

Administrative Review Report

Glenwood City School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/06/2020	05/12/2020
On-Site Review	05/12/2020	05/14/2020
Site Selection Worksheet	02/06/2020	02/06/2020
Entrance Conference	05/12/2020	05/12/2020
Exit Conference	05/14/2020	05/14/2020

Commendations:

A huge thank you to all the nutrition professionals at the Glenwood City School District, everyone stepped up and submitted all the documentation requested into SNACS and later in emails for the Seamless Summer Option portion of the administrative review. Thank you for your flexibility and patience as we navigated the challenges of an Administrative Review during COVID-19. In addition to the delays from COVID-19, there was also staff turnover so we appreciate your ability to quickly adapt and work through the new process of an offsite review. All of the documents uploaded were well organized. Your responsiveness allowed the Administrative Review to operate smoothly and gave DPI School Nutrition Team staff ample time to offer technical assistance.

The food service director has completed the required production records in a complete, easy to read and follow manner. All documentation for the meal pattern section of the review is quality, thank you.

Thank you for all that you do to serve healthy meals to students in Wisconsin.

Free and Reduced Eligibility

154 free and reduced price meal application determinations were reviewed, 11 errors were identified. SFA correctly verified one application for the Verification Process.

Counting and Claiming

There were no counting and claiming errors for NSLP, SB or WSDMP.

General Program Area's

General program areas including food safety, water access, professional standards, on site monitoring, special dietary needs, record retention, reporting, wellness policy and the unpaid meal charge policy were all reviewed. SFA was in compliance with USDA guidance.

Technical Assistance

Seamless Summer Option Program (#2291)

SSO - Claim sheets submitted were not completed properly. As each student receives a meal they must be marked off. This is to ensure the accuracy of the claiming process.

Free and Reduced Meal Applications

Categorical applications with Food Share written on it need a 10 digit number in Wisconsin. If the number does not match, follow up with household to clarify.

Administrative Review Report

Glenwood City School District

The homeless liaison does not need to fill out an application for every student deemed homeless. Instead, the homeless liaison can provide the determining official a list of students and the date they were deemed homeless.

On an application, the household size must match the number of households members listed. If this does not, the application is considered incomplete until the household can clarify.

Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	700
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: On the Annual Financial Report for the 2018-2019 SY, the revenues and expenses were not broken out for the Wisconsin School Day Milk Program.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website then update the 2019-20 Annual Financial Report with revenues and expenses broken out by program and category. The report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31. Submit a statement when this is completed.</p>
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
Corrective Action Status	Flagged
Corrective Action History	<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 (7 CFR 210.14).</p> <p>Corrective Action 1: Watch the Nonprogram Food Revenue webcast on the DPI website.</p> <p>Corrective Action 2: Update the Nonprogram Foods Revenue Tool, including all missing information and upload the updated tool into SNACS. Initial submission was incomplete. SFA completed upon follow up discussion, no further action required.</p>
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
Question #	1601
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p>Corrective Action: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going</p>

Administrative Review Report

Glenwood City School District

	forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
Form Name	Certification and Benefit Issuance (124 - 142)
Question #	126
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). The household meal benefits were incorrectly calculated. See the SFA-1 provided by the consultant for details.</p> <p>Corrective Action: Due to COVID-19 and a delayed Administrative Review, the SFA began operating SSO in March of 2019 and remains in the SSO program for the 2020-2021 SY. The SFA's software system has already rolled over the system for the 2020-2021SY. However, USDA has extended student eligibility carry over status until the 2021-2021 SY. SFAs are required to put eligible students back on to original carry over status from the 2019-2020 SY, unless a new determination came through for the 2020-2021 SY.</p> <p>Based on this information,</p> <ol style="list-style-type: none"> 1. Make sure all enrolled student carry over status's are adjusted in software. <ol style="list-style-type: none"> a) Verify if the 11 students have new eligibility documentation on file for the 2020-2021 SY. b) If the student does not have a new determination for the 2020-2021 SY, their status will need to be updated based off of the Administrative Review findings(see SFA-1 form), as their new eligibility status for the duration of carry over. Notify the households that their eligibility status has changed and will be in effect until the end of carry over, once your SFA goes back to standard counting and claiming. 2. Explain what happened for each of the 11 students.