



Administrative Review Summary and Corrective Actions

SFA Name:	Coleman School District
SFA Code/ ID Number:	381169
Administrative Review Conducted on:	Thursday, November 9, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on November 9, 2017; an exit conference summarizing the findings took place on the same.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by DATE. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Thank you,

CN Resource

Administrative Review Technical Assistance Summary

SFA Name:	Coleman School District
SFA Code/ID Number:	381169
Administrative Review Conducted on:	Thursday, November 9, 2017
SFA Contact Name and title:	0
CNR Reviewer:	0

Commendations & Suggestions

Outstanding job meeting all of the requirements for the meal pattern for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for both paid student lunches and adult meals.
The entire team at Coleman was extremely helpful during the Administrative Review, including the Superintendent, Business Manager, Administrative Asst., and the team from Taher, the Food Service Management Company.
There is a great working relationship between the District and the Food Service Management Company. Both parties are working hard to make sure children are well fed and that the USDA rules are followed.

Other areas of Technical Assistance (Does NOT require SFA Response)

1. Resource Management - Internal Controls: The SFA could improve internal controls over cash management by implementing segregation of duties. The SFA's bookkeeper has physical access to the cash, controls the financial recordkeeping, and performs the bank reconciliations. Cash handling, recordkeeping, and reconciliation functions should be separated when possible, to mitigate the risk of theft or errors. Improvements could include: 1) Have another employee routinely check that the actual cash deposited matches the cash counted, and 2) Have an administrator closely review the bank statements and approve the bank reconciliations.
2. Resource Management - Adult Meal Revenues: Adult meal revenues are not separated from program sales in the general ledger. The SFA should use the WUFAR object code 252 for recording adult meal sales.
3. Resource Management - NonProgram Food Revenue Tool: The SFA did not complete the NonProgram Food Revenue Tool prior to the review. During the review, the SFA completed the tool and it showed the SFA was in compliance. The NonProgram Food Revenue Tool must be completed every year, and nonprogram food prices increased if the tool shows noncompliance.
4. Verification: The entire Verification process was reviewed with the SFA. They were not correctly selecting applications for review and they over Verified applications. The proper selection process was reviewed as well as how to complete
5. Civil Rights: The SFA does not have a written policy in place for handling discrimination complaints, they simply use the USDA And Justice for All poster. This was discussed with the SFA and the recommended content of the policy was also reviewed. They will work on establishing a documented process.

SFA Name: Coleman School District
 SFA Code/ID: 381169

Administrative Review Conducted: Thursday, November 9, 2017
 Site(s) Selected for Review: Coleman Elementary School

Date Corrective Action Plan was provided to SFA: _____

Due Date for Corrective Action Plan: _____

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

Please enter the detailed response for each in the spaces provided .

Finding #1: Verification			
The SFA did not verify the correct number of applications. The verified more than the USDA established 3%.			
Technical Assistance			
During the review, the number of applications to be reviewed was discussed with the SFA. The SFA must verify exactly the number of applications as described in the Eligibility Manual for School Meals, Chapter 4.			
<i>For detailed regulation see: 245.6a(c)(3) Standard sample size.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that the staff conducting verification understand(s) how to calculate the correct number of applications that must be verified.			

Finding #2: Wellness Policy			
An assessment of the Local School Wellness Policy has not been completed.			
Technical Assistance			
During the review, Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum once every three years. The results of the assessment need to be made available to the public. The SFA should use the results of the assessment to determine any changes or updates that need to be made to the wellness policy. Links were provided to several assessment tools.			
<i>For detailed regulation see: 210.31(e) Local School Wellness Policy</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a copy of the completed assessment of the wellness policy.			

Finding #3: Summer Food Outreach

The SFA has not performed SFSP outreach.

Technical Assistance

It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA. Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites. Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Visit the website: www.fns.usda.gov/summerfoodrocks (note, this replaces the whyhunger.org website)
- Use the site locator for smartphones - Rangeapp.org

For detailed regulation see: 210.12(d) Outreach activities. (2)

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



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