

Administrative Review Report

Brown Deer School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/03/2019	01/03/2020
On-Site Review	01/13/2020	01/14/2020
Site Selection Worksheet	12/03/2019	12/13/2019
Entrance Conference	01/13/2020	01/13/2020
Exit Conference	01/14/2020	01/14/2020

Commendations:

Thank you to staff and school nutrition professionals at Brown Deer School District for the courtesies extended to the review team during the on-site portion of the review. Thank you for the time and attention given to the off-site questionnaire and documents. Also for pulling records for the review team while on site. The review team is confident that Brown Deer School District will continue to operate and improve its school meals programs.

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Findings and Corrective Action:

Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	711
Corrective Action History	<p>Finding: Adult meal prices are not set according to FNS Instruction 782-5 Rev. 1.</p> <p>Corrective Action: Utilizing the Wisconsin Adult Meal Pricing Guide on the Financial Management web-page on the SNT website, determine the minimum price required for adult meals at your SFA. Notify SFA staff and update prices by the corrective action due date.</p>
Site Name	Brown Deer Elementary
Form Name	Dietary Specification Assessment Tool (On Site Observation)
Question #	19
Corrective Action History	<p>Finding: Currently a standardized recipe for the romaine side salad does not exist.</p> <p>Corrective Action: Please work with the nutrition professional who currently creates this side salad to develop a standardized recipe and up load into snacs for the PHN.</p>
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	137
Corrective Action History	<p>There are 10 Benefit Issuance errors. The CA will not be complete until all 10 errors have been rectified.</p> <p>Finding: One application should have been denied. The benefit will change from free to paid.</p> <p>CA: Notify the household of the change in benefits via a template letter, give ten calendar days before changing the benefit within Skyward, and report the date of correction to the reviewer.</p> <p>Finding: One application was incorrectly determined. The benefit will change from free to reduced.</p> <p>CA: Notify the household of the change in benefits via a template letter, give ten calendar days before changing the benefit within Skyward, and report the date of correction to the reviewer.</p>

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Finding: One student was not on DC, and the application only qualified him/her for reduced benefits. The benefit will change from free to reduced.

CA: Notify the household of the change in benefits via a template letter, give ten calendar days before changing the benefit within Skyward, and **report the date of correction to the reviewer.**

Finding: One application was incorrectly determined. The benefit will change from free to reduced.

CA: Notify the household of the change in benefits via a template letter, give ten calendar days before changing the benefit within Skyward, and **report the date of correction to the reviewer.**

Finding: One application was incomplete. It was missing the last four digits of a social security number.

CA: Obtain the four digits from the household and report it on the application. Upload into SNACS the date of when the four digits were obtained from the household. Another acceptable option is for the household to report “no social security number.”

Finding: One application was incomplete. It was missing the household number.

CA: Obtain the household number from the household and report it on the application. Upload into SNACS the date of when the household number was obtained from the household.

- If benefits should change, a lower benefit (e.g. reduced to paid) must be changed in the system after ten calendar days. If the benefit should increase (e.g. reduced to free), the benefit must be changed three calendar days or less after the benefit is determined. Households must be notified.

Finding: One application was incomplete. Step 2 was not completed.

CA: Obtain the program name from the household and report it on the application. If the program name is acceptable (e.g. Food Share), the benefits may begin for the students within that household. Upload into SNACS the date the program name was obtained from the household.

- If the program name is Medicaid or Badger Care, that does not qualify the households for benefits. The application would be denied and benefits would not be given.

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	<ul style="list-style-type: none"> Up until the application is corrected, the application was incomplete and therefore, no meal benefits should have been distributed. If the application is complete, the free benefits start <u>three calendar days or less</u> after receiving the program name. If the application is determined as denied, no benefits should have been given; the school must send a denial letter to the household and change the benefit from free to paid <u>ten calendar days</u> after receiving the program name.
Site Name	
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	140
Corrective Action History	<p>Finding: There are discrepancies between Benefit Issuance list, the Skyward system, Direct Certification lists, and income applications.</p> <p>Corrective Action: After working with Skyward, please upload into SNACS the application processing procedures that ensure these errors will not occur in the future.</p>
Site Name	
Form Name	Verification (207 - 215)
Question #	207
Corrective Action History	<p>Finding: The Verification process has been completed. It is unclear if the correct number of applications were selected.</p> <p>Corrective Action: After working with Skyward, please clarify the total number of active applications on file as of October 1, so that it can be determined if the number of applications initially pulled for Verification was accurate. It may be requested that additional applications be pulled for further verification. Then, submit an explanation of how this will be avoided in the future.</p>
Site Name	
Form Name	Verification (207 - 215)
Question #	211
Corrective Action History	<p>Finding: Notification letters are missing Hearing Official's information and the reduced price. Also, the non-discrimination statement is incorrectly formatted.</p> <p>Corrective Action: Upload updated letter templates into SNACS.</p>
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1217

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Corrective Action History	<p>Finding: Professional Standards trainings are not completed for Determining, Confirming, and Verifying Officials nor for the Business Manager.</p> <p>Corrective Action: Please submit a list of planned trainings to be completed now through the summer months. Also, submit trackers for each of these three individuals and the name(s) of those responsible for completing the trackers.</p>
Site Name	Brown Deer Elementary
Form Name	Meal Counting and Claiming - Day of Review (317-321)
Question #	317
Corrective Action History	<p>Finding: Meal prices appear on the POS screen. This is overt identification of students' meal eligibilities.</p> <p>Corrective Action: After working with Skyward, please upload into SNACS a statement of when the prices will be removed from the POS screen.</p>
Site Name	Brown Deer Elementary
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	403
Corrective Action History	<p>Finding: A variety of milk was not offered to elementary students participating in Breakfast in the Classroom (BIC). Only skim chocolate milk was offered. Grades K-5 must be offered a variety of milk, (at least two allowable milk types) at lunch and breakfast.</p> <p>Corrective Action: Please submit a detailed statement of understanding regarding OVS at breakfast and milk options required.</p>
Site Name	Brown Deer Elementary
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action History	<p>Finding: Grain shortage daily. Each entrée must be considered as a separate service line, and evaluated for meal pattern compliance individually. Missing roll from production record during the week of review, Monday 11.18.19, resulted in a daily shortage.</p> <p>Corrective Action: Submit a detailed statement explaining how this daily grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation. This is a repeat violation, fiscal action will be assessed.</p>

Technical Assistance:

Applications

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- Total household income on the back of applications does not need to be annualized if there is a single income frequency (e.g. weekly, etc.) or if all incomes have the same frequency.
- If a student is found on Direct Certification (DC) after an approved application, update the Benefit Issuance list. After DC, if the student has the same or a better eligibility, the application is no longer subject to the Verification process.
- For applications missing social security numbers, household numbers, or any other information, be sure to follow up with the households. Otherwise, the application is incomplete and is not able to be approved for benefits.
- Verify for Cause is an option. Please reference information on page 99 of the [Eligibility Manual](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf>).
- Full DC runs must be made at or prior to the beginning of the school year, three months after the initial run, and then six months after the initial run.

Verification

- The Standard Sampling Method for the Verification process is required when the non-response rate in the previous school year is 20% or more.
- The Verification Collection Report must be submitted by February 1, 2020.

Civil Rights

- It is incredibly important to maintain free and reduced student information confidential. Upon household completion of the Sharing Information forms, all school staff with access to that eligibility information should complete the [Disclosure Agreement](https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility) (<https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility>).

Local Wellness Policy

- A triennial assessment is required by June 30, 2020. Reference the WellsAT to assess compliance with LWP requirements (<http://www.wellsat.org/default.aspx>).

Outreach

- Outreach for the School Breakfast Program must happen prior to the beginning of the school year.
- All SFAs operating NSLP are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether or not SFSP is offered by the SFA itself. Acceptable outreach activities may include developing and distributing printed and electronic materials that provide information on the availability and location of summer meals to families of school children prior to the end of the school year. SFAs may distribute information through means normally used to communicate with households of enrolled children. For example, a link to the SFSP site map could be included in a spring parent newsletter. Additional information can be found on the [Administrative Review webpage](#) and the SFSP [Find a Summer Meals Site webpage](https://dpi.wi.gov/school-nutrition/administrativereview; https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site) (<https://dpi.wi.gov/school-nutrition/administrativereview; https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site>).

Resources:

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- [Free/Reduced Webcasts](https://dpi.wi.gov/school-nutrition/training/webcasts) (<https://dpi.wi.gov/school-nutrition/training/webcasts>)
- [Application and Direct Certification notification letters](https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility) (<https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility>)
- [Verification Packet](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms-packet.docx) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms-packet.docx>)
- The [SNT Training webpage](https://dpi.wi.gov/school-nutrition/training) includes information on summer trainings and webcasts (<https://dpi.wi.gov/school-nutrition/training>)
- [SFSP poster](https://dpi.wi.gov/community-nutrition/sfsp/outreach) (<https://dpi.wi.gov/community-nutrition/sfsp/outreach>)
- Visit the [Civil Rights webpage](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights) to find the required annual training and attendance log (<https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights>)

Offer versus Serve (OVS)

- Refresher training is always encouraged. Complete [OVS](#) information with webcasts, interactive games, and additional tools can be found on the NSLP page on the DPI SNT website.