

# WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

SFA Name: St. Catherine High School

Administrative Review Conducted on: 1/18/2017

Sites Selected for Review: St. Catherine High School 514027

### Commendations & Suggestions

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

Documents were well organized. With few exceptions, records were complete and included required documentation. Suggestions and recommendations were accepted well with plans for implementation.

Employees were very professional and the cafeteria line staff had good interaction with the students.

The FSD and the staff was very cooperative and hard working. They initiated some of the corrections on the same day of the review.

The kitchen and cafeteria was very clean and organized. The serving area had many healthy and attractive choices and many options to please the students.

Foods were well prepared and the staff was friendly and helpful to all students.

There is a strong effort among all staff members involved with the CN Program to follow all USDA and WI rules and regulations.

Congratulations on doing a great job on the applications, as there were no errors.

The school campus was very inviting to students as they had wonderful sayings tattooed on the wall to inspire students.

It would be a good idea to keep all Verification documents in one folder. Everything would be handy as you progressed from one action to the next. When referring from one year to the following it will all be in one place.

### Other areas of Technical Assistance (NOT requiring Corrective Action)

The SFA did not complete the verification training. During the review, the requirement for all staff to complete verification training was discussed with the SFA. The SFA should visit the site: <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification> for additional information.

Date Corrective Action Plan was provided to SFA: 2/3/2017

**Due Date for Corrective Action Plan:** 3/30/2017

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

**Please provide a detailed response to each finding in the spaces provided.**

<b>Finding #1</b>
702. The SFA did not properly record a general fund transfer to zero out the loss in the food service program.
<b>Technical Assistance Provided</b>
On the SFA's Child Nutrition Program Report submitted to DPI for SY 15-16, the SFA's ending balance is negative \$23,426.39. The SFA did report a general fund transfer of \$1,496.00, but this was not enough to zero out the loss in the food service account. The 2015-2016 Child Nutrition Program Report must be revised to correctly report a large enough general fund transfer in the "Transfers from General Fund" line. The food service account should not have a negative ending fund balance.
<b>Regulation / Citation and Summary</b>
7 CFR 210.14 Resource management. (a) Nonprofit school food service. School food authorities shall maintain a nonprofit school food service. Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service, except that, such revenues shall not be used to purchase land or buildings, unless otherwise approved by FNS, or to construct buildings. Expenditures of nonprofit school food service revenues shall be in accordance with the financial management system established by the State agency under § 210.19(a) of this part. School food authorities may use facilities, equipment, and personnel supported with nonprofit school food revenues to support a nonprofit nutrition program for the elderly, including a program funded under the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.).
<b>SFA Suggested Guidance for Compliance</b>
As the corrective action response, please show that a general fund transfer has been made to zero out the loss in the food service program. This should include a copy of the revised Child Nutrition Program Report.
<b>SFA Response</b>

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### Finding #2

Resource Management Comprehensive Review – NonProgram Food Revenue:  
Prior to this review, the SFA did not determine compliance with nonprogram food revenue requirements using the USDA NonProgram Food Revenue Tool or the DPI NonProgram Food Price Calculator.

### Technical Assistance Provided

The SFA has not determined compliance with nonprogram food revenue requirements. The NonProgram Food Revenue Tool (or DPI's NonProgram Price Calculator Tool) should be completed every year. You can use a one-week reference period instead of gathering numbers for an entire year. This tool should include adult meals as your nonprogram foods. If the tool shows you are out of compliance, you need to increase nonprogram food prices (even if you are meeting the USDA adult meal pricing guidelines). A copy of the tool and a link to the USDA memo was sent in an email during this review. Both documents can be found on the USDA website. The SFA must complete this tool as part of their corrective action response.

### Regulation / Citation and Summary

7 CFR 210.14 (f) Revenue from non-program foods. Beginning July 1, 2011, school food authorities shall ensure that the revenue generated from the sale of non-program foods complies with the requirements in this paragraph.

(1) Definition of non-program foods. For the purposes of this paragraph, non-program foods are those foods and beverages; (i) Sold in a participating school other than reimbursable meals and meal supplements; and (ii) Purchased using funds from the nonprofit school food service account.

(2) Revenue from non-program foods. The proportion of total revenue from the sale of non-program foods to total revenue of the school food service account shall be equal to or greater than: (i) The proportion of total food costs associated with obtaining non-program foods (ii) The total costs associated with obtaining program and non-program foods from the account.

### SFA Suggested Guidance for Compliance

As the corrective action response, please explain the process that will be put into place to ensure that the USDA Nonprogram Food Revenue Tool or the DPI NonProgram Price Calculator Tool is completed each year. This should include a timeframe for when the tool will be completed, the name by position of the person responsible for completing the tool, and the steps that will be taken if the tool shows you are out of compliance. Additionally, submit a completed copy of the tool. If the tool shows you are out of compliance, include a plan to increase nonprogram food prices.

### SFA Response

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<b>Finding #3</b>
The SFA did not complete verification by November 15.
<b>Technical Assistance Provided</b>
During the review, completing verification on time was discussed with the SFA. The SFA must complete verification by November 15.
<b>Regulation / Citation and Summary</b>
245.6a(b) Deadline and extensions for local educational agencies—(1) Deadline. The local education agency must complete the verification efforts specified in paragraph (c) of this section not later than November 15 of each school year.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the due date of verification, the SFA must provide the State Agency with an assurance that staff conducting verification understand this requirement, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. This plan should include, but is not limited to include the person(s) by position(s) who will be involved, specific tasks to be completed, and dates for completion.
<b>SFA Response</b>

<b>Finding #4</b>
The SFA has not performed SFSP outreach.
<b>Technical Assistance Provided</b>
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.
<b>Regulation / Citation and Summary</b>
210.12(d)(2) School food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
<b>SFA Suggested Guidance for Compliance</b>

To come into compliance with this requirement, the SFA must submit an assurance to the State Agency that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program. Additionally, please state the name and position of the person who will oversee compliance in this area.

**SFA Response**