

Administrative Review Report

Cumberland School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/16/2024	03/15/2024
On-Site Review	04/02/2024	04/04/2024
Site Selection Worksheet	02/16/2024	02/23/2024
Entrance Conference	03/29/2024	03/29/2024
Exit Conference	04/05/2024	04/05/2024

Commendations:

Our sincere thanks to the staff at Cumberland High School for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the administrative review. We recognize and appreciate your willingness to continuously learn about the USDA School Meals Programs and be receptive to feedback and technical assistance. Thank you for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions. Thank you also to the food service director for being available for discussion all day during the on-site visit. The Determining Official is very organized. The Authorized Representative is very receptive to technical assistance.

The Food Service department at Cumberland High are doing some really great things. The Food Service Director (FSD) is certainly mindful of sodium content and therefore they make their own salad dressings to provide students with a better tasting, lower sodium option. Additionally, bread offered to students is made from scratch. A beautiful salad bar is offered to students which often features lettuce grown by students using hydroponic growing towers. They have produced almost 100lbs of lettuce that food service has been able to utilize this school year. The salad bar also had DPI signage posted to help communicate to students the amount needed to fulfill the 1/2 cup requirement. Offer versus serve at breakfast can be a tricky concept for students to grasp; the FSD has implemented a "point" system that is a clearer way to communicate food items and what they need to make a reimbursable breakfast.

Finally, field trip meals are being done correctly. The FSD was able to explain what is offered with the meal (variety of milk, the full daily minimum requirement of vegetables along with all other meal pattern requirements), how ordering occurs and the POS/meal counting process. These are all commonly errors on Administrative Reviews, so excellent job!

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT will offer School Nutrition Summer Training online and in person. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 09:00 AM</p>	<p>Finding 1: The SFA does not distribute the Unpaid Meal Charge policy to all households annually. (SP 46-2016) Corrective Action 1: Provide a process on how households will be notified of the unpaid meal charge policy annually. Note, it is not sufficient to just post the policy on the webpage.</p> <p>Finding 2: The SFA's current Unpaid Meal Charge Policy does not define the "permissible negative balance amount" or clearly explain the process for how students with a negative meal balance will be handled. Corrective Action 2: Review the document titled "Food Services Policies-Cumberland" in SNACS. Update the Unpaid Meal Charge Policy or provide a timeline for when the policy will be updated.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/04/2024 09:26 AM</p>	<p>Finding 1: On the Annual Financial Report (AFR), all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). Finding 2: The total revenue, total expenditures, and ending fund balance on the 2022-2023 AFR does not match the PI-1505 report.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI Financial Management Webpage. Use the Annual Financial Report Template to update the 2022-23 AFR. 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>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/10/2024 11:52 AM</p>	<p>Finding 1: The 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. 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. Corrective Action 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.</p> <p>Finding 2: All revenue from nonprogram foods (catering, adult meals, ala carte, vending) did not accrue to the SFAs nonprofit school food service account (7 CFR 210.14). Food expenses for catering events are removed from Fund 50 and applied to Fund 10 through internal journal entries and revenue never deposited into Fund 50. All nonprogram foods purchased from Fund 50 must be recorded as expenses in Fund 50. Revenue from those purchases must be returned to Fund</p>

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		50. Corrective Action: For the 2023-2024 SY, return all expenses of nonprogram foods purchased to Fund 50 and return corresponding payments as revenue to Fund 50. Fund 50 should invoice the program or organization receiving the food (Fund 10). Then Fund 10 must pay Fund 50 through a check or a digital transfer. Provide ledger/journal entries showing the correction.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/04/2024 08:31 AM	<p>Finding: The Public Release was not distributed to the required locations including the local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)).</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/04/2024 08:32 AM	<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>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/04/2024 09:13 AM	<p>Finding: One area of the Dietary Modifications Policy needs to be changed. 1: The SFA should not ask for a student's medical condition, but only how the condition or symptom affects the student's diet.</p> <p>Corrective Action: Change the items the certification must identify to: A. an explanation of how the child's physical or mental impairment restricts the child's diet B. the food(s) to be avoided C. the food(s) to be substituted Provide a timeline for when the Dietary Modifications policy will be changed and the name of the person responsible for ensuring the update is made.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	TA Log# exists	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 05:46 PM</p>	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The Determining Official approved 2 incomplete applications (household adult signature and social security number missing). The Determining Official did not complete the back of 2 applications when processing them. See the SFA-1 form provided by the consultant (uploaded in SNACS) for specific details on which applications need to be corrected.</p> <p>Corrective Action: Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	140	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 05:43 PM</p>	<p>Finding: The SFA did not update student eligibility changes to the benefit issuance list or the point of service (POS) after each direct certification run accurately and in a timely manner.</p> <p>Corrective Action 1: Correct the benefit issuance list for any students in error and upload into SNACS.</p> <p>Corrective Action2: Submit a statement outlining how the SFA will ensure that updates to the benefit issuance list or point of service are done accurately and timely.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	209	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 05:04 PM</p>	<p>Finding 1: The SFA incorrectly determined the number of applications to verify based on the standard sample method. The SFA verified 3 out of 6 error prone applications instead of 3% of error prone applications (always rounding up). Finding 2: The Verifying Official did not sign the back of the application(s) after verification was completed. (7 CFR 245.6a). Corrective Action: 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.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status		
Corrective Action History	<p>Flagged 04/03/2024 05:16 PM</p>	<p>Finding: SFA is not following the current approved contract. 1. The contract indicates the point of service is at the beginning of the line. 2. "NO" is selected for Offer Versus Serve (OVS) at the High School for breakfast and lunch meal service.</p>

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		<p>3. Mid-Morning breakfast at the High School is not selected on the contract. Onsite it was observed that the POS is the end of the line, OVS is done for breakfast and lunch and the High School offers a second chance breakfast option.</p> <p>Corrective Action: Update the online contract based on current practices and submit for approval.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/03/2024 05:07 PM</p>	<p>Finding 1: The correct non-discrimination statement was not included on all program materials (Free and Reduced Meals Policy) Corrective Action 1: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.</p> <p>Finding 2: The non-discrimination statement was not included on all required program materials (Local Wellness Policy & Competitive Foods Policy). Corrective Action 2: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/03/2024 05:12 PM</p>	<p>Finding: The SFA does not have a professional standard tracking tool 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	Cumberland Hi	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/12/2024 01:10 PM</p>	<p>Finding: While in-house yield studies were conducted to determine the number of pieces of fresh vegetables needed to provide a 1/2 cup serving, the studies were not documented. As a reminder, this information can be determined two ways; either the weight for a 1/2 cup serving can be calculated using the Food Buying Guide and then a scale can be used to determine the number of pieces needed to reach that weight OR pieces of vegetable can be chopped and the number of pieces needed to fill a 1/2 cup measuring utensil (ex. 4 fl oz spoodle) can be counted. In-House Yield Study Procedures and templates are available on the Menu Planning webpage, under the Crediting tab. Additionally, the weights needed to credit as a 1/2 cup serving for many commonly used fruits and vegetables are available in a Fruit and Vegetable Serving Guide from the Minnesota Department of Education (calculated using the USDA Food Buying Guide). (https://education.mn.gov/MDE/dse/FNS/SNP/qual/cred/052878)</p> <p>Corrective action: Complete and document two in-house yield studies for vegetables offered and upload the results in the documents tab in SNACS. Note that this should be completed for all fresh vegetables served.</p>

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Site Name	Cumberland Hi	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2024 01:08 PM</p>	<p>Finding: When an assortment of items are served (assorted cereal, assorted juice, assorted fruit, assorted canned fruit, etc), each type of the item available must be documented separately on the production record with all required information unless a variety recipe is used. However, variety recipes can only be used when the same items and number of each item are served daily.</p> <p>Corrective action: Describe how these items will be documented going forward. If updating the production record template, please submit one completed breakfast production record to demonstrate that production record requirements are being met. If choosing to use variety recipes, submit the recipes that have been developed along with a statement of understanding of when the variety recipes may be referenced.</p>
Site Name	Cumberland Hi	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2024 01:08 PM</p>	<p>Finding: There were no serving sizes on the Salad bar production records. Salad 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 updated Salad 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>
Site Name	Cumberland Hi	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	436	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2024 01:09 PM</p>	<p>Finding: At least 80% of the grains offered weekly on each serving line must be whole grain-rich. Only 64% of grains offered during the week of review were whole grain-rich. The only items offered that were not whole grain-rich were the bread slices. However, since bread was offered three times during the week of review and students were able to take up to two slices, this resulted in the menu being out of compliance with the whole grain-rich requirement.</p> <p>Corrective Action: Describe how the menu would be changed to comply with the 80% whole grain-rich requirement. Be specific and include serving sizes, nutrition facts labels, ingredient lists, and/or crediting documentation as necessary for any items that would be planned in place of enriched grain items. If planning to change the flour used in the bread recipe, submit the updated recipe and label from the flour/s.</p>
Site Name	Cumberland Hi	

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Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/03/2024 08:43 AM</p>	<p>Finding: The SFA did not meet on-site monitoring requirements for NSLP per 7 CFR 210.8.</p> <p>Corrective Action 1: Complete the NSLP onsite monitoring forms for the current school year and upload into SNACS. If any corrective actions are found during the on-site monitoring, complete the corrective actions within 45 days of the initial on-site assessment and include this as part of CA.</p> <p>Corrective Action 2: Submit a plan on how onsite monitoring will be completed for each school and program moving forward and the position responsible for completing this.</p>
Site Name	Cumberland Hi	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/12/2024 01:12 PM</p>	<p>Great job tracking non-domestic products. However, tracking must include the reason for exception for each item. Additionally, it is not necessary to document an item every time it is ordered if it has been previously documented. If product or country of origin change, the new product should be added to the list. It is recommended that the DPI template found on the Buy American webpage be used to ensure all necessary information is documented.</p> <p>Finding: Buy American non-compliant product tracking does not include the reason for exception.</p> <p>Corrective Action: Update and submit the Buy American non-compliant product tracking.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/09/2024	4686		Administrative Review		Food Service Director			
Comments								
						Created By	Created Date	
SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The last triennial assessment was completed in 2020.							4/9/2024 8:25:37 AM	
04/09/2024	4684		Administrative Review		Authorized Representative			
Comments								
						Created By	Created Date	
Every school year, SFAs with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP.							4/9/2024 8:22:52 AM	
04/04/2024	4756		Administrative Review		FSD			

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Comments									
					Created By		Created Date		
<p>While it is not required that SFAs are doing a complete nutrient analysis on a regular basis, we do have some resources available that can aid in analyzing the dietary specifications of scratch recipes or a weighted weekly menu.</p> <p>Dietary specification tool for recipes: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes#:~:text=Dietary%20Specifications%20Tool%20for%20Recipes</p> <p>Weekly Nutrient Calculator: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/weekly-nutrient-calculator.xlsx</p>							4/12/2024 1:20:16 PM		
04/04/2024	4755		Administrative Review		FSD				
Comments									
					Created By		Created Date		
<p>The Wisconsin Department of Public Instruction allows two fundraiser exemptions per student organization per school per school year, not to exceed two consecutive weeks each. An exempt fundraiser may sell foods and beverages that are not allowable under the Smart Snacks rule but this may not occur in the meal service area during meal service times. The Smart Snacks Standards represent the minimum standards and the exemption policy represents the maximum exemptions allowed; school food authorities (SFAs) have the discretion to establish additional restrictions on competitive foods and further limit fundraiser exemptions through their Local School Wellness Policy if they are consistent with federal requirements. Information must be tracked for any fundraisers selling food to students on the school campus, during the school day (defined as midnight through 30 minutes after the end of the instructional day). Tracking documentation should include: the date(s) and time of the fundraiser, description of items sold and the specific location of the fundraiser (ex. if occurring in the school, will it be in the cafeteria, the hallway, the gym, etc.). If it is a non-exempt fundraiser selling Smart Snacks compliant items, product labels and/or recipes must be provided to confirm compliance. While not required, the use of the fundraiser tracking tools on our Smart Snacks webpage is encouraged.</p>							4/12/2024 1:19:41 PM		
04/04/2024	4754		Administrative Review		FSD				
Comments									
					Created By		Created Date		
<p>Homemade bread slices are offered one to three times per week to any student selecting a reimbursable meal. It is recommended that if bread continues to be offered, it is available no more than 1-2 days per week and a maximum of 1 slice per student (current serving size is 1-2 slices). Hardboiled egg and croutons are also occasionally available on the salad bar. Keep all of these items in mind when assessing compliance with dietary specifications. During the on-site meal observation, only 20 medium egg halves were put out, so consumption did not appear to be excessive.</p>							4/12/2024 1:19:11 PM		
04/04/2024	4753		Administrative Review		FSD				
Comments									
					Created By		Created Date		
<p>No more than half (50 percent) of the fruit offered over the course of a week can be in the form of juice. The juice limit is evaluated separately for breakfast and lunch. It is possible to offer juice daily and still meet the 50 percent juice limit, as long as it is offered along with fruit (fresh, frozen, dried, or canned). The total amount of juice available at all meals over the course of the week (separately for breakfast and lunch) is divided by this total fruit offering to determine the weekly juice offering.</p>							4/12/2024 1:18:43 PM		
04/04/2024	4752		Administrative Review		FSD				
Comments									
					Created By		Created Date		
<p>If the ingredients of a recipe (such as cheeseburger) are documented separately on the production record with all required information, a standardized recipe is not required. This may be the best option when the item is assembled on the line and students have the option to decline one or more ingredient (ex. bun, hamburger patty and cheese each on a separate line on the production record).</p> <p>Additionally, keep in mind that the Wisconsin State Processed burger patty was different in 22/23 and 23/24. If using a recipe, be sure that the recipe reflects the correct patty; if documenting separately on the production record, be sure that the correct item number and patty size are documented.</p>							4/12/2024 1:18:11 PM		

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04/04/2024	4751		Administrative Review		FSD					
Comments										
					Created By	Created Date				
<p>The following items are exempt from meeting smart snacks standards: an entree the day of and the day after it is served as part of a reimbursable meal, fresh or frozen fruits and vegetables (with no added ingredients), canned fruits (with no added ingredients) that are packed in 100 percent juice, extra light syrup or light syrup, and low sodium and no-salt added canned vegetables (with no added fat).</p> <p>When an entrée is served with an additional item as part of the reimbursable meal, that item may or may not be included as part of the entrée exemption when sold a la carte; it depends on whether the side item is customarily served with that food as an entrée, as part of that food as a traditional main dish. For example, if beef with broccoli is served with rice, the rice can be included in the exempt entrée when purchased a la carte. However, if chips are offered with chicken nuggets for the reimbursable meal, the chips would NOT be part of the exempt entrée. Students could purchase the chips separately a la carte if they meet Smart Snacks standards.</p>							4/12/2024 1:17:41 PM			
04/04/2024	4750		Administrative Review		FSD					
Comments										
					Created By	Created Date				
<p>The SFA is actively working to increase lunch participation at the high school. In addition to surveying students to get input on what they would like to see on the menu, additional variety may be helpful. It was noted that during the week of review, the same two entrees were served two days in a row (Tuesday: quesadilla/cheeseburger, Wednesday: cheeseburger/quesadilla).</p>							4/12/2024 1:17:20 PM			
04/04/2024	4749		Administrative Review		FSD					
Comments										
					Created By	Created Date				
<p>The production record shows potato wedges 100355 crediting as 1.25 oz eq grain and 3/4 cup red/orange - this was error from a different item that was deleted and crediting not updated. While crediting is not required to be documented on the production record, if it is included, be sure to double check that crediting is accurate as this information may be used when determining if students have selected a reimbursable meal.</p>							4/12/2024 1:16:39 PM			
04/04/2024	4748		Administrative Review		FSD					
Comments										
					Created By	Created Date				
<p>In order to comply with all production record requirements, it is necessary to record both the planned/actual number of servings prepared AND the planned/actual quantity prepared in bulk units for each menu item. For example, if you are planning on 45 servings of baked beans (planned number of servings), how many #10 cans would you need for that number of servings (planned quantity in bulk units). If the amount actually prepared differs from the what was planned, you could record that within the same column as the planned number (ex. 45/70 as the planned/actual number of servings and 2 #10 cans/3 #10 cans as the planned/actual quantity prepared).</p> <p>Documenting the number of servings used is not required, but can certainly be included if it aids in forecasting. Documenting the number of second (a la carte) entrees may also be helpful, but is not required.</p> <p>Using a multiple grade-group production record may work well for tracking usage for the different serving periods. Additionally, items that are documented on the salad bar production record do not need to be filled in on the main production record, and any unused lines (ex. extra milk types) can be deleted to give you more lines to work with.</p> <p>Finally, the planned serving size should not include a range (1-2 pieces). Rather, it should reflect what students are able to take and then students have the option to take less under offer versus serve. Portion utensil to be used can be documented in addition to the planned serving size, but should not replace it. (ex. 1/2 cup, 4 fl oz spoodle).</p>							4/12/2024 1:16:17 PM			
04/04/2024	4747		Administrative Review		FSD					

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Comments									
					Created By		Created Date		
As a reminder, there is a difference between weight (ounces) and volume (fluid ounces). Spoodles, which are used to measure volume, are often referred to as a "4 oz spoodle" for example. A 4 oz or ½ cup spoodle is actually 4 fluid oz rather than 4 oz by weight. This is an important distinction as the weight of the contents of the spoodle can vary significantly (think about the difference in weight between ½ cup of popped popcorn vs. ½ cup of peas). Be sure that this is clear and done correctly when completing planned serving sizes on your production records. It is recommended that all staff review the 7 minute Weight versus Volume training available in the School Nutrition Online Learning Library (https://media.dpi.wi.gov/school-nutrition/weight-versus-volume/story.html).							4/12/2024 1:15:51 PM		
04/04/2024	4746		Administrative Review		FSD				
Comments									
					Created By		Created Date		
When vegetables from the beans and peas (legumes) subgroup are served, the menu planner must decide if they credit towards the meat/meat alternate (M/MA) component or the vegetable component. They may not credit as both at the same time. 1/4 cup of beans/peas (legumes) can either be credited as ¼ cup vegetable or 1 oz eq M/MA.							4/12/2024 1:15:31 PM		
04/04/2024	4745		Administrative Review		FSD				
Comments									
					Created By		Created Date		
A label and product formulation statement was provided for the hospitality brand frosted flakes. Based on the PFS, this item contains 8g of non-creditable grain which exceeds the allowable amount for items in Group I (ready to eat cereal) on Exhibit A. Therefore, this product is not creditable towards meal pattern requirements. (Note: this product was not served during the week of review or for on-site meal observation).							4/12/2024 1:15:09 PM		
04/04/2024	4744		Administrative Review		FSD				
Comments									
					Created By		Created Date		
Students are allowed to take two cereals. While this is acceptable, it isn't necessary if students are offered yogurt as well (1 oz eq m/ma crediting as a grain). Based on conversations with the FSD, two cereals are always offered as a m/ma isn't always offered.							4/12/2024 1:14:45 PM		
04/04/2024	4743		Administrative Review		FSD				
Comments									
					Created By		Created Date		
The menu planner has the discretion to determine how to credit certain food items. The definition of a food item at breakfast is ½ cup fruit, 1 oz eq grain, and 1 cup milk. Therefore, if an apple is served that credits as 1 cup fruit, the menu planner can choose whether the apple will count as one or two items. The same goes for grains. A 2 oz eq muffin may count as one or two items. Remember, the crediting must be clearly communicated to students and staff. The lenders bagel credits as 1.75 oz eq of grain using the product formulation statement (PFS) provided by the manufacturer. However, when crediting used Exhibit A, the 57g bagel would credit as 2 oz eq grain. Either of these are allowable ways to credit the bagel and therefore is at the menu planner's discretion.							4/12/2024 1:14:20 PM		
04/04/2024	4666		Administrative Review		Food Service Director				
Comments									
					Created By		Created Date		
Marketing Your Program <ul style="list-style-type: none"> Marketing refers to all the activities your SFA does to promote and sell products or services to consumers, aka the students. The goal of marketing is to match your products and services to the customers you aim to serve. Students are your customers. The Marketing Your Program webpage provides tools and resources to market your program and show how Wisconsin School Meals Rock! Prioritizing marketing may lead to increased participation. Participation drives revenue to the program! 							4/4/2024 10:24:00 AM		
04/04/2024	4665		Administrative Review		Authorized Representative				

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It is recommended to use the WSDMP Annual Claim Calculator. https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/wsdmp-annual-claim-calculator.xlsx							4/4/2024 10:05:30 AM		
04/04/2024	4659		Administrative Review		Authorized Representative				
Comments									
					Created By		Created Date		
The categories of the Annual Financial Report (AFR) that should be addressed when tracking revenues and expenditures include:							4/4/2024 9:22:17 AM		
<ul style="list-style-type: none"> 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs. '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. Revenues and expenses for the Wisconsin School Day Milk Program should be allocated as follows: Revenues are only the state reimbursement. Expenses are only the milk expense for free and reduced priced students. Revenues and expenses for paid students should be recorded under non-program foods. 									
04/04/2024	4658		Administrative Review		Food Service Director				
Comments									
					Created By		Created Date		
Non-program Food Revenue							4/4/2024 9:21:19 AM		
<ul style="list-style-type: none"> Nonprogram foods include adult meals, a la carte, extra entrees, extra milks, vended meals, catering, and food service operated vending machines. All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals. Non-program Food Revenue Tool SFAs are required to annually complete the DPI Non-program Food Revenue Tool or the USDA Non-program Food Revenue Tool. The DPI tool is recommended since it aids in calculating prices of nonprogram foods to ensure USDA revenue requirements are met as found in Non-program Foods Revenue Rule SP-20-2016 A non-program foods deficit must receive a transfer of non-federal funds into the nonprofit food service account. SFAs that sell only non-program milk and adult meals are exempt from completing the Nonprogram Food Revenue Tool. 									
04/04/2024	4657		Administrative Review		Determining Official				
Comments									
					Created By		Created Date		
Other Source Categorical							4/4/2024 9:20:04 AM		
<ul style="list-style-type: none"> If a household submits an application that indicates Other Source Categorical Eligibility, such as homeless, migrant, runaway or Head Start program, the SFA must confirm the children's status by an appropriate program official either through direct contact with the agency or by a list of names provided by the agency before meal benefits can be provided. Refer the Migrant Status & School Meal Eligibility in a Nutshell for more information. 									
04/04/2024	4656		Administrative Review		Determining Official				

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Comments									
					Created By		Created Date		
<p>Incomplete Applications</p> <ul style="list-style-type: none"> Any application that is missing required information, contains inconsistent information, or is unclear is considered an incomplete application and may not be determined until clarified with the household. The SFA may return the application to the household or contact the child's parent or guardian either by phone or in writing (letter or e-mail). The determining official should document the details of the conversation plus date and initial. It is recommended to use a different color pen to mark up clarifications on an application. Applications missing signatures must be returned to the household adult to obtain. Reasonable effort should be made to obtain the missing information prior to denying the application. 							4/4/2024 9:18:36 AM		
04/04/2024	4655		Administrative Review		Determining Official				
Comments									
					Created By		Created Date		
<p>Annual Income</p> <ul style="list-style-type: none"> USDA SP-19, 2017 on March 20, 2017, allows households to report current income as an annual figure. Annual income is typically reported for households with jobs that are seasonal, self-employed, or agricultural work since that is a more accurate representation of current income. These applications may be processed at face value. However, households that receive regular pay checks, will report income based on what is currently earned and the frequency of that pay, e.g., weekly, biweekly, bimonthly, or monthly. 							4/4/2024 9:18:04 AM		
04/04/2024	4654	305	Administrative Review	ALL	Food Service Director				
Comments									
					Created By		Created Date		
<p>SFAs may claim visiting students in the paid category or the individual's category with documentation</p>							4/4/2024 9:15:31 AM		
04/04/2024	4653	305	Administrative Review	ALL	Authorized Representative				
Comments									
					Created By		Created Date		
<p><u>Unpaid Meal Charge Policy</u></p> <p>The policy must explain how the SFA will handle situations where children eligible to receive reduced-price or paid meals do not have money in their account or in-hand to cover the cost of their meal at the time of service. If a child has money to purchase a reduced-price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay unpaid charges if the child intends to use the money to purchase that day's meal.</p> <ul style="list-style-type: none"> Should be implemented and enforced SFA-wide. Local discretion to vary policy based on student grade level. Must be provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Only posting the policy to the school website does not meet the requirement. Must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported. Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts. Policies regarding the collection of unpaid meal charges should be included in the written unpaid meal policy. SFAs are encouraged to review the policy on a regular basis (e.g., annually or biannually). Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed", they cannot be used to offset another student's negative account, unless paid households have chosen to donate those funds to the school food service account. Funds remaining in a reduced student account cannot be donated to the school food service account. Any funds left in a student meal account, which cannot be returned, must be turned over to the Wisconsin Department of Revenue as unclaimed property. FNS recommends keeping low or negative account balances confidential to minimize student distress and embarrassment. Direct communications to the adult in the household privately (and ahead of time) via mail, phone, or email. If low balance reminders and/or F/R applications are sent home with the student, communicate this in a discrete manner 							4/4/2024 9:01:03 AM		

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(e.g. white paper and envelope). Consider re-evaluating current practices and centralizing communications through the determining official and/or food service director. Resources: • For a snapshot of 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 Financial Management Webpage or the USDA Unpaid Meal Charges Webpage .												
04/03/2024	4651	126	Administrative Review	ALL	Determining Official							
Comments												
					Created By	Created Date						
<p>Processing Applications</p> <p>1. When processing income applications that only report the annual income, it is best practice to follow up with the household before processing it. Household income should be reported in the frequency it is received by the household and in the gross amount.</p> <p>2. If BadgerCare is listed on an application, it is best practice to follow up with the household to see if they also are on FoodShare.</p> <p>3. Determining Household Composition For the purpose of making an eligibility determination for free and reduced priced benefits, household composition is based on an economic unit. An economic unit is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit, and whose members share housing, significant income, and expenses [7 CFR 245.2]. Generally, individuals residing in the same house or apartment unit are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.</p>									4/3/2024 5:54:06 PM			
04/03/2024	4650	128	Administrative Review	ALL	Determining Official							
Comments												
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It is recommended to use this tool to reduce the potential for errors when processing manual income applications. https://reports.educateiowa.gov/ICAVES/Home/Calculator									4/3/2024 5:48:24 PM			
04/03/2024	4652	805	Administrative Review	ALL	Food Service Director							
Comments												
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<p>Special Dietary Needs</p> <p>If a student's IEP or 504 plan contains the same information that is required on a medical statement it is not necessary to get a separate medical statement.</p> <p>•Here is an example of what could be written in an IEP. "This student has autism spectrum disorder with selective eating and sensory challenges. This student should be allowed to choose whatever he wishes from the day's menu". There is an explanation of why the student needs a dietary accommodation, and what foods should be omitted and substituted which in this case is anything the student does or does not want to eat from the day's menu.</p> <p>•A meal accommodation on an authorized medical statement, IEP, or 504 plan does not need to meet meal pattern requirements. A reimbursable meal is whatever is written for the dietary prescription. However, if the medical statement does not specifically state a modification for a component, the remainder of the meal pattern should be followed. For example, if there is no mention of fruits or vegetables, the student must still have the required amount of fruit or vegetable.</p> <p>Resources</p> <ul style="list-style-type: none"> • The Special Dietary Needs Flowchart outlines the process of accommodation determination. • Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers • Special Dietary Needs Webpage 									4/4/2024 8:35:07 AM			