Administrative Review Report

Wisconsin Lutheran School

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/04/2019	01/23/2020
On-Site Review	11/04/2019	01/23/2020
Site Selection Worksheet	10/30/2019	10/30/2019
Entrance Conference	02/04/2020	02/04/2020
Exit Conference	02/06/2020	02/06/2020

Commendations:

Thank-you to the staff at Wisconsin Lutheran Schools for their cooperation, and willingness to be available to us during the recent Administrative Review. Thank-you also for answering the questionnaire before hand. Everyone was friendly and smiling. The day we observed the lunch meal service, all meals were reimbursable and colorful. Students were happily taking their lunches and appeared to take all components without any encouragement. This shows us that the education being done for more fresh food items such as fruits and vegetables is working! We appreciate everyone's hard work and continual efforts to ensure that students receive quality meals in variety and freshness. Keep up the good work!

Recommendations:

No Recommendations found for this review.

Administrative Review Report

Wisconsin Lutheran School

Findings and Corrective Action:

Total School Wellness (1000 - 1006) Tat Log # Tat Log * exists	Findings and Corrective Action				
TA Log # TA Log # exists	Site Name				
TA Log# contents The Date The Date Plaged Flaged	Form Name	Local School Wellness (1000 - 10	006)		
Pagged Finding: The SFA does not have a Local Wellness Policy (LWP) in place, or was not provided at the time of the onsite review. (7 CFR 210.31) CA: Provide a copy of the LWP or a benefice for when this policy will be put in place compliance. Upload the timeline or LWP into CA: expendentative(s) that will ensure compliance. Upload the timeline or LWP into CA: provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SMACS: a statement on how the public will be notified of the LWP into SMACS: a statement on how the public will be notified of the LWP, include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. CA: Evolvide a plan on when and how the LWP will be reviewed and updated. CA: Provide a plan on when and how the LWP will be reviewed and updated. CA: Provide a plan on when and how the LWP will be reviewed and updated. Flagged Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA neutron households. Will be informed of the school year, the SFA neutron body in the school present and the school year, the SFA neutron body in the school present and the school present present provided will be informed of the school present present provided will be informed of the school present provided in the school present provided in the school present provided in the school present present the school present present provided in the school present presen	Question #	1000			
Flagged Flagged Floring: The STA does not have a Local Mellenes Policy (LWP) in place, or was not provided at the time of the costic review. (7 CFS 210.31) CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the STA representative(s) that will ensure compliance. Upload the timeline or LWP into CA: CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the STA representative(s) that will ensure compliance. Upload the timeline or LWP into STACS. CA: Upload into SNACS. a statement on how the public will be notified of the LWP, include the name(s) and title(s) of the STA representative(s) that will ensure compliance. Upload into SNACS a statement on how the public will be notified of the LWP into SNACS. CA: Upload into SNACS a statement on how the public will be notified of the LWP into SNACS. CA: Provide a plan on when and how the LWP will be reviewed and updated. CA: Provide a plan on when and how the LWP will be reviewed and updated. Site Name School Breakfast and Summer Food Service Program Outreach (1600 - 1601) A Log # No TA Log# found Plagged Finding: The STA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the STA must notify households of the availability of the School Breakfast Program. At the beginning of the school year, the STA must notify households of the availability of the STA must notify households of the availability of the STA. CA: Submit a statement describing how households will be informed of the availability of the STA. Please include the method of communication and timeframe for distributing breakfast promotion muterials.	TA Log #	TA Log# exists			
Finding: The SFA does not have a Local Wellness Policy (LWP) in place, or was not provided at the time of the onsite review. (7 CPR 210.31) policy will be put in place include the name(s) and telk(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into CA: CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and telk(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SMACS. CA: Upload into SMACS a selectment on how the public will be notified of the LWP into SMACS and tell(s) of the SFA representative(s) that will ensure compliance. CA: Provide a plan on when and how the LWP will be reviewed and updated. CA: Provide a plan on when and how the LWP will be reviewed and updated. School Breakfast and Summer Food Service Program Outreach (1600 - 1601) A Log # No TA Log # found Plagged Finding: The SFA did not adequately inform households of the availability of the School breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School breakfast Program (Strip households will be informed of the availability of the SFA program (Strip households will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program (Strip Youseholds will be informed of the availability of the SFA program	Due Date				
provided at the time of the onsiste review. (7 CFR 210.31) CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into CA: Other Provides a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SNACS. CA: Upload into SNACS a statement on how the public will be notified of the LWP. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. CA: Upload into SNACS a statement on how the public will be notified of the LWP. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. CA: Provide a plan on when and how the LWP will be reviewed and updated. CA: Provide a plan on when and how the LWP will be reviewed and updated. A Log # No TA Log # found Done Date Done Date Done Cate	Corrective Action Status	Flagged			
School Breakfast and Summer Food Service Program Outreach (1600 - 1601) 1600 TA Log # No TA Log# found Due Date Corrective Action Status Flagged Flagged Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.	Corrective Action History		provided at the time of the onsite review. (7 CFR 210.31) CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into CA: CA: Provide a copy of the LWP or a timeline for when this policy will be put in place include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. Upload the timeline or LWP into SNACS. CA: Upload into SNACS a statement on how the public will be notified of the LWP, include the name(s) and title(s) of the SFA representative(s) that will ensure compliance. CA: Provide a plan on when and how the LWP will be reviewed and		
Pace 1600 TA Log # No TA Log # found Toue Date Corrective Action Status Flagged Flagged Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.	Site Name				
Plagged Flagged Flagged Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the School year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.	Form Name	School Breakfast and Summer Fo	od Service Program Outreach (1600 - 1601)		
Flagged Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.	Question #	1600			
Flagged Flagged Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.	TA Log #	No TA Log# found			
Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.	Due Date				
School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: Corrective Action History CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing breakfast promotion materials.	Corrective Action Status	Flagged			
Site Name	Corrective Action History		School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials. CA: CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and timeframe for distributing		
	Site Name				

Administrative Review Report

	Wisconsin Editieran School					
Form Name	Food Safety & Buy American (1400 - 1403)					
Question #	1400					
TA Log #	No TA Log# found					
Due Date						
Corrective Action Status	Flagged					
Corrective Action History	Flagged	Finding:The Food Safety Plan was on-site. However, there were not any Employee reporting Agreements in there. A copy of the Employee Reporting Agreement is on DPI website under Food Safety. CA: Have each person who is connected with the Food Service Dept, and persons who help during meal service but do not work in Foodservice, complete and sign an agreement. Keep on file, or in Food Safety Plan binder.Upload one copy into SNACS.				
Site Name						
Form Name	Food Safety & Buy American (14	100 - 1403)				
Question #	1403					
TA Log #	TA Log# exists					
Due Date						
Corrective Action Status	Flagged					
Corrective Action History	Flagged	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Diced Roma Tomatoes (Mexico) Corrective Action: Corrective Action: Complete and submit Non-Compliant Product Forms for the products listed above (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).				
Site Name	Wisconsin Lutheran Elem School					
Form Name	Meal Components and Quantities - Review Period (409-412)					
Question #	410					
TA Log #	No TA Log# found					
Due Date						
Corrective Action Status	Flagged					
Corrective Action History	Flagged	Finding: The daily minimum requirement for vegetables was not met for K-8 for lunch during the review period. The following represent the planned portion sizes: - Wednesday 1/8/20: Salad with 1/2 cup romaine (credits as 1/4 cup), 1/8 cup tomatoes, 1/8 cup carrots, 1/8 cup green pepper- Totally crediting: 5/8 cup The daily minimum requirement for K-8 is 3/4 cup. Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).				
Site Name	Wisconsin Lutheran Elem School					
Form Name	SFA On-Site Monitoring (901 - 904)					
Question #	901					
TA Log #	No TA Log# found					
Due Date						
Corrective Action Status	Flagged					
Corrective Action History	Flagged	Finding: SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1. CA: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this. It was completed on-site while reviewer was there, and a copy was submitted to reviewer. No further action needed.				
Site Name	Wisconsin Lutheran Elem School					

Administrative Review Report

		Wisc	onsin Lutheran S	School			
	Smar	rt Snacks (1104 - 1107)					
	1104	1104					
	No Ta	A Log# found					
ion Status	Flagg	ged					
ion History	Flagg	Finding: Currently, the school vending machine turns off 30 minutes before school starts and turns on 30 minutes after school ends. The school day is defined as the period from midnight before to 30 minutes after the end of the instructional school day. Corrective Action: Submit a statement explaining how the vending machine schedule will be altered to meet Smart Snacks criteria (either changing the timer or making all food items Smart Snack compliant).				defined as the ructional school ding machine	
sistance En	tries:						
TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
1948	810	Administrative Review	ALL				
			Comments				
				Cre	eated By	Cr	eated Date
program inforr i.wi.gov/sites/o When space is ement may be statements mu	mation to the p default/files/im s very limited, e used, "This in st be in the sa	public. The current statem nce/school-nutrition/doc/r (printed menus or low ba astitution is an equal oppo me size font as the other	nent NDS must be nondiscrimination- lance notices,) the ortunity provider." text in the			3/1	1/2020 12:01:38 PM
1950	1210	Administrative Review	ALL				
			Comments				
				Cre	eated By	Cr	eated Date
stance when do	ocumenting yo	u and your staff's training				3/1	2/2020 10:12:49 AM
1949	1000	Administrative Review	ALL				
	1		Comments	,			
				Cre	eated By	Cr	eated Date
ne Local Wellne	ess tab. You ca	an use the language italic	ized under each point	t		3/	12/2020 9:38:40 AM
1942	1000						
			Comments				
				Cre	eated By	Cr	eated Date
2. Regulations of the SNT we content, imple variety of men existence of the content of the conte	require minimular campus, heal basite for detail ementation of, thods to notify ails, website pag the notifications policy (LWP don the contestudents, physical campus).	um content to be included th promotion, etc. See th ls. (7 CFR 210.31) The SI and updates to the LWP the public about the LWF costings, newspaper article ion (7 CFR 210.31).The SI on a periodic basis. The nt and structure of the place of t	I regarding nutrition, e Local Wellness FA must inform the on an annual basis. P. This may include les. The SFA must FA must review and frequency of updates an (7 CFR 210.31). school health	S		3/	11/2020 8:41:55 AM
	sistance En TA Log # 1948 ination must be program inform i.wi.gov/sites/wilden space is ement may be tatements must be rement may be tatement must be rement may be tatement must be rement may be ance by using ance by using in the Local Wellman in Jayan in the Local Wellman in the local sold in the local sold in the local well in the local well in the local sold in th	ion Status Flagg fion History Sistance Entries: TA Log # Question # 1948 810 Ination must be included on program information to the program information in the same information i	Smart Snacks (1104 - 1107) 1104 No TA Log# found Flagged Flagg	Smart Snacks (1104 - 1107) 1104 1104 1104 1104 1107 1104	In Status Flagged F	Smart Snacks (1104 - 1107)	Smart Snacks (1104 - 1107) 1104 No TA Log# found

Administrative Review Report

Nucletion Feath or Learn encourages 574 to use: 1)The LWP Report Card to assess the extent to which schold comply with the LWP and organize ratios in straining the goals of the LWP. Which schold comply with the LWP and organize ratios in straining the goals of the LWP. The complete of the Control of the Local Verlieses folicy webpase (https://dow.org/vicroof-intrinsition/preparameta/schorage/mem				WISCOIISI	n Lutheran Scho	501	
Created By Created Date Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SSP. A minimum of 3/11/2020 8:21:28 AM 50 percent of schools operating SBP must be monitored at least once very two years (? CFR 21.0.8). 02/06/2020 1569 305 Administrative Review ALL Comments Created By Created Date SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced and pall functives against the multiplied by the attendance factor (CFR 21.0.8). 02/06/2020 1568 204 Administrative Review ALL Comments Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official must review each application official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming official must review each application of the school of the sc	which schools cor 2) The WellSAT to These tools are lo nutrition/program report and docum inform and updat Wellness Policy (I documentation re notify the public i newspaper article with their LWP; the	mply with the col can be used cated on the cated of the c	LWP and proceed to assess he Local Wellness ts/local-wellness arding the public bout the asset for required to bublic notificate tiling flyers, nesment includes and toward a	gress made in attaining the goal ow the policy compares to a mage of the services. Policy webpage (https://dpi.niss-policy). Retain a copy of the lic notification (7 CFR 210.31) assement of the implementation retain a copy of the assessment ion. SFAs may use a variety of weletters, emails, website posts the extent to which the SFA is training the goals of the LWP;	als of the LWP. odel policy. wi.gov/school- e assessment The SFA must of Local at and methods to cings, and s in compliance		
Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sizes perficiolating in NSLP, and 20% of the sites participating in SSFA an immum of a 3/11/2020 8:21:28 AM (2006) Specialized in NSLP, and 20% of the sites participating in SSFA and 20% of the sites	03/10/2020	1941	900	Administrative Review ALL			
Figh SFA with more than one school operating the INSP must perform at best one on-site review by Fahrusy 1 of each school operating to the completed to be completed at all sizes participating in INSP, and 50% of the sites participating in Ins					Comments		
review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in SEP, A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CF 210.8). 02/06/2020 1569 305 Administrative Review ALL Comments Created By Created By Created Date FAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced and paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CF R2 10.8). 02/06/2020 1568 204 Administrative Review ALL Comments Created By Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application on use Verification Tracker Form to document that the confirmation on use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming students free or reduced prior meel eligibility (7 CFR 24.52) Note information on the verification process can be found in the Eligibility Manual for Information on the verification process and be found in manual. The process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for Information on the verification of the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is undertined and signed. Comments Comments Created By Created By Created By Created Date Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets. Comments Comments Comments Cr						Created By	Created Date
Created By Created Date SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each schools daily counts of free, reduced & paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8). 02/06/2020 1568 204 Administrative Review ALL Comments Created By Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification in the process of confirmation was conducted. Verification in the process of confirmation on the verification process of confirmation of confirmation of the verification process of confirmat	review by Februa at all sites partici 50 percent of sch CFR 210.8).	ry 1 of each s pating in NSL nools operatir	school year. O P, and 50% of ng SBP must b	n-site monitoring is required to f the sites participating in SBP. e monitored at least once ever	be completed A minimum of		3/11/2020 8:21:28 AM
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced and paid lunches gainst the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8) 02/06/2020 1568 204 Administrative Review ALL Comments Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification is the process of confirming students fee or reduced price meal eligibility (7 CFR 245.2) More information on the verification process of confirming students fee or reduced price meal eligibility (7 CFR 245.2) More information on the verification process of confirming students fee or reduced price meal eligibility (7 CFR 245.2) More information on the verification process of confirming students fee or reduced price meal eligibility (7 CFR 245.2) More information on the verification process of confirming students fee or reduced price meal eligibility (7 CFR 245.2) More information on the verification process or confirming students fee or reduced to see Eligibility Manual for further guidance. Comments Comments Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (FFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of rea and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documedients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer and in	02/00/2020	1303	303	ALL	Co		
SFAs are required to have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced a paid lunches against the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8) 02/06/2020 1568 204 Administrative Review ALL Comments Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirming official should initial the application or use Verification Tracker Form to document that the confirming official should initial the application or use Verification in the process of confirming students free or reduced price meal eligibility (7 CFR 245.2) More information on the verification process can be found in the Eligibility Manual. The process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for further guidance. 02/04/2020 1531 Administrative Review Comments Comments Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern, and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. 02/04/2020 1530 Administrative Review Comments Comments Comments Created By Created B					Comments		
the submission of the monthly claim for reimbursement. This includes a monthly edit check which compares each school's daily counts of free, reduced by paid funches sugainst the number of children in that school currently eligible for free, reduced and paid lunches multiplied by the attendance factor (7 CFR 210.8) 02/06/2020 1568 204 Administrative Review ALL Comments Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirming accordance (verification is the process of confirming sudmiss free or reduced price meal eligibility (7 CFR 245.2) More information on the verification process can be found in the Eligibility Manual. The process of confirming sudmiss free or reduced price meal eligibility Manual for further guidance. 02/04/2020 1531 Administrative Review Comments Comments Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; we will be a product of the manufacturer and include product name and number; we will be a product of the manufacturer and include product name and number; we will be a product of the manufacturer and include product name and number; we will be information is considered to some products of the product of the product of the manufacturer and include product name and number; we will be information is considered to the product of the product product product products and the product						Created By	Created Date
Comments Created By Created Date Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming students free or reduced price meal eligibility (7 CFR 245.2) More information on the verification process can be found in the Eligibility Manual. For process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for further guidance. O2/04/2020 1531 Administrative Review Comments Comments Created By Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. O2/04/2020 1530 Administrative Review Comments Created By Cre	the submission of which compares on number of childre	the monthly each school's en in that scho	claim for reim daily counts o ool currently e	nbursement. This includes a mo f free, reduced & paid lunches ligible for free, reduced and pa	onthly edit check against the		2/6/2020 8:54:00 AM
Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming students free or reduced price meal eligibility (7 CFR 245.2) More information on the verification process can be found in the Eligibility Manual. The process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for further guidance. O2/04/2020	02/06/2020	1568	204	Administrative Review ALL			
Prior to any verification activity, the confirming official must review each application chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming students free or reduced price meal eligibility (7 CFR 245.2) More information on the verification process can be found in the Eligibility Manual. The process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for further guidance. O2/04/2020 1531 Administrative Review Comments Comments Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern, and an original signature from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. O2/04/2020 1530 Administrative Review Comments Created By Created Date Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, Wi-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Products Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product-information). USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Informa					Comments		
chosen for verification to ensure that the initial determination was correct. The confirming official should initial the application or use Verification Tracker Form to document that the confirmation was conducted. Verification is the process of confirming students free or received price meal eligibility (7 CFR 245.2) More information on the verification process earn be found in the Eligibility Manual. The process of Error Prone was explained to the SFA. It was recommended to see Eligibility Manual for further guidance. 02/04/2020 1531 Administrative Review Comments Comments Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern, and an original signature from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer cartifying the information is correct. Documentation should be printed on company letterhead and signed. 02/04/2020 1530 Administrative Review Comments Created By Created Date Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information is updated annually and can be found on the USDA Foods Product Information Sheets are available online (https://dpi.wi.gov/school-nutrition/usda/product-information). USDA Foods Product Information Sheets are available online (https://dpi.wi.gov/school-nutrition/usda/product-information). USDA Foods Product Informa						Created By	Created Date
Created By Created Date Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. 02/04/2020 1530 Administrative Review Comments Created By Created By Created Date Created By Created Date Administrative Review Administrative Review Created By Created Date 2/4/2020 10:41:33 AM in the control of the	chosen for verification official should inition confirmation was reduced price me can be found in the late was recommen	ation to ensurial the application to enducted. Valed eligibility (in Eligibility Nation see El	re that the init ation or use Volverification is t 7 CFR 245.2) Vanual. The pr	cial determination was correct. erification Tracker Form to doc he process of confirming stude More information on the verific ocess of Error Prone was explail for further guidance.	The confirming ument that the nts free or ation process		2/6/2020 8:50:57 AM
Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. O2/04/2020 1530 Administrative Review Comments Created By Created By Created By Created Date Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product- information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).	02/04/2020	1531		Administrative Review			
Processed products not listed in the USDA Food Buying Guide (FBG) require a Child Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. Comments Comments Created By Created Date Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product- information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).					Comments		
Nutrition (CN) label or a product formulation statement (PFS) to credit toward the meal pattern. A PFS must be from the manufacturer and include product name and number; weights of raw and cooked ingredients; portion size; statement of contribution to meal pattern; and an original signature from the manufacturer certifying the information is correct. Documentation should be printed on company letterhead and signed. O2/04/2020 1530						Created By	Created Date
Comments Created By Created Date Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product- information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).	Nutrition (CN) lab pattern. A PFS moveights of raw an pattern; and an o	pel or a produ ust be from th nd cooked ing priginal signat	ct formulation he manufactur redients; port ure from the r	statement (PFS) to credit tow er and include product name a ion size; statement of contribu nanufacturer certifying the info	ard the meal and number; tion to meal brmation is		2/4/2020 10:41:33 AM
Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product- information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).	02/04/2020	1530		Administrative Review			
Nutrition facts labels, Child Nutrition (CN) labels, USDA Foods Product Information Sheets, WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product- information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).					Comments		
WI-State Processed Products, and Product Formulation Statements (PFS) on file must be kept up-to-date. State-Processed Product Information is updated annually and can be found on the USDA Foods webpage (https://dpi.wi.gov/school-nutrition/usda/product-information). USDA Foods Product Information Sheets are available online (https://www.fns.usda.gov/fdd/nslp-usda-foods-fact-sheets).						Created By	Created Date
02/04/2020 1529 1403 Administrative Review ALL	WI-State Process kept up-to-date. found on the USD information). USI (https://www.fns	ed Products, State-Process A Foods web DA Foods Prod .usda.gov/fdd	and Product Fosed Product In page (https:// duct Informati d/nslp-usda-fo	ormulation Statements (PFS) of formation is updated annually dpi.wi.gov/school-nutrition/uson Sheets are available online ods-fact-sheets).	n file must be and can be		2/4/2020 10:40:33 AM
	02/04/2020	1529	1403	Administrative Review ALL			

Administrative Review Report

Comments		
	Created By	Created Date
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).		2/4/2020 9:49:15 AM