

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

SFA Name: School Early Development and Achievement 408107

Administrative Review Conducted on: 1/24/2017

Sites Selected for Review: School Early Development and Achievement

Date Corrective Action Plan was provided to SFA: 2/17/2017

Due Date for Corrective Action Plan: 3/17/2017

The following pages address the findings that were identified during your Administrative Review.
For each finding you will be presented with the following:

The finding, and details specific to the SFA regarding the finding	A summary of the regulation / requirement
The Code of Federal Regulations citation number or alternate resource citation	Suggested guidance for the SFA in order to achieve compliance
	SFA area for reply to state how, when and by whom corrections will be made

Commendations & Suggestions

Outstanding job meeting all of the requirements for the new meal pattern. All daily and weekly meal component and food quantity requirements were met.

The lunchroom was bright and inviting. The staff was very friendly and helpful with the children.

Thank you for being so prepared for the review. The documentation was organized and available.

The vendor kitchen does a nice job preparing food for 28 schools. Storage areas were in compliance with USDA regulations.

Technical Assistance Provided

On the SFA's Child Nutrition Program Report submitted to DPI for SY 15-16, the SFA misreported their total expenditures. On the submitted report, the expenditures exactly matched the reported revenues (\$66,973.52), but during the validation phone call, the SFA asserted the food service program operated at a profit. The SFA submitted their internal revenues & expenditures report to the reviewer, and it showed the actual expenditures were \$61,760.71 (although this number may change slightly for reporting purposes, if the SFA makes cash to accrual basis adjustments). The financial report should be revised to show the correct expenditures.

Regulation / Citation and Summary

7 CFR 210.14 (c) Financial assurances. The school food authority shall meet the requirements of the State agency for compliance with § 210.19(a) including any separation of records of nonprofit school food service from records of any other food service which may be operated by the school food authority as provided in paragraph (a) of this section.

SFA Suggested Guidance for Compliance

As the corrective action response, please explain the reporting errors made and the steps that were taken to amend the CNP Report. Additionally, please explain how the SFA will more carefully monitor the reporting process to ensure accuracy on future financial reports.

SFA Response

Finding #2

The SFA is using an incorrect civil rights statement on program forms. They are using an outdated version of the statement.

Technical Assistance Provided

During the review the requirement for the most current civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the statement on all Program material.

Regulation / Citation and Summary

FNS Instructions 113-1 1X A 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies or other sub recipients to inform the public about FNS programs must constrain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of program information Web site. At the minimum, the nondiscrimination statement, or a link to it must be included on the homepage of the program information.

SFA Suggested Guidance for Compliance

To come into compliance with civil rights requirements, the SFA must submit written assurance that the current non-discrimination statement has been added to all program materials. In addition, the SFA must submit a sample of the letter to households with the correct statement added as part of the corrective action.

SFA Response

Finding #3
The counts by category were not correctly used in the claim for reimbursement. There is an underclaim on one meal.
Technical Assistance Provided
During the review, counting and claiming were discussed with the SFA. The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures. To be in compliance, the SFA must ensure that meal counts are being recorded accurately and that claims are being filed correctly. Proper counting and claiming procedures were reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.
Regulation / Citation and Summary
210.7(c) Reimbursement limitations. To be entitled to reimbursement under this part, each school food authority shall ensure that Claims for Reimbursement are limited to the number of free, reduced price and paid lunches and meal supplements that are served to children eligible for free, reduced price and paid lunches and meal supplements, respectively, for each day of operation.
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for counting and claiming, the SFA must provide written assurance that the appropriate staff understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan with the corrective action. The plan must include: an indication that the SFA has corrected inaccurate counting and/or claiming procedures, a description of the new process that has been implemented.
SFA Response