only food or beverage sold to students outside of the reimbursable lunch. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser. A staff member at each school should be responsible for documenting compliance of exempt fundraisers and any other competitive food sales. You can find fundraiser tracking tools on our [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks).

Although the middle and high schools were not reviewed as part of this Administrative Review, a la carte items are sold to students and vending machines are available. Please review the following compliance reminders for this location.

- If multiple grades have access to beverages, products must meet Smart Snacks standards for the youngest age/grade group. For example, if a vending machine with beverages is available to 7-12th graders, beverages must meet Smart Snacks standards for the 6-8 age/grade group; therefore, items like caffeinated, low-calorie (≤ 5 kcal/fluid oz.) flat or carbonated, or no-calorie beverages (< 5 kcal/8 fluid oz.; ≤ 10 kcal/20 fluid oz.) flat or carbonated beverages are unallowable.
- We recommend using the Alliance for a Healthier Generation [Smart Snacks Product Calculator](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks), found on the Smart Snacks webpage to assess product compliance (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks). Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records.

Professional Standards

Commendations:

Thank you for tracking all foodservice employees. The foodservice director has completed well over the required 12 hours of training annually. The foodservice director also has a wonderful attitude toward training her staff and creates an environment for enjoyable learning. Fantastic work!

Technical Assistance:

- Annual 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.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (http://dpi.wi.gov/school-nutrition/training/professional-standards).

Compliance Reminders:

- Annual Training Requirements:
 - Directors: 12 hours
 - Managers: 10 hours

- Full-time Foodservice Staff (20 hours or more per week): 6 hours
 - Part Time Non-Foodservice Staff (under 20 hours per week): 4 hours
- If hired January 1 or later, only half of the training hours are required during the first school year of employment.
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Water

Commendations:

Thank you for having free, potable water accessible to all students during meal service.

Food Safety

Commendations:

No storage violations were observed onsite. Nice work! Also, a site-specific food safety plan was available onsite for the review team and it included all required Standard Operation Procedures (SOP). The plan was updated this school year and is required to be reviewed each school year.

Findings and Corrective Action Needed: Food Safety

Finding #10: Employee reporting agreements were not at each site, rather they were kept in the foodservice director's office at the high school.

Corrective Action Needed: Corrected onsite. No further action required.

Finding #11: The milk cooler temperature log records temperatures of the cooler before and after service. The temperatures of the milk cooler after service are consistently in the temperature danger zone. This is due to the cooler door being left open during service. This can be resolved by either temping the milks cartons themselves rather than the cooler, or by offering a milk variety in a single milk crate outside of the closed cooler. This was not all milks are exposed to the warmer air temperature.

Corrective Action Needed: Please send a statement explaining how this issue will be resolved along with five days of clean milk temperatures to the consultant assigned to your review.

Buy American

Comments/Technical Assistance (TA)/Compliance Reminders

The USDA requires that a School Food Authority (SFA) purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers, and provides healthy choices for children in the School Meal Programs.

The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The Buy American provision should be included in solicitations, contracts, and product specifications. A reply offer to comply with Buy American terms in a solicitation ensures contractors are aware of Buy American requirements. Furthermore, bidder assurance of the Buy American provision ensures that the bidder is responsive and responsible to the solicitation.

SFAs must monitor contractor performance as required in 2 CFR Part 200.318(b), formerly in 7 CFR Part 3016.36(b)(2), to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- The following products may be exceptions to the Buy American provision: pineapples, mandarin oranges, olives, tuna, bananas and coffee.
- If no country of origin is identified on the label, the SFA must get certification from the distributor or supplier stating, "We certify that (insert product name) was processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.," This can be accepted in an email.
- Labels should indicate if the product is grown, processed, and packaged in the continental U.S. or any U.S. Territory. If the label indicates that the product is distributed or packed in the U.S, but the country of origin is not listed, this product requires the distributor's certification as mentioned above.
- Any substitution of a non-domestic product for a domestic product (which was originally a part of the RFP), must be approved, in writing, by the food service director, prior to the delivery of the product to the school.
- Any non-domestic product delivered to the school, without prior, written approval of the Food Service Director, should be rejected. If non-domestic substitutes that were not pre-approved in writing by the food service director are delivered to and rejected by the school, selected distributor(s) shall be held accountable for all over-claims that result from failure to meet the school's required meal pattern.
- Agricultural products that are processed and produced outside of the U.S. may be accepted with proof from the manufacturer that poor market conditions exist (weather, and/or supply availability of market). This requirement applies to private labels.
- The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American Provision procedures. Sample written procurement contract management procedures and Buy American monitoring procedures can be found in the [Contract Management](#) chapter of the *Introduction to the Procurement Policy and Procedures Handbook* (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>). Additional Buy American monitoring procedures can be found on the [Buy American Provision](#) webpage (<https://dpi.wi.gov/school-nutrition/procurement/buy-american/monitoring>).

There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the "domestic" standard as described above ("non-domestic") in circumstances when use of domestic products is truly not practicable. Refer to SP 24-2016 for more information on the Buy American provision and limited exceptions.

More information on this new requirement, including a tool to assist with tracking noncompliant products, can be found on the SNT [Procurement](http://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Findings and Corrective Action Needed: Buy American

Finding #12: The following product was identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American – Noncompliant List:

- Cucumbers – Mexico

Corrected onsite by completing a noncompliant form; no further action needed.

Reporting and Recordkeeping

Commendations:

All records were maintained at the SFA for the required three years plus the current year. As a note, temperature logs only need to be kept for six months.

School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach

The SFA does not participate in the SBP.

Compliance Reminders:

Summer Meals:

- A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. SFAs can inform families of summer meals via the following methods:
 - Promotion of the [summer meals locator](https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site) on the DPI Summer Meals webpage (<https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site>)
 - 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 USDA [Summer Food](http://www.fns.usda.gov/summerfoodrocks) website (<http://www.fns.usda.gov/summerfoodrocks>)

Findings and Corrective Action Needed: SBP and SFSP

Finding #13: Currently, there is no SFSP outreach at the SFA. While the SFA does not provide meals during the summer months, outreach is still required annually before the end of the academic school year.

Corrective Action Needed: Utilizing the resources, please send along SFSP information to all households before the end of the academic school year. Please send this information to the consultant assigned to your review.

Resources:

- To access an inclusive map of all potential participating sites in your area, see the [interactive map](#) on the SFSP website (<http://www.fns.usda.gov/capacitybuilder>).
 - For more information on Summer Feeding option contact:
Amy J. Kolano, RD, CD, Summer Food Service Program Coordinator
Phone: (608) 266.7124; e-mail: amy.kolano@dpi.wi.gov
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Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure student success.

For more information on this initiative, please visit the Wisconsin DPI Every Child a Graduate webpage (dpi.wi.gov/statesupt/agenda-2017).



With School Nutrition Programs!