

Administrative Review Report

Greendale School District

Commendations:

Thank you to the food service director (FSD) that worked so hard to prepare for the review! The timely responses to communications and completion of the off-site portions of the review were much appreciated. All of the staff members interviewed during the review were welcoming and helpful.

The FSD has many responsibilities and is doing a great job. The FSD has a very detailed process for handling student meal benefits that seems to work very well, despite the challenge of multiple software systems used in the district. The FSD has a wide variety of meal items offered throughout the district. Students at every school level have many daily options to choose from and can truly customize their meal to fit their tastes.

The staff members at the review sites do an excellent job providing quality customer service to the students. They greet the children by name, help them build a complete and customized meal, and keep a very clean kitchen. They do a great job ensuring the students select the needed fruits and vegetables. The POS operator also did a great job helping students that did not know their PIN or were unable to pre-order a meal in the morning.

From the Public Health Nutritionist:

Thank you to all staff at Greendale School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the FSD for the quick response to questions and investment in the school meal programs. It is clear that the FSD puts in a lot of effort and care into menu planning and all meals served to students in the Greendale School District. Thank you for serving healthy, nutritious meals to your students!

Findings and Corrective Action:

Site Name		
Form Name	Verification (200 - 204)	
Question #	200	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/18/2023 01:49 PM	<p>Finding: The Verification Collection Report (VCR) was not completed accurately. The results for the reduced-price application that was changed to paid should be classified as "not responded, changed to paid." The family did reply to communicate they did not wish to provide income information in the verification process. However, since the requested information was not provided it is considered a non-response since the verification process could not be fully completed by the Verifying Official.</p> <p>CA: If prior to February 1, correct the VCR in the online portal. If after February 1, upload a copy of the report with the corrections noted into SNACS.</p>
Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/18/2023 01:57 PM	<p>Finding: The SFA does have an Unpaid Meal Charge Policy in place. However, it was not distributed to all households in writing as is required annually. (SP 46-2016).v</p> <p>CA: Provide a statement describing how the policy will be distributed in writing at least annually to all households.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	

Administrative Review Report

Greendale School District

Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 01/20/2023 08:42 AM</p> <p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category correctly (7 CFR 210.19):</p> <ul style="list-style-type: none"> • The equipment, purchased services and other categories were only allocated to lunch. • There were no expenses allocated to non-program foods. • The equipment grant expenses was included in the lunch equipment section but should be in the Grants program category. • The equipment expense total on the AFR does not appear to exactly match the cost of the steamer that was purchases. • The total revenues and expenditures on the AFR were \$139.26 different than the PI-1505, and the ending balance was different by \$278.52. These discrepancies must be researched and resolved. <p>CA: Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</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	CAP Submitted
Corrective Action History	<p>Flagged 01/18/2023 02:08 PM</p> <p>Finding: The SFA did not accurately calculate the nonprogram food ratio. The SFA completed the Nonprogram Foods Revenue Tool, but did not include all required information into the tool. The tool did not contain a full 5 days of data and required some corrections on food item cost and quantities served. (7 CFR 210.14).</p> <p>CA: Update the Nonprogram Foods Revenue Tool, including all missing information and upload the updated tool into SNACS.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	801
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	CAP Submitted
Corrective Action History	<p>Flagged 01/18/2023 01:27 PM</p> <p>Finding: The Public Release was not distributed to the required locations. It was only sent to local media outlets.</p> <p>CA: Upload into SNACS the names of 2-3 grassroots 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

Administrative Review Report

Greendale School District

Corrective Action History	Flagged 01/18/2023 01:28 PM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/18/2023 01:39 PM	361 free and reduced-price meal application determinations were reviewed, one error was identified. Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). One application had SNAP listed as the program and provided a 16 digit case number, which is not a valid SNAP case number. There was not enough information provided to process the application based on income. As it was completed, the application should not have been processed. CA: Contact the household to obtain a valid SNAP case number or obtain the missing information needed to process as an income application. Document, date, and initial the application with the additional information obtained. If the information gathered results in a change in eligibility status, send the family an adverse action letter explaining the change in benefits. Change the status in the POS software 10 days after the notice is sent. Submit an explanation of the action taken as a corrective action response. Please upload any supporting documents, such as the corrected application and/or adverse action letter. Include the date of correction.
Site Name		
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/18/2023 01:41 PM	Finding: SFA did not complete a confirmation review before verifying application(s). CA: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 01/17/2023 02:01 PM	Finding: The correct non-discrimination statement was not included on all program materials. CA: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.
Site Name		

Administrative Review Report

Greendale School District

Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/20/2023 09:07 AM</p>	<p>Finding: TCS foods (including milk, cheese sticks, yogurt, hot beans, taco meat, sour cream) were held outside of temperature control during breakfast and lunch service. These items are served from the counter without the use of hot or cold holding equipment. This practice would constitute using "time as a public health control (TPHC)." There is no SOP in the food safety plan for TPHC. The unserved items are saved for future service after the end of the meal period--this is not allowed under TPHC.</p> <p>At breakfast, milk is placed on the counter outside of temperature control for students to grab. It is suggested that students take their milk for breakfast directly out of the milk cooler like they do at lunch. This would be a simple way to keep milk under temperature control at breakfast.</p> <p>CA: Submit a plan describing how the procedures will be modified and the food safety plan updated. In SNACs, upload any corresponding SOPs that will be added to the food safety plan. The SFA could:</p> <ul style="list-style-type: none"> Utilize time as a public health control (TPHC) procedures. With this option, temperature does not dictate and TCS foods held outside of temperature control are discarded at the end of service regardless of temperature. A corresponding SOP is needed. DPI has an SOP called "Using Time as a Public Health Control: Holding of Half Pints of Milk in Insulated Milk Barrels." A template SOP for general use of TPHC from ICN is available on Food Safety webpage. Utilize ice-lined containers on the serving line to provide temperature control for cold TCS food items. With this plan, the temperature of the items should be taken and recorded at the end of service before returning to the cooler. The items should be at 41 degrees or below. Work with local regulatory authority/sanitarian to develop an acceptable alternative method for serving TCS foods outside of temperature control. For example, developing an approved process for serving TCS items outside of temperature control, temping the items at end of service, and re-serving if cold items are below 41°F and hot items are above 135°F . An SOP should be developed and discussed with the local sanitarian.
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/17/2023 10:22 AM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Tomatoes (Mexico)</p> <p>CA: Buy American documentation was completed on site. No further corrective action needed.</p>
Site Name	Time For Learning Charter Scho	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 01/20/2023 08:24 AM</p>	<p>Finding: On the claims for Time 4 Learning, the number approved free, number approved reduced, enrollment and ADA are all inclusive of the entire enrollment at the site. However, only a subset of the enrolled students has access to meals. The</p>

Administrative Review Report

Greendale School District

		<p>school offers AM 4K, full day 4K, and PM 4K. Each schedule has differing meal access. This information on the claim should only be reflective of the enrolled students with access to the meal service the claim is for each month.</p> <p>CA: Please provide a plan for how this data will be correctly reported on the T4L claims going forward. Be sure to describe who will provide the necessary information and how this will be checked and tracked monthly for the claims.</p>
Site Name	Highland View Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	401	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged</p> <p>01/20/2023 08:35 AM</p>	<p>Finding: There was one non-reimbursable meal observed during the kindergarten lunch service at Highland View. The student left the POS with meat, cheese, and juice on their tray. They declined the grain component served and instead had a grain brought from home. The milk for the 4K and 5K is offered after the POS, therefore the POS staff member could not actually determine if the child received a full reimbursable meal when they left the line. They only had 2 of 3 minimum required components on their tray at the POS.</p> <p>CA: This issue stems from the fact that the milk for 4K and 5K is offered after the POS. All meal components must be offered to the students before the POS (unless a "beginning of the line" POS is approved by DPI).</p> <p>To address this finding, the 4K and 5K students must be offered their milk before they are recorded/charged at the POS. It is suggested that these students select their milk from the milk cooler at the very beginning of the service line like all of the older students do. Please modify this process and provide a written description of the new procedures.</p>
Site Name	Highland View Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged</p> <p>01/18/2023 10:15 AM</p>	<p>Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal.</p> <p>The lunch signage should list the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>CA: FSD printed and hung signage on site. No further corrective action needed.</p>
Site Name	Highland View Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>01/23/2023 09:40 AM</p>	

Administrative Review Report

Greendale School District

	<p>Finding: The weekly minimum requirement for the meat/meat alternate component was not met for K-8 age/grade group during the review period. The following represent the smallest contributing amount of meat/meat alternate planned daily.</p> <ul style="list-style-type: none"> Monday: 1 oz. eq. Tuesday: 2 oz. eq. Wednesday: 1 oz. eq. Thursday: 1 oz. eq. Friday: 1 oz. eq. <p>The weekly minimum requirement for the K-8 age/grade group is 9 oz. eq. meat/meat alternate. The entrees that contribute the least amount of meat/meat alternate must contribute at least 9 oz eq. meat/meat alternate when combined each week. These entrees only contribute 6.0 oz. eq. meat/meat alternate over the course of the week.</p> <p>CA: Describe specifically how the weekly minimum requirement for the meat/meat alternate component will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p> <p>Please note, repeat violations in this area during subsequent Administrative Reviews may result in fiscal action.</p>	
Site Name	Highland View Elementary	
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 01/23/2023 09:36 AM</p>	<p>Finding: The weekly minimum requirement for the grains component was not met for K-8 age/grade group during the review period. The following represent the smallest contributing amount of grains planned daily.</p> <ul style="list-style-type: none"> Monday: 1 oz. eq. Tuesday: 1.25 oz. eq. Wednesday: 1 oz. eq. Thursday: 1.25 oz. eq. Friday: 1.5 oz. eq. <p>The weekly minimum requirement for the K-8 age/grade group is 8 oz. eq. grain. The entrees that contribute the least amount of grain must contribute at least 8 oz eq. grain when combined each week. These entrees only contribute 6 oz. eq. grain over the course of the week.</p> <p>CA: Describe specifically how the weekly minimum requirement for the grains component will be met for lunch during the review period. (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p> <p>Fiscal action is required for any repeat weekly grain shortage violations from the previous Administrative Review. During the 2016-17 SY Administrative Review, a weekly grain shortage was found. Therefore, due to an insufficient weekly quantity of grain during the week of review for the 2022-23 SY, fiscal action will be assessed on one selected day from the week. The applicable meals on the selected day will be assessed for fiscal action and a reclaim may be needed.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/20/2023	2725		Administrative Review		FSD			
Comments								
						Created By		Created Date
SFAs must use the non-program food revenue too annually, at a minimum, to determine if the proportion of nonprogram food revenue to total food service revenue is equal to or greater than the proportion of nonprogram food cost to total reimbursable meal food costs plus nonprogram food cost. Please refer to the corresponding " In a Nutshell " resource for more details on these requirements.								1/20/2023 1:18:42 PM
01/20/2023	2724		Administrative Review		FSD			

Administrative Review Report

Greendale School District

Comments					Created By	Created Date
<p>Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous. All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs.</p> <p>It is recommended SFAs use the Template Civil Rights Complaint Procedures to create written procedures. An SFA may always attempt to resolve a situation that is occurring in real time. However, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.</p> <p>If a complaint of discrimination is received at your district, the following procedures should be followed:</p> <ol style="list-style-type: none"> 1. Document the complaint using the USDA Program Discrimination Complaint Form (Espanol). 2. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) <ul style="list-style-type: none"> ○ Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 ○ Fax: (608) 267-0363 ○ Email: jessica.sharkus@dpi.wi.gov 3. Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know. 						1/20/2023 12:59:56 PM
01/20/2023	2723		Administrative Review	FSD		
Comments					Created By	Created Date
<p>All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to:</p> <ul style="list-style-type: none"> • Local news media • Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.)) • Local employment office • Major employers contemplating or experiencing large layoffs <p>SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed. Spanish and Hmong versions are also available.</p>						1/20/2023 12:59:04 PM
01/20/2023	2722		Administrative Review	FSD		
Comments					Created By	Created Date
<p>USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs to have a written and clearly communicated policy that addresses unpaid meal charges.</p> <p>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.</p>						1/20/2023 12:57:56 PM
01/20/2023	2721		Administrative Review	FSD		
Comments					Created By	Created Date
<p>U.S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made.</p> <p>The school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor. The prototype daily participation/ edit check form is provided by DPI. However, school agencies are not required to use this particular form but must perform an edit check after</p>						1/20/2023 12:10:48 PM

Administrative Review Report

Greendale School District

<p>completing the calculations shown on the bottom of the sample form. Those school agencies with computerized meal counting systems should ask vendors about the edit check feature.</p> <p>Although it is not required to complete an edit check incorporating an attendance factor, for breakfast, USDA regulations prohibit claiming for free and reduced-price breakfasts in excess of the number of children approved for free and reduced-price breakfasts.</p> <p>The district's POS software system has an edit check report in it. However, it is not being fully utilized by the FSD, though the FSD does take steps to review meal counts and identify potential errors prior to claim submission. The FSD should review the edit check details above and ensure the requirements are being met each month. Please refer to Appendix B in the claiming manual.</p>							
01/20/2023	2720		Administrative Review	FSD			
Comments							
				Created By	Created Date		
<p>The food service department offers field trip meals at some schools. Please note that a field trip meal SOP should be included in the food safety plan at the schools that offer the field trip meals. Additionally, the POS for field trip meals must adhere to the standard POS requirements. The teachers or chaperones on the field trip should mark off students on a roster when they receive their meal at lunch. The completed roster should then be returned to food service so the charges can be entered appropriately by student name. Charging the meals when they leave the kitchen for the field trip based on who ordered a meal is not a sufficient POS. As a reminder, the POS is defined as the point where it can be reliably determined that an eligible child received a reimbursable milk or meal. The Field Trip meal resources on the Lunch Menu Planning webpage can be of assistance for these items.</p>					1/20/2023 11:40:13 AM		
01/20/2023	2719		Administrative Review	FSD			
Comments							
				Created By	Created Date		
<p>During review of the professional standards tracking tool, it was noted that many of the staff members listed as "part time" should really be classified as "full time." The FSD manually updated the status on the printed copy provided to the review team. Please be sure to update the full-time vs part time designations on the electronic tracker. As a reminder, part time staff work less than 20 hours per week in food service and must receive at least 4 hours of training annually. Staff that work 20 or more hours per week in food service (not including the FSD), are considered full time and must receive at least 6 hours of training annually.</p>					1/20/2023 11:33:06 AM		
01/20/2023	2718		Administrative Review	FSD			
Comments							
				Created By	Created Date		
<p>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 nonprogram food compliance.</p> <p>Supply Chain Assistance (SCA) funds are recorded under WUFAR code 717 Revenue Source - federal reimbursement and 547 Program/Project Code - National School Lunch (NSL). Record the entire amount into NSL revenue on the AFR during the year it is received and expense it to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.</p> <p>The categories of the AFR that should be addressed when tracking revenues and expenditures include:</p> <ul style="list-style-type: none"> '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. <p>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</p>					1/20/2023 11:25:45 AM		

Administrative Review Report

Greendale School District

should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.								
01/20/2023	2717		Administrative Review		FSD			
Comments				Created By	Created Date			
<p>Based on the 21-22 Annual Financial Report (AFR), the district had an excess cash balance at the end of 21-22. The school food service fund may not have an ending fund balance more than three-month operating expenses, as this is considered "Excess Cash Balance". The district also had an excess at the end of 20-21. It is expected that the district will receive a notice in the spring regarding the need to spend down the balance and will be required to submit a spend down plan.</p> <p>Some possible ways to spend excess cash would be:</p> <ul style="list-style-type: none"> • Equipment updates/replacement • Providing reduced-price eligible students with free meals • Universal free breakfast • Additional staff training • Carryover of funds to be expended in the next school year or long-range planning for improvement of school food service under a plan approved by the DPI School Nutrition Team supervisor. 					1/20/2023 11:17:49 AM			
01/20/2023	2716		Administrative Review		FSD			
Comments				Created By	Created Date			
<p>The food service department does occasionally provide catering services for internal events. The FSD creates invoices and determines charges for the events that are intended to cover the full cost, including labor. The FSD stated that catering prices are typically at a 38% markup. Please note that a 38% markup may not always be sufficient. The recommendation for pricing non-program foods is the item's food cost make up 38% of the final selling price--this is distinctly different than a 38% markup. The FSD is encouraged to continually assess and adjust catering prices accordingly to ensure enough revenue is generated.</p>					1/20/2023 11:03:46 AM			
01/20/2023	2715		Administrative Review		FSD			
Comments				Created By	Created Date			
<p>The off-site questionnaire and discussions with the FSD indicated that some cashier stations have a discreet number coding system on the screen indicating if a student is free, reduced, or paid eligible. It was explained that this is used to help cashiers encourage students to take full reimbursable meals especially if they receive free or reduced-price meals, but without identifying their eligibility status in conversation. This numbering system described was not observed during the review. The discreet number coding on the screen would likely not constitute overt identification. However, the FSD should consider whether or not cashiers would really need to ability to discern eligibility status at all and consider removing this from the cashier screen.</p>					1/20/2023 10:48:03 AM			
01/20/2023	2714		Administrative Review		FSD			
Comments				Created By	Created Date			
<p>During the off-site review, it was noted that the school lunch webpage stated that families must provide a new signed medical statement each school year to get a special dietary accommodation. If this was occurring, it would be burdensome for families and administratively. It is not a USDA requirement to get a new form annually. Upon discussion with the FSD, it was determined this is not the district's process and the website was updated accordingly.</p>					1/20/2023 10:35:21 AM			
01/20/2023	2713		Administrative Review		FSD			
Comments				Created By	Created Date			
<p>At the review sites, the 4K and 5K students that order a "milk only" in the morning are charged by the POS staff member based on the fact that they ordered a milk, unless the</p>					1/20/2023 10:30:33 AM			

Administrative Review Report

Greendale School District

teacher communicates any changes to the POS person. These children do not come through the line to the POS with their milk like the older children with "milk only" do. This process leaves room for error since the POS person is not actually seeing and confirming which children took a milk. It is recommended to have all children getting milk only come through the POS and be charged for their milk at that point.								
01/20/2023	2712		Administrative Review		FSD			
Comments								
					Created By	Created Date		
Direct certification (DC) match codes (except E code for foster) extend to all other children in the household. This is true even if the child that matched to the code is enrolled in the district but does not have access to meals, such as for a half day 4K student. Districts are allowed to run 4K/PK students through DC that are enrolled but do not have meal access (page 15 of the DC manual). However, these should be done on a separate partial run on DC. In addition, to the 4K student extending their DC match benefit to other household members, that 4K student would themselves receive the benefit in the next school year for the 30 day carryover period.						1/20/2023 10:26:48 AM		
01/20/2023	2711		Administrative Review		FSD			
Comments								
					Created By	Created Date		
Applications that indicate a child is a foster child are considered Other Source Categorically eligible and this child is eligible for free meals. The child's status for free meals does not require confirmation of eligibility prior to receiving benefits. This benefit is not extended to other household members. Please refer to the Eligibility Manual pages 15 and 64.						1/20/2023 10:19:00 AM		
01/20/2023	2710		Administrative Review		FSD			
Comments								
					Created By	Created Date		
There is a verification tracking worksheet that can be used when completing the annual verification process. This can be a helpful too to organize the steps and dates for verification. Additionally, when an application(s) is 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 paper application. On a printed online application, the Confirming Official could sign and date on that printed copy.						1/20/2023 9:43:34 AM		
01/20/2023	2709		Administrative Review		FSD			
Comments								
					Created By	Created Date		
On the benefit issuance list generated from the POS software, there were a number of students whose direct certification type was listed as the assistance program they matched with early in the school year instead of the most recently matched assistance program from alter DC runs. For example, there were students listed as Medicaid Free (M code) from July 2022 DC runs even though they matched alter in the year to SNAP/Food Share (S code). While the benefit remained the same, the assistance program name did not update in the software. It is recommended to ask the software vendor if this is supposed to update when students are matched to a different program.						1/20/2023 9:39:45 AM		
01/20/2023	2708		Administrative Review		FSD			
Comments								
					Created By	Created Date		
The only application error found was due to an incorrect case number for a SNAP application. It appeared that the family reported their EBT card number instead of SNAP/Food Share case number. The application should not have been processed unless the correct case number was listed, or sufficient information was provided to process as an income application.						1/20/2023 9:34:15 AM		
It does not appear that the online application system has an edit check to ensure case numbers are the appropriate length for the corresponding assistance program. It is recommended that the FSD contact the software vendor to see if there are any settings available that would help ensure case numbers provided are valid. The FSD should manually check case numbers provided by families on applications to ensure they are valid.								
01/20/2023	2707		Administrative Review		FSD			

Administrative Review Report

Greendale School District

Comments					Created By	Created Date
During the benefit issuance review, it was noted that the school codes assigned to students on the direct certification (DC) run were mismatched and incorrect. This does not affect the students' ability to correctly match with the DC codes and receive the correct benefit. However, this does result in incorrect reports in DC. During the review, the FSD was able to research this issue and figure out the solution. Additional DC runs have been completed, and the school codes are no longer mismatched on the DC runs due to the FSD's implemented solution.						1/20/2023 9:30:05 AM
01/18/2023	2703		Administrative Review		FSD	

Comments					Created By	Created Date
The type of fruit served each day was not always recorded on the production record. The specific type(s) of fruit offered, along with planned portion size(s), must be included to document this component was planned and served. The production record should reflect substitutions, if any are made. Please be sure to always be as specific as possible on production records.						1/18/2023 2:00:02 PM
01/18/2023	2732		Administrative Review		FSD	

Comments					Created By	Created Date
Preschool students are allowed to be served the K-8 meal pattern when they are served at the same time and in the same place as the other grade groups, under the co-mingling flexibility. This flexibility may be used in situations in which it would be a challenge for staff to determine, during meal service if a child is in preschool or older. It may also be used when it would be difficult to provide each age group the proper foods and portion sizes according to the grade-appropriate meal patterns.						1/23/2023 9:48:35 AM
01/09/2023	2648		Administrative Review		FSD	

Comments					Created By	Created Date
Application materials and other communications with households concerning eligibility determinations must be provided in a language that parents or guardians can understand to diminish any language barriers to participation for individuals with LEP. To assist SFAs in reaching households with LEP, the SNT provides the Wisconsinized version of the USDA Free and Reduced-Price Meal application materials in English, Spanish, and Hmong . The USDA Food and Nutrition Service (FNS) website offers many other foreign language translations of the Application for Free and Reduced-Price School Meals. The nonprofit food service account may be used to pay for translation services if there is a need to translate materials in a language that is not currently available.						1/9/2023 3:22:48 PM

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/07/2023			Administrative Review		FSD			

Comments					Created By	Created Date
Please ensure that detailed documentation is on file to support all of the school aide labor that is billed to Fund 50. Timesheets/schedules should be kept for each aide to show exactly how the percentages of their labor allocated to Fund 50 are determined. This should be reviewed annually to ensure the percentages are always up to date with the labor needs in the current school year. It is recommended to conduct a detailed two week time study each year for each aide. This would provide a greater level of accuracy than the current practice of an estimated daily schedule block.						