USDA Child Nutrition Programs Administrative Review Summary Report

School Food Authority: Marathon City School District Agency Code: 20840

School(s) Reviewed: Marathon Venture Academy

Review Date(s): 1/16/19-1/17/19 Date of Exit Conference: 1/17/19

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 for \$10. 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 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 webpage (dpi.wi.gov/school-nutrition/training/goaloriented-achievement-learning-skills).
- The US Department of Agriculture has a toolkit of resources to assist schools in meeting the nutrition standards on their <u>Healthier School Day: The School Day Just Got</u> <u>Healthier</u> 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 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).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at Marathon City 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.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Free and Reduced Price Meal Applications

- There was a sample size of 113 students selected for the review. All households except for one were issued the correct benefits.
- Applications must be reviewed in a timely manner. An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application.
- Applications were available for households in multiple languages.

Public Release

• SFA did a great job sending out applications to multiple places for the 2018-2019 SY.

Direct Certification

• SFA was running Direct Certification matches in the required time frames.

Verification

SFA did a great job of completing the verification process by November 15. The Verification Collection Report was also completed for the 2018-2019 SY.

Meal Counting and Claiming

The office secretary sent the claim preparer the ADA for each school every month. The SFA used the software's edit check for counting and claiming. Claims were verified and accurate for the School Breakfast Program, School Lunch Program and the Wisconsin School Day Milk Program.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Commendations and Appreciations

Sincere thanks to the Food Service Director and school nutrition professionals of Marathon City School District. We appreciate your time and efforts spent preparing for and participating in the onsite review. Breakfast and lunch meal services at Marathon Venture Academy are efficient. The garden bar features a wide variety of fresh fruits and vegetables, and signage includes photos and descriptions to help students select half-cup portions. The Food Service Director is well-organized. She responded to questions and requests for additional information in a timely manner. She is respected by her peers, and her knowledge of Child Nutrition Program requirements is impressive. Well done!

<u>Technical Assistance and Program Requirement Reminders</u>

Non-Reimbursable Meals

One student at Marathon Venture Academy selected a non-reimbursable meal during breakfast meal observation on Thursday, January 17. The student selected one ounce of cereal and 1/2 cup of juice, which is fewer than three items. **Incomplete meals claimed for reimbursement on the day of onsite review will be subject to fiscal action.**

School Breakfast Program (SBP)

Item Recipes

If it becomes too time- or labor-intensive to record breakfast item (e.g. cereal, juice, muffin, etc.) usage by type on production records, consider using recipes. Individual recipes document average breakfast item usage by meal and grade group. When a breakfast item recipe is on file, total usage must still be recorded on production records. Recipes must be updated twice per year or when students' preferences change.

Participation

Breakfast participation at Marathon City School District is low compared to the number of students enrolled in the school. Consider offering alternative service models such as Breakfast in the Classroom or a mid-morning nutrition break district wide to help increase student participation. Breakfast in the Classroom works well in elementary schools and mid-morning models work well in middle or high schools where they have a passing time to grab a meal between classes. This could be set up in the cafeteria or on mobile carts in the hallways. Consider sending this School Breakfast brochure to families and caregivers to promote the benefits of breakfast (https://dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/_files/brochure-get-school-breakfast.pdf). For questions on breakfast models or ideas to increase participation, contact the School Breakfast Program Specialists (DPISBP@dpi.wi.gov).

USDA Food Buying Guide for Child Nutrition Programs

The <u>USDA Food Buying Guide</u> for <u>Child Nutrition Programs</u> contains yield and crediting information for foods with a standard of identity (in large part, unprocessed foods) (https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs). Fruits, vegetables, and unprocessed grains, meat/meat alternates (m/ma), and dairy can be credited using the Food Buying Guide (FBG). After logging in to the FBG, click on "food items search"

and type in a specific food in the "keywords" search box. Many different options may appear. Find the entry that exactly matches your product and click on it for more information (e.g. Peaches, canned, diced, light syrup pack). After clicking, you will be able to view the purchase unit, servings per purchase unit of the Edible Portion (EP), serving size per meal contribution, purchase units for 100 servings, and any additional information about the product.

A webinar presented by USDA Child Nutrition Programs Nutrition & Technical Assistance Branch showcased the new FBG Mobile App and FBG Interactive Web Tool via a demonstration. Learn how to utilize the innovative features of these tools including search and navigation, the ability to compare food yield information, and the ability to create a favorite foods list. Access the recorded webinar (https://youtu.be/UP_t3D7AYAM) on the Food Buying Guide Goes Digital! webpage of the USDA Food and Nutrition Service website (https://www.fns.usda.gov/tn/food-buying-guide-goes-digital).

According to the FBG entry for Clementines, fresh, Whole, one pound of clementines (as purchased) yields 6.00 whole, peeled clementines (about 3/8 cup fruit each, edible portion).

Crediting Documentation

Processed foods that are not listed in the FBG must be accompanied by a product formulation statement (PFS) or a Child Nutrition (CN) label to sufficiently document meal component crediting. Secure a PFS directly from the manufacturer or save a CN label directly off the packaging. Product specification sheets or marketing brochures, commonly found on distributor websites, cannot be used for crediting meal components.

Dietary Specifications

Sodium

The updated meal pattern mandated by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 outlined sodium limits using three targets, allowing for a gradual implementation. The first target was implemented on July 1, 2014, and remains in effect. Products that can be major contributors of sodium include condiments, regular canned vegetables, deli meats, dairy products, olives, gravies and sauces, and processed food items. Use of these products should be closely monitored and limited to meet sodium requirements in this and upcoming school years.

Currently, a salt shaker is available to students at the end of the service line. Salt shaker usage is not monitored nor are portion sizes communicated to students. Salt is not accounted for on production records and has not been accounted for in the dietary specifications (calories, saturated fat, trans fat, and sodium). It was noted that only a couple of students used the salt shaker, therefore, it is not deterring students from consuming components of the reimbursable meal. However, it is strongly discouraged to offer salt to students, as the sodium limits are set so that there is little room for additional sodium to be added after the rest of the meal is taken into account. Making a salt shaker available to students is an outdated practice and does not align with the intention of Child Nutrition Programs in helping students develop healthy eating habits. Sodium-free spices or a spice station are great alternatives to salt.

Production Records

Production records are intended to be useful tools to record information prior to, during, and following production and meal service. The current lunch production record template does not meet the production record requirements per the "Must Haves and Nice to Haves" list (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf). Breakfast and production records submitted for the review period were not filled in completely nor consistently.

The following information must be corrected on the lunch production record to meet the production record requirements:

- Planned serving size for each grade group and adults
- Planned/actual number of servings prepared (update Total # of Portions Prepared)
- Planned/actual quantity prepared in purchase units (update Total # of Purchase Units Prepared)

While there is no required production record template, there are some examples that may be used on the <u>Production Records webpage</u> (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records), including a Condiment Usage Record.

Be specific about the identity, brand, and description of the items served. Instead of "cereal," "juice," or "yogurt," list the specific type. Those descriptions may be listed on menus for flexibility and to save space, but they are not detailed enough for production records to accurately reflect portion sizes and crediting.

Planned portion sizes are required for every meal component and menu item, including condiments. Use volume measures (such as cups) to record portion sizes of fruits, vegetables, and milk, and use weight measures (such as ounces or grams) to record portion sizes of meat/meat alternates (m/ma) and grains. Fruit sizes (e.g. case count) should also be recorded.

Whole Grain-Rich

Foods that meet the whole grain-rich (WGR) criteria for the school meal programs contain at least 50 percent whole grain. The remaining 50 percent or less of grains, if any, must be enriched. Grains that are not whole grain-rich cannot be credited toward the grain component. Malt-O-Meal Frosted Flakes, Tootie Fruities, and Berry Colossal Crunch cereals offered for breakfast is not WGR.

USDA has a very thorough Whole Grain Resource that provides tools and tips for identifying whole grain-rich products

(http://www.fns.usda.gov/sites/default/files/WholeGrainResource.pdf). Always check the ingredient list to confirm the first ingredient is a whole grain (and any other grain ingredients in the list are enriched, if not whole). Alternatively, crediting documentation in the form of a PFS may show that the combined weight of multiple whole grain ingredients exceeds the weight of the enriched grain ingredients.

Standardized Recipes

A crediting discrepancy was noted in the standardized recipe submitted for Chicken Alfredo (MHS-22). The recipe reflected #10 pounds of diced chicken per 100 servings, crediting as 1.25 ounce equivalents (oz eq) of meat/meat alternate (m/ma) per #10 scoop. Discussion with the Food Service Director revealed the recipe yields 69 servings, crediting as 2.0 oz eq of m/ma per #10 scoop. Continue updating standardized recipes to reflect current practices and products.

Offer Versus Serve (OVS)

During breakfast meal observation on Thursday, January 17, the student volunteer at the point of service (POS) indicated she has not been trained in OVS. Subsequently, at least one student selected a non-reimbursable meal. Please refer to Non-Reimbursable Meals (above).

According to the USDA OVS Guidance manual, "If a student does not select the required food components/food items in the required quantities, the meal is not reimbursable. Therefore, the school may charge the student à la carte prices for each item selected...in order to avoid problems at the point of service, schools are expected to conduct training for cashiers and serving line staff so they can help students select reimbursable lunches and breakfasts."

The OVS Guidance manual and the OVS webcast may be used as training resources (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf, https://dpi.wi.gov/school-nutrition/training/webcasts). Additionally, Meal or No Meal, a training resource created by the SNT, may be used for staff determining reimbursable meals (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ovs-meal-or-no-meal-2018.pptx).

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Based on the Resource Management Questionnaire, the SFA triggered for a comprehensive review of the Nonprofit School Food Service Account. Documentation was provided to support the comprehensive review.

School groups were ordering food through the food service department. The SFA would give the vendor bill directly to the group to pay so that funds would not be channeled through the food service account. Since the food service director is creating the order, receives the delivery, etc., the food should be marked up cover all costs of the purchase and then the organization should be sent an invoice. The paid invoice should go back into the food service account. The food service account cannot be a "pass through" account.

Another option would be to have the school groups set up an account with the distributor and then they could order directly from them. This would eliminate the food service director having to order and funds would not have to be charged to the food service account.

Unpaid Meal Charge Policy

- SFA had an unpaid meal charge policy on file and was actively using it.
- 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. All funds left in any student meal account which cannot be contacted must
 be turned over to the Wisconsin Department of Revenue (DOR) as unclaimed property.
 The DOR has rules concerning unclaimed property that must be followed
 (https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf).

Paid Lunch Equity

SFA submitted and completed the PLE tool for the 2018-2019 SY. There was a positive fund balance but the SFA chose to increase their prices for the 2018-2019 SY.

Revenue from Nonprogram Foods

- Nonprogram 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 nonprogram foods, including food, labor, equipment, and purchased services must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.
- Nonprogram Food costs and revenues must be separated from Program food costs and revenues.

The USDA Nonprogram Revenue Tool must be completed yearly, at a minimum. The <u>DPI Nonprogram Food Revenue Tool/Calculator</u> located on our website feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation.

Indirect Costs

SFA was not charging any indirect costs to the food service account.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

SFA was following USDA civil rights regulations.

On-site Monitoring

SFA completed on-site monitoring for the 2018-2019 SY.

Local Wellness Policy

SFA had a local wellness policy on file that was being utilized. Information regarding the triannual assessment needs to be added.

Smart Snacks

The Wisconsin Department of Public Instruction (DPI) 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 sales may not occur in the meal service area during meal service times. All exempt fundraisers must be documented. Templates, such as the Exempt Fundraiser Tracking Tool, are available on the Smart Snacks webpage, under the resources heading (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks). Documentation is required for school fundraisers. Keeping records of school fundraisers, both compliant and noncompliant, using DPI-provided tracking tools, is a great way to make sure schools are meeting Smart Snacks regulations.

Professional Standards

Professional standards requirements were being met. SFA was using the DPI Professional Standards Tracker.

Water

Water was available for breakfast and lunch.

Food Safety

SFA was actively using the food safety plan and had the appropriate SOPs on file. Food safety inspections & Employee Reporting Agreements were on file.

Buy American

If no country of origin is identified on label, and country of origin cannot be located on the distributor's online catalog or website, then the SFA must get certification from 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 accepted within an email. Alternatively, consider the Buy American Provision Attestation for Agricultural Product(s) Purchased Between School and Contractor
(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-

(https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-attestation.docx). By signing this Attestation, the Contractor is attesting that the agricultural product(s) listed are compliant with the Buy American Provision as defined in 7 CFR Part 210.21(d).

The label should indicate if the product is grown, processed, and packed in the continental U.S. and any U.S. Territories. If the label indicates that 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.

For more information, visit the <u>Buy American Provision webpage</u> (https://dpi.wi.gov/school-nutrition/procurement/buy-american).

Reporting and Recordkeeping

Records kept on file for 3 years plus the current.

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

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. Even though a summer feeding program is not operated at (insert SFA) 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 <u>summer meals locator</u> 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 <u>Summer Food</u> 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-NOT APPLICABLE TO SFA

Corrective Action Needed

1. MEAL ACCESS AND REIMBURSEMENT

Findings and Corrective Action Needed: Counting and Claiming

Counting and Claiming Finding #1: One household was given the wrong benefits during the school year.

Corrective Action Needed #1: Send the household the adverse action letter, letting them know that their benefits will be changing in 10 calendar days. **Completed on site. No further action required.**

Counting and Claiming Finding #2: The programs on the Sharing of Information template were not broken out for households to select which programs they were interested in having the fees waived.

Corrective Action Needed #2: Break out the programs that fees are waived for on the template. Submit a copy to the Nutrition Program Consultant. **Completed on site. No further action required.**

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Findings and Corrective Action Needed: Meal Pattern and Nutritional Quality

Meal Pattern Finding #1: The student volunteer at the point of service (POS) during breakfast meal service has not been trained on Offer versus Serve (OVS).

Required Corrective Action #1: Watch the OVS webcast (https://dpi.wi.gov/school-nutrition/training/webcasts#ovs) on the SNT Training webpage (https://dpi.wi.gov/school-nutrition/training) or comparable training with prior approval from the Public Health Nutritionist. Please submit certificates of completion (automatic emails) for the student volunteer, adult volunteer, and/or school nutrition professional at the point of service during breakfast at Marathon Venture Academy.

Meal Pattern Finding #2: Malt-O-Meal Frosted Flakes, Tootie Fruities, and Berry Colossal Crunch cereals are not whole grain-rich products.

Required Corrective Action #2: Discontinue serving these items. Submit crediting documentation (e.g. CN label, PFS, complete nutrition facts label with ingredient statement) or standardized recipes for replacement products, as applicable. **No further action required.**

Meal Pattern Finding #3: Production records submitted for breakfast and for lunch the review period were not filled in completely nor consistently. All required information on the template must be documented for all menu items.

Required Corrective Action #3: Submit three days of completed production records for breakfast and for lunch. Select production records you are confident are filled in accurately and completely.

3. RESOURCE MANAGEMENT (RM)

Findings and Corrective Action Needed: Annual Financial Report

RM Finding #1: On the Annual Financial Report the non-programs food balance was negative.

Corrective Action #1: Submit a statement of understanding that the nonprograms food balance can never be in the negative. If it this section is negative, a fund transfer must be made into Fund 50.

Findings and Corrective Action Needed: Nonprogram Foods

RM Finding #2: The Nonprograms Food Revenue Tool for the 2018-2019 SY has not been completed.

Corrective Action Needed #2: Submit a copy of the Nonprogram Foods Revenue Tool to the NPC.

4. GENERAL PROGRAM COMPLIANCE (GP)

Findings and Corrective Action Needed for the Local Wellness Policy:

GP Finding #1: SFA had a local wellness policy on file. It was missing information about the triannual assessment.

GP Corrective Action Needed #1: Submit a timeline for when the SFA plans to update the wellness policy.

Findings and Corrective Action Needed for the Buy American:

GP Finding #2: The following products were identified in SFA's storage area as non-domestic and not listed on the SFA's Buy American Non-Compliant Product List or SFA equivalent, or did not have proper labeling to identify the country of origin:

- Canned black olives from Egypt
- Canola and olive oil blend from Canada
- Fresh broccoli from Mexico
- Fresh cucumbers from Mexico

GP Required Corrective Action #2: Update the SFA's Non-Compliant Product List to include any noncompliant products listed above. Provide copies of the updated forms. **No further action required.**

5. OTHER FEDERAL PROGRAMS REVIEWS (OTHER)

Findings and Corrective Action Needed for the Summer Food Service Program:

Other Finding #1: SFA was not promoting the Summer Food Service Program

Other Corrective Action #1: Submit a statement on how the SFA will promote the Summer Food Service Program.

The Wisconsin Department of Public Instruction has a vision that every student will graduate prepared for college and career. 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 <u>Every Child a Graduate</u> webpage (https://dpi.wi.gov/statesupt/every-child-graduate).

