

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

School Food Authority: Rice Lake School District

Agency Code: 34802

School(s) Reviewed: Tainter Elementary, Haugen Elementary

Review Date(s): November 13-16, 2018

Date of Exit Conference: 11/16/2018

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, professional standards, meal benefit determination process, 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, and 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 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 do 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](https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk) (https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Rice Lake School District for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. All 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 food service director should be recognized for her efforts and commitment to the Rice Lake School District food service program. She shows a caring and passionate attitude toward the food service program and its requirements. The foodservice staff at the reviewed schools were kind and friendly and provided a positive environment for students receiving nutritional meals.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations/Comments/Technical Assistance/Compliance Reminders

All free/reduced applications were available for review. All applications have been approved and students are receiving the benefits they have been determined eligible for. All direct certifications were approved and students are receiving benefits they have been determined for. Excellent job on determining meal eligibilities!

Verification

Commendations/Comments/Technical Assistance/Compliance Reminders

When applications are chosen for verification, the person designated as the Confirming Official must review the application(s) to ensure the initial determination is correct prior to contacting the family. There is a place for the Confirming Official to sign and date on the back of the application. Technical assistance was provided.

Meal Counting and Claiming

Commendations/Comments/Technical Assistance/Compliance Reminders

Findings and Corrective Action Needed: Revenue From Meal Counting and Claiming

Finding: The finding was that at Haugen Elementary the *point of service (POS)* requirement of documenting meals as taken, needs to be adjusted to demonstrate a more accurate practice in documenting reimbursable meals.

Corrective Action Needed: Please work with staff to improve how the check-off roster system will provide a more accurate point of service. Please submit a statement on what procedures the SFA will take to correct this.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

It was truly a pleasure to review and work with the food service department at Rice Lake Area School District. The Food Service Director was very communicative with the State Agency prior to the review. Thank you for your time and organization prior to the on-site review. The school nutrition staff are all

knowledgeable, kind, and hard-working professionals. We applaud all that you do to serve healthy and appealing meals to students in Rice Lake Area School District. Keep up the great work!

Comments/Technical Assistance/Compliance Reminders

- Signage is hung in the Tainter cafeteria. Please consider hanging it in the lunch line at a low height where it will be more visible to students.
- Stuffing and pumpkin bars served on 11/15 are each less than 1 oz eq grain, and therefore neither are a complete component. These foods must be bundled to be counted as a full component (grain) for the meal pattern.
- When the scheduled school week is less than 5 days (ie, holidays) the menu planner should plan meals in a way that is consistent with the intent of the meal pattern.

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

Finding #1: Production Records

- Change "K4-12th" under "Student Meals" on breakfast production records so that it is site-specific and reflective of the meal pattern (grade grouping) being followed.
- Complete "planned serving size" for all items including substitutions (eg, grapes at breakfast at Tainter on Wednesday and Friday). Record case count, package weight, or number of pieces per planned serving size.

Corrective Action Needed for Finding #1: Submit completed breakfast production records from three consecutive days (one day containing a substitution) at one elementary school.

Finding #2: Standardize recipes to your operation

Homemade bread products offered to students are made from out-of-date USDA recipes. Keep in mind that the crediting has changed from 14.75 grams of creditable grain per serving to 16 grams of creditable grain per serving. When following the ingredient quantities listed in a USDA recipe, crediting information is not guaranteed to be current. For assistance in crediting grains/breads products, use the [USDA Whole Grain Resource](https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf) (https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf).

Corrective Action Needed for Finding #2: Submit a [standardized recipe](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes) for Whole Wheat Pumpkin Bars (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes). *Corrected on site, no further action required.*

Finding #3: Missing component

3K was not served milk at Tainter on 11/14. Milk is a required component of the CACFP breakfast meal pattern. **Fiscal Action must be assessed.**

Corrective Action Needed for Finding #3: Review the [allowable milk types](#) in the CACFP and submit a written statement addressing what changes will be made to bring infant meals into compliance with the meal pattern.

Once the Public Health Nutritionist has all crediting documentation and updated standardized recipes for the week of review, it can be analyzed to determine if the meal patterns for the National School Lunch Program and School Breakfast Program are being met. Until that time, the review cannot be closed. Please be aware that the possibility to conduct a weighted nutrient analysis exists if substantial errors are found. Additional errors may require additional corrective action and may also be subject to fiscal action.

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations/Comments/Technical Assistance/Compliance Reminders

- 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 non-program food compliance which is highly recommended.
- When a student deposits funds in their lunch account which will be used for meal purchases, the amount received is not treated as revenue until the meal has actually been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the foodservice fund (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your Annual Financial Report.
- The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.
- The ending balance, on June 30, can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00.
- The school food service fund may not have an ending fund balance in excess of 3 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.
- These categories of the AFR that should be addressed when tracking revenues and expenditures include:
 - Expenses for paper supplies, chemicals, thermometers, etc., should be reported under “Other”. Only expenses for edible food items and beverages should be reported under “Food”.
 - “Equipment” should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under “Other”.
 - Under “Purchases Services” report any time you pay someone for services provides such as equipment repair and health inspections.
 - Under “non-program foods”, report the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals, a la carte, and caterings would also be included here.
 - When revenues are recorded from the federal reimbursement payments, make sure that you are recording the full reimbursement based on the printed claim form and not what is actually 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.

Revenue from Non-program Foods

Commendations/Comments/Technical Assistance/Compliance Reminders

- Non-program foods include: Adult Meals, A la Carte, Extra Entrees, Extra Milk (for cold lunch or milk break), Vended Meals (meals sold to other agencies), Catered Meals, and Food Service operated Vending Machines.
- All costs associated with non-program foods, including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Non-program foods may not be supported by reimbursable meals or have a non-program foods loss absorbed by the food service account.
- Non-program foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- Non-program food costs and revenues must be separated from program food costs and revenues.
- Since non-program foods include adult meals and extra milk, these expenses and revenues must be separated from program foods.

The *USDA Non-program Revenue Tool* must be completed yearly, at a minimum. The [DPI Nonprogram Food Revenue Tool/Calculator](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial) located on our website feeds into the USDA tool and aids in calculating prices of non-program foods and meeting the USDA non-program food regulation (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>).

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

□ Finding: The finding was that the non-program food revenue tool was not completed. Technical assistance was required for the tool.

Corrective Action Needed: Please complete the tool and submit a copy of the tool for the prior 17/18 school year.

Indirect Costs

Commendations/Comments/Technical Assistance/Compliance Reminders

DPI does not allow the annual assigned indirect cost rate to be applied to Fund 50 (Foodservice account within WUFAR). For both public and private schools in Wisconsin, any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than an indirect cost rate. This may include utilities, rent, printing and mailing services, administrative oversight, etc.

Allowable Expenditures assessed to the food service fund must be supported with documentation for items such as gas, electricity, waste removal, fuel, water, etc. for the school district. Examples of supporting documentation for costs assessed to food service fund could include:

- Rent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local realty broker who has knowledge of current rates for rent of similar facilities).
- Utility charges - separately metered or current usage study by the local utility company.
- Labor expenditures - based on actual amount of time worked specifically for the purpose of school food service times the employee's wages and benefits.
- Printing/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume.
- Waste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from the district's total.

Findings and Corrective Action Needed: Indirect Costs

❑ Finding: The finding was that indirect costs were being charged for custodial services. There was some documentation in place to support the hours custodial worked but there is a need to further assess how the district charged for the wages of custodial staff to the non-profit food service staff.

Corrective Action Needed: Please submit copies of *time studies* taken for buildings where custodial services are charged to the non-profit food service account. This will help to determine if the current charges to the non-profit food service account can be justified.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/Comments/Technical Assistance/Compliance Reminders

Civil Rights Training

Civil rights training must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program.

When including the [non-discrimination statement](#) on letters, menus, website, and other documents used to convey program information,

However, when space is very limited, such as on the printed menus or low balance notices, the abbreviated statement may be used, “**This institution is an equal opportunity provider.**” Either of these statements must be in the same size font as the other text in the document (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights>).

On-site Monitoring

Commendations/Comments/Technical Assistance/Compliance Reminders

The SA must determine whether each SFA with more than one school performs no less than one on-site review of the National School Lunch Program counting and claiming system in use in each school under its jurisdiction by February 1 of each year. Necessary follow up is required for non-compliance findings during these internal monitoring reviews

On-site monitoring is required for the School Breakfast Program (SBP). A minimum of 50% of schools participating in the SBP must be monitored annually by February 1, with each school operating the SBP being monitored at least once every two years.

Findings and Corrective Action Needed: On-site Monitoring

❑ Finding: The finding was the on-site monitoring form was not complete due to some confusion of what needs to be completed in the form. Guidance was required on what areas to complete.

Corrective Action Needed: Please submit a statement of understanding regarding the completion of the entire on-site monitoring.

Local Wellness Policy

Commendations/Comments/Technical Assistance/Compliance Reminders

Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP. SFAs must complete a **triennial assessment** to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).

Resources:

- Please refer to the USDA [summary of the requirements](https://fns-prod.azureedge.net/sites/default/files/tn/LWPsummary_finalrule.pdf) for local school wellness policies (https://fns-prod.azureedge.net/sites/default/files/tn/LWPsummary_finalrule.pdf).
- USDA Food and Nutrition Service has information on the [local school wellness policy](https://healthymeals.nal.usda.gov/school-wellness-resources) process and wellness policy elements (https://healthymeals.nal.usda.gov/school-wellness-resources).
- Wisconsin Team Nutrition has several [wellness policy resources](https://dpi.wi.gov/school-nutrition/wellness-policy) available, including a toolkit, a wellness policy builder, and wellness policy report card (https://dpi.wi.gov/school-nutrition/wellness-policy).

SFA has a policy in place and accessible information on their website. Great job on providing resources and transparency of the wellness policy for families!

Smart Snacks

At the time of the on-site review there were no competitive foods or beverages sold at Tainter or Haugen Elementary Schools. 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).

Professional Standards

Commendations/Comments/Technical Assistance/Compliance Reminders

Professional Standards: Training Requirements

- 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).

Annual Training Requirements for All Staff

- Directors: 12 hours
- Managers: 10 hours
- Other Staff (20 hours or more per week): 6 hours
- Part Time 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.

Technical assistance was provided regarding non- food service staff that manage the point of service for the milk programs.

Findings and Corrective Action Needed: Professional Standards

❑ Finding: The finding was that the non-food service staff at Tainter Elementary that are responsible for the milk programs at the point of service. These staff are required to have some professional standards training. All trainings need to be tracked to meet the professional standards training requirements.

Corrective Action Needed: Please plan to provide the some additional training. Options were discussed will food service director to include at a minimum civil rights training. Please submit a statement of what training will be conducted moving forward and how these trainings will be tracked.

Water

Commendations/Comments/Technical Assistance/Compliance Reminders

Water is required to be available at no charge to students during the lunch and breakfast meal services. Schools can provide free water in a variety of ways, such as water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups.

Food Safety and Buy American

Commendations/Comments/Technical Assistance/Compliance Reminders

Food Safety

All schools must have a comprehensive, site-specific food safety plan on-site which includes all process 1, 2, and 3 items, all applicable standard operating procedures (SOP), all equipment, and a listing of food service staff at that site. The food safety plan must be reviewed annually. A prototype food safety plan template as well as template SOPs may be found on the [SNT Food Safety](https://dpi.wi.gov/school-nutrition/food-safety) webpage. (<https://dpi.wi.gov/school-nutrition/food-safety>)

Buy American

The USDA requires that an SFA purchase, to the maximum extent practicable, domestic commodities or products.

The Buy American provision should be included in solicitations, contracts, and product specifications. The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American procedure. Sample written [procurement contract management procedures](https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management) (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>) and Buy American monitoring procedures.

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. More information on this new requirement, including a tool to assist with tracking noncompliance 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: Food Safety and Buy American

❑ Finding: Non-compliant items

The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American – Noncompliant List or SFA equivalent form or did not have proper labeling to identify the country of origin:

- Frozen Broccoli- Mexico (Tainter)
- Trio cheese mix- Canada (High School storage)
- Minor's gravy mix- Canada (High School storage)

Corrective Action Needed for Finding: Begin using a Noncompliant Product List for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. The following information must be recorded:

1. **Cost analysis** – SFA determined the cost of the domestic product when compared to the non-domestic product was above the predetermined allowable cost difference established by the SFA.
 - *Cost Analysis: If domestic product costs 20% more than non-domestic product, and no domestic option/alternative is available, then SFA will purchase non-domestic product.*

Cost Analysis	Cost of domestic product:	Minus (-)	Cost of non-domestic product:	Equals (=)	Cost Difference	Divided (÷)	Cost of domestic product:	times (x) 100	Equals (=)	Percentage increase in costs
Example	\$13.75	-	\$10.55	=	\$3.20	÷	\$13.75	X100	=	23.27%

2. **Seasonality**- Product(s) is not available domestically during certain times of the year. (SFA is required to record or list the months that the domestic product is not available.)
 - *Example: Blueberries are not available domestically during the months of December – June.*
3. **Availability**- Product(s) is not available to purchase domestically.
 - *Example: pineapples, bananas, mandarin oranges, and black Pepper/other spices.*
4. **Substitution**- In the event a domestic product is unavailable due to a distributors' inability to provide, a substitution of product(s) may occur. (The SFA is required to record the reason the distributor substituted the product.)
 - *Example: At the time of ordering/shipping domestic products was unavailable/damaged at distributor site and domestic options could not be substituted and as a result non-domestic products was substituted in its place.*
5. **Distribution**- the SFA's contracted distributor is unable to source domestic products and as a result, distributor does not carry the domestic product(s). (The SFA is required to record the reason the distributor carries the non-domestic product.)
 - *Example: Due to supply, chain constrains, recall of domestic product by processor, SFA contracted distributor was unable to source domestic product leaving only non-domestic option available for order fulfillment.*
6. **Other**- Please provide a written explanation.
 - *Example One: The SFA received a donation of non-domestic oranges*
 - *Example Two: The SFA did not use School's Nonprofit Food Service Account to purchase the non-domestic products.*

You may record additional information if you find it beneficial. A suggested [Buy American - Noncompliant Product List template](#) can be found on the [Buy American webpage](#). For more information on Buy American exceptions, visit the [Buy American Provision Memos](#) webpage.

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

Commendations/Comments/Technical Assistance/Compliance Reminders School Breakfast

At the beginning of the school year, the SFA must notify families of the availability of breakfast and schools should send reminders regarding the availability of the SBP multiple times throughout the school year.

Summer Food Service Program

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round.) USDA requires all SFAs 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 (<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](#) website (<http://www.fns.usda.gov/summerfoodrocks>)

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

5. OTHER FEDERAL PROGRAMS REVIEWS

Special Milk Program (SMP)

Commendations/Comments/Technical Assistance/Compliance Reminders

Schools in the National School Lunch or School Breakfast Programs may participate in the Special Milk Program to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs.

Wisconsin School Day Milk Program (WSDMP)

Commendations/Comments/Technical Assistance/Compliance Reminders

WSDMP must be Wisconsin-produced which means that all or part of the raw milk used by the milk processor was produced in the state of Wisconsin. Milk procurement documentation should include language requesting Wisconsin-produced milk.

In order to maintain an accurate counting and claiming system, each classroom that serves milk

for the WSDMP must document daily which students received a half pint of milk and **the count must be taken at the time the milk is served to the student.**

It is important that the person completing a checklist records which students took a milk. Attendance or absentee records cannot be used to determine the daily milk count. A “back-out system” where the students who did not take a milk are recorded and all other students are claimed, is also not an acceptable counting and claiming system.

Students who qualify for free milks under the WSDMP cannot be charged a fee for milk that is claimed for reimbursement. Therefore, the school has to ensure that they have sufficient funds to cover the cost difference. As free and reduced students are participants in the WSDMP, the cost differential between the cost of milk and the state reimbursement may be absorbed by the non-profit food service account (Fund 50 in public schools). Please note, the cost of milk served to students of paid status (those that cannot be claimed in the WSDMP) may not be absorbed by the non-profit food service account (Fund 50 in public schools).

Districts can choose to offer milk free of charge to those students of paid status. However, as these students are not included in the WSDMP claim for reimbursement, they are not considered participants of the WSDMP and therefore, the cost of their milks cannot be absorbed by the non-profit school food service account (Fund 50 in public districts). The cost of these milks must be covered by an outside fund, such as a general fund (Fund 10).

Findings and Corrective Action Needed: WSDMP

□ **Finding:** The finding was that there were some inconsistencies on how the point of service was conducted for the WSDM program amongst staff at Tainter elementary.

Corrective Action Needed: Please continue to work with staff to develop a more consistent point of service regarding checking off students when they receive their milk. Please submit a summary statement of how the SFA will move forward to have more consistency regarding the point of service at Tainter.

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 your students' success.

For more information on this initiative, please visit the Wisconsin DPI [Every Child a Graduate](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (<https://dpi.wi.gov/statesupt/every-child-graduate>).

