

# Administrative Review Report

Sauk Prairie School District - 565100

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	01/24/2019	03/04/2019
On-Site Review	03/19/2019	03/22/2019
Site Selection Worksheet	01/24/2019	02/08/2019
Entrance Conference	03/19/2019	03/19/2019
Exit Conference	03/21/2019	03/21/2019

## Commendations:

Thank you to the staff at Sauk Prairie School District for the courtesies extended during the on-site review. Thank you for being available when answering questions and providing additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The staff members did an excellent job preparing for the review, and were readily available through the duration of the review to answer questions and have thoughtful discussions about aspects of the nutrition programs. The food service staff were welcoming, knowledgeable, and clearly dedicated to their work. The cafeteria was inviting and interactions between staff and students during meal times were positive and customer-service focused.

The food service director is running a very nice program! The students are offered a variety of meal choices daily and have access to colorful fruit/veggie bars. The elementary students at Bridges seemed to really enjoy the smoothies offered at breakfast—great job offering interesting smoothies to students! There are many menu items baked from scratch by the food service staff, including sandwich buns. It is awesome that fresh, from-scratch baked items are offered. Keep up the good work!

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## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	103	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/26/2019 10:23 AM</p>	<p><b>Finding:</b> Complete application packets (including the information/FAQ letter) were only sent out to households affected by carryover, were available at registration, and were posted online. Prior to the start of the school year, the SFA did not distribute the information/FAQ letter to all households as required.</p> <p><b>CA:</b> In SNACS, submit a detailed description of when, how, and what application materials will be distributed in the next school year. The plan must address how it will be ensured that all households receive, at minimum, the information/FAQ letter.</p>
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (100 - 121)	
<b>Question #</b>	110	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/26/2019 09:06 AM</p>	<p><b>Finding:</b> The SFA's direct certification notification letter did not include the correct non-discrimination statement. Additionally, the letter could be improved by consistently listing all eligible assistance programs, advising that children eligible for reduced Medicaid could qualify for free meals by application, and consistently referencing both free and reduced meals.</p> <p><b>CA:</b> During the on-site review, the determining official updated the letter according to the requirements and recommendations stated above. <i>No further action required.</i></p>
<b>Site Name</b>		
<b>Form Name</b>	Meal Counting and Claiming (300 - 311)	
<b>Question #</b>	305	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	5/3/19	

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/26/2019 08:49 AM	<p><b>Finding:</b> The POS system for field trip meals does not meet requirements. Currently, student accounts are charged for meals when they leave the kitchen for the field trip.</p> <p><b>CA:</b> Modify the POS system so that students are checked off by an adult as they take their meal at lunchtime on the trip. Completed sheets should be returned to food service and used for charging student accounts. The <a href="#">Field Trip meal resources</a> on the Lunch Menu Planning webpage can be of assistance (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning</a>). Submit a written plan detailing how field trip meals will be counted and claimed going forward, including a copy of the check off sheet that will be used at the POS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/26/2019 10:12 AM	<p><b>Finding:</b> The total expenditures and ending fund balance reported on the Annual Financial Report (AFR) do not match the totals reported on the school finance PI-1505 report. This discrepancy between the AFR and PI-1505 must be investigated, as the Fund 50 totals should match between reports.</p> <p><b>CA:</b> Investigate the discrepancy between the reports. Correct the AFR to accurately reflect the Fund 50 totals, as reflected on the PI-1505. Submit a manually amended version of the AFR as a document upload in SNACS. The AFR can no longer be re-submitted electronically via online services.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/26/2019 09:39 AM	<p><b>Finding:</b> Prior to the review, the SFA did not complete the DPI Non-Program Foods Revenue Tool or USDA Tool to</p>

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		<p>determine compliance with non-program foods pricing and ratio requirements per 7 CFR 210.14. The food service director started a tool for the 2018-19 school year, but did not fully complete it.</p> <p><b>CA:</b> While on-site, the director completed the tool with assistance from the consultant. The results of the tool indicated compliance with non-program food revenue requirements. <i>No further action required.</i></p>
<b>Site Name</b>		
<b>Form Name</b>		Civil Rights (800 - 807)
<b>Question #</b>		806
<b>TA Log #</b>		No TA Log# found
<b>Due Date</b>		5/3/19
<b>Corrective Action Status</b>		Flagged
<b>Corrective Action History</b>	<p>Flagged 03/26/2019 09:11 AM</p>	<p><b>Finding:</b> Civil rights training has not occurred for all staff who interact with program participants in the current school year (<a href="https://fns-prod.azureedge.net/sites/default/files/113-1.pdf">FNS Instruction 113</a>; <a href="https://fns-prod.azureedge.net/sites/default/files/113-1.pdf">https://fns-prod.azureedge.net/sites/default/files/113-1.pdf</a>). The non-food service staff members serving as cashiers have not completed civil rights training.</p> <p><b>CA:</b> Provide civil rights training to the non-food service cashiers. Upload a sign-in sheet with the cashiers' names and date(s) the training was provided into SNACS, along with a copy of the training used. The <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx">PowerPoint presentation</a> found on the DPI website can be used for the training (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/civil-rights-training.pptx</a>).</p>
<b>Site Name</b>		
<b>Form Name</b>		Local School Wellness (1000 - 1006)
<b>Question #</b>		1000
<b>TA Log #</b>		TA Log# exists
<b>Due Date</b>		5/3/19
<b>Corrective Action Status</b>		Flagged
<b>Corrective Action History</b>	<p>Flagged 03/14/2019 10:56 AM</p>	<p><b>Finding:</b> The current LWP does not include all of the required content. Content regarding school meals, food sold outside of school meals, foods provided but not sold, food/beverage marketing, nutrition education, nutrition promotion, physical activity, and other school-based strategies for wellness are lacking.</p> <p><b>CA:</b> Submit a timeline for bringing the LWP into compliance and include the name(s) and title(s) of the SFA</p>

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	representative(s) that will ensure compliance.	
<b>Site Name</b>		
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)	
<b>Question #</b>	126	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/26/2019 09:22 AM</p>	<p><b>Finding:</b> Of the 374 free/reduced determinations reviewed, two errors were identified on two separate applications. These errors also affected two other students outside of the review sample, as their names were included on the two erroneous applications. Child income reported on the applications was not included in the final household income calculation, resulting in incorrect determinations. The households were approved for free benefits, but should have been receiving reduced benefits.</p> <p><b>CA:</b> Send adverse action letters to the affected households advising that their benefit will decrease after 10 calendar days. Update the benefit issuance list after the 10 days. Submit copies of the letters sent by uploading into SNACS.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/14/2019 11:43 AM</p>	<p><b>Finding:</b> The tracking tool used does not contain all necessary information. Hire date, hours worked per week (i.e. full-time vs part-time status), professional standards category (i.e. manager, director, staff), and date of training completion are not indicated on the current tool.</p> <p><b>CA:</b> Update the tracking tool to contain the missing information noted. Submit updated tool. If a different tool will be used in the next school year, please provide a copy of the tool that will be used that contains all of the necessary information.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1219	

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TA Log #	No TA Log# found	
Due Date	5/3/19	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2019 08:56 AM	<p><b>Finding:</b> The food service substitutes utilized during the current school year have received necessary job-specific training, but this training has not been tracked. Subs are subject to four hours of professional standards hours annually, which must be completed and properly recorded.</p> <p><b>CA:</b> Add the subs to the professional standards tracking tool and record their completed training hours thus far in SY 18-19 (if possible). Ensure that subs have completed and recorded civil rights training as well.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date	5/3/19	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/20/2019 12:00 PM	<p><b>Finding:</b> Cucumbers from Mexico were identified in SFA's storage area as non-domestic and were not listed on the SFA's Buy American Non-Compliant Product List.</p> <p><b>CA:</b> Complete and submit a <a href="#">Non-Compliant Product Form</a> for the product listed above (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx</a>).</p>
Site Name	Bridges Elementary (applicable district-wide)	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	TA Log# exists	
Due Date	5/3/19	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/26/2019 08:24 AM	<p><b>Finding:</b> Operating days were not correctly reported on the February breakfast claim district-wide. Several delayed starts due to weather resulted in only 15 breakfast service days, compared to 17 lunch service days. Operating days may vary by school and by meals, and these must be accurately reported on the claim.</p> <p><b>CA:</b> Submit a statement of understanding that operating days reported on the claims must reflect the actual number of serving days for each meal at each school.</p>

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<b>Site Name</b>	Bridges Elementary	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	401	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/20/2019 02:11 PM	<p><b>Finding:</b> Four students took non-reimbursable lunches due to having less than 1/2 cup of fruit and/or vegetable on their tray. POS staff sent many students back for fruit/vegetable if they did not have any, but they did not seem to always be checking whether the amount taken credited as a full 1/2 cup.</p> <p><b>CA:</b> Please submit a written statement describing an Offer versus Serve (OVS) training plan for POS staff.</p>
<b>Site Name</b>	Tower Rock El	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	501	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/20/2019 08:49 AM	<p><b>Finding:</b> The staff member at the point of sale (POS) had not been trained in OVS requirements. Although all students took a reimbursable lunch, it is important for the POS staff to understand the OVS requirements. The <a href="#">OVS manual</a> and the <a href="#">OVS Webcast</a> can be used as training resources (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/offer-versus-serve-guidance-manual.pdf</a>, <a href="https://dpi.wi.gov/school-nutrition/training/webcasts">https://dpi.wi.gov/school-nutrition/training/webcasts</a>).</p> <p><b>CA:</b> Please submit a written statement describing an Offer versus Serve (OVS) training plan for POS staff.</p>
<b>Site Name</b>	Bridges Elementary	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	502	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/20/2019 09:01 AM	<p><b>Finding:</b> There was no breakfast signage posted that correctly indicated what students must take under OVS. Lunch signage with OVS requirements was only posted on</p>

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		one serving line.  <b>CA:</b> Please submit a photo of breakfast and lunch signage that is posted and that correctly explains OVS requirements.
<b>Site Name</b>	Bridges Elementary (applicable also to Tower Rock)	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/25/2019 08:58 AM	<b>Finding:</b> The most recent food safety inspection report was not posted in a publicly visible location. At both review sites, the posted inspection report was not the most recent one.  <b>CA:</b> While on-site at both review sites, the food service director posted the most recent inspection reports per request by the DPI consultant. <i>No further action required.</i>
<b>Site Name</b>	Bridges Elementary (applicable district-wide where WSDMP offered)	
<b>Form Name</b>	Wisconsin School Day Milk Program	
<b>Question #</b>	4	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>	5/3/19	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/26/2019 09:34 AM	<b>Finding:</b> The POS for WSDMP is not acceptable. Teachers mark off students in the software system that want milk with morning attendance, which is several hours before the milk is served.  <b>CA:</b> Modify the POS process so that milk counts are recorded at the time that students are actually served their milk. Submit a detailed description of the modified POS processes in SNACS. Please be specific and include how all teachers will be trained on the POS requirements for WSDMP ("milk break"). While this finding was observed at Bridges, the corrective action should be implemented district-wide by informing all teachers with roles in WSDMP of POS requirements.
<b>Site Name</b>	Bridges Elementary (applicable district-wide where WSDMP offered)	
<b>Form Name</b>	Wisconsin School Day Milk Program	
<b>Question #</b>	7	
<b>TA Log #</b>	TA Log# exists	



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<b>Due Date</b>	5/3/19		
<b>Corrective Action Status</b>	Flagged		
<b>Corrective Action History</b>	Flagged 03/26/2019 12:43 PM	<p><b>Finding:</b> The claim preparer correctly calculated the cost per half pint for the WSDMP claim, but incorrectly reported this number on the claim itself. The cost reported is higher than the actual calculated cost per half pint.</p> <p><b>CA:</b> The DPI consultant is working towards claim correction by resolving the issue directly with the DPI accountant responsible for claim payments. The SFA must ensure that the cost per half pint is correctly calculated and reported on the claim going forward. A double-check of the claim by a second school staff member is recommended to avoid this entry error in the future. <i>No further action required.</i></p>	

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	Created Date
03/26/2019	373	306	Administrative Review	ALL	
<b>Comments</b>					
When reporting enrollment, ADA, and free/reduced eligible numbers for the high school claims, only currently enrolled students with access to breakfast and/or lunch should be included. Students that may be technically enrolled but who do not attend classes or have meal access (such as homeschoolers, those enrolled strictly for athletic purposes, etc.) should not be included. Please work towards setting AccuClaim parameters to exclude these students and do not report them on the claims.					3/26/2019 11:14:37 AM
03/26/2019	372	105	Administrative Review	ALL	
<b>Comments</b>					
There were several students on the benefit issuance list with correctly certified meal benefits for 2018-19 via direct certification extension, but with effective dates from prior school years. The determining official has begun working with the software vendor to investigate the reason the dates were incorrect and how to correct these effective dates. The official should continue working with the software vendor to ensure the correct effective dates consistently pull through going forward.					3/26/2019 11:08:44 AM
03/26/2019	371	325	Administrative Review	Bridges Elementary (applicable district-wide where 4K offered)	
<b>Comments</b>					
Because half-day 4K across the district have varying access to breakfast and lunch depending on school and AM/PM session, it is acceptable to include all 4K in the enrollment and ADA numbers for each school's edit checks and claims. Separating out AM and PM 4K and including them in the respective breakfast and lunch enrollments and ADA by school would be complicated, require significant manual					3/26/2019 11:02:23 AM

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calculations, and would not be easily achieved by modifying the electronic edit check parameters.				
03/26/2019	370	4	Administrative Review	Bridges Elementary (applicable district-wide where WSDMP offered)
<b>Comments</b>				
				<b>Created Date</b>
Counts used for claims must be based on an acceptable, accurate POS. The POS is defined as the point where it can be reliably determined that an eligible child received a reimbursable milk or meal. Using morning attendance, milk counts taken prior to service, and counting based on the number students that do not take milk are not acceptable. In these methods, there is room for error if students order but do not take their milk, leave school before service time, or other such discrepancies.				3/26/2019 9:36:16 AM
03/26/2019	369	103	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
To inform families about the availability of free and reduced price meals, SFAs must distribute information letters to households of children attending the school before the children begin attending school (page 10 of the <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">Eligibility Manual</a> ; <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf</a> ). Information letter requirements are detailed on pages 11-13.				3/26/2019 8:36:28 AM
The DPI SNT " <a href="#">FAQ About Free and Reduced Price School Meals</a> " letter is intended to be the information letter described in the Eligibility Manual ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/free-reduced-app-parent-letter-faq-1819.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/free-reduced-app-parent-letter-faq-1819.docx</a> ).				
This information/FAQ letter must be distributed to all households that are not already certified for free meal benefits via direct certification (DC) prior to the start of the school year. The SFA may choose to send the information/FAQ letter to all households, even if the households are already certified for free benefits via DC. Households certified for free meal benefits via DC prior to the start of the school year do not need to be sent the information/FAQ letter or an application, however they must be sent an appropriate notification of their approval for benefits via DC.				
The information/FAQ letter can be sent via mail, email, or in student packets (if the packets are given to all students and are not an optional item). If sending electronically, an attachment or link to the full information/FAQ letter is allowable to meet this requirement.				
When distributing the information/FAQ letter, it must be ensured that all households required to receive the letter do indeed receive it. If utilizing email to distribute the information/FAQ letter, the SFA should have the ability to track any email bounce-backs and determine which households do not have email. If email will be the only way the SFA sends out the letter, it would be a best practice to send households without email a paper copy of the information/FAQ letter.				
If mail will be used to distribute the required information/FAQ letter, it may also be advisable to send a paper copy of the application and the <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/free-reduced-meal-application-instructions-1819.doc.docx">Instructions/How to Apply</a> along with the letter to promote application completion ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/free-reduced-meal-application-instructions-1819.doc.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/free-reduced-meal-application-instructions-1819.doc.docx</a> ).				

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If the SFA chooses to only send the information/FAQ letter out to households, then the full three-part application packet (including the information/FAQ letter, the application, and the Instructions/How to Apply) should be available online and in paper copies upon request. The application form itself does not need to be physically mailed to each household, but households do need to know how to access the application online and where they can access a paper copy if they do not have the ability to access it online. The information/FAQ letter may need to be modified so that it accurately communicates how households can obtain an application.					
03/26/2019	368	305	Administrative Review	ALL	
<b>Comments</b>					
				<b>Created Date</b>	
As the unpaid meal charge policy is further developed and modified, it is recommended to review the resources on the <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial">Financial Management</a> webpage under Unpaid Meal Charges for additional information ( <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial</a> ). The <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-29-2017.pdf">USDA "Overcoming the Unpaid Meal Challenge"</a> resource may be particularly helpful ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-29-2017.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-29-2017.pdf</a> ).					3/26/2019 8:31:49 AM
03/25/2019	348	314	Administrative Review	ALL	
<b>Comments</b>					
				<b>Created Date</b>	
The current counting/claiming procedures for the C-BEL student(s) appear accurate and effective. There is currently only one C-BEL student that eats occasionally and no Project Search students that eat school meals. If the number of students in these programs that eat the school meals increases in the future, please contact and work with DPI SNT to ensure the counting/claiming procedures are still acceptable and efficient with a higher volume of participating students in these programs.					3/25/2019 8:53:58 AM
03/25/2019	346	7	Administrative Review	Bridges Elementary (applicable district-wide where WSDMP offered)	
<b>Comments</b>					
				<b>Created Date</b>	
The sales data used to support the WSDMP claim showed multiple instances of a second charge for milk break. While these were not claimed, the SFA should investigate why there are some second charges for "milk break" showing on the sales reports. The food service director began looking into this during the on-site review by contacting the software vendor and several school staff members. Investigation should continue until the issue can be fully understood and corrected.					3/25/2019 8:44:47 AM
03/22/2019	347	314	Administrative Review	ALL	
<b>Comments</b>					
				<b>Created Date</b>	
The SFA incorrectly entered severe need breakfast (SNB) qualification information on the 2018-19 contract. The reports viewed on-site to verify SNB supported qualification for Tower Rock, even though they did not match the contract. Lunch participation data from the entire second preceding school year must be used to establish SNB qualification by site. Please ensure the correct values are entered on the					3/25/2019 8:50:30 AM

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contract in the future.				
03/21/2019	330	700	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
The Annual Financial Report (AFR) had funds incorrectly allocated as equipment expenditures. Only nonexpendable equipment rental and purchase costs should be allocated as "equipment." An item is considered nonexpendable if it costs over \$5,000 per unit (or less if it is the agency policy), and is expected to last over one year. Equipment repair costs are considered "purchased services." Expendable equipment costs (e.g., pans, serving utensils, trays) should be reported as "other" expenditures.				3/21/2019 3:18:12 PM
03/21/2019	329	700	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
The Annual Financial Report (AFR) had incorrect WSDMP allocations. The only revenues for WSDMP should be the reimbursements paid by the state for the program in spring of the reporting year (i.e. March 2018 for SY 17-18). The only expenses for WSDMP should be the costs of serving free milk to free/reduced eligible pre-K to 5th grade students in participating schools. Milk served to paid students at "milk break" or as an a la carte item at meals is a non-program food, and should be allocated as such.				3/21/2019 3:14:42 PM
03/21/2019	327	305	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
Funds in student meal accounts are considered a liability until a meal is purchased. When the funds are left "unclaimed," they cannot be used to offset another student's negative account, unless paid households have chosen to donate those funds to the food service account. All funds left in any student meal account which cannot be contacted must be turned over to the WI Department of Revenue (DOR) as unclaimed property. The DOR has rules concerning unclaimed property that must be followed. Please reference the <a href="#">Financial Q &amp; A</a> on the DPI Financial Management webpage for additional information regarding required refunds ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf</a> ).				3/21/2019 3:03:15 PM
03/21/2019	326	305	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
SNT encourages SFAs to develop policy language which clearly explains how households will be contacted to issue account balance refunds (e.g., via email, phone, mail) and the number of times contact will be attempted (e.g., three attempts) before the SFA will no longer attempt to issue a refund and will report the funds as "unclaimed property."				3/21/2019 3:01:19 PM
03/21/2019	325	305	Administrative Review	ALL

# Administrative Review Report

Sauk Prairie School District - 565100

Comments					Created Date
When any student leaves the district or graduates, SFAs must attempt to contact the household to return any funds remaining in the account. Currently, there is no approved flexibility to simply set a dollar threshold (e.g., \$10.00) that will not be refunded. If possible, SFAs can transfer remaining funds in a student's meal account to a sibling in the same household who remains in the district.					3/21/2019 2:59:40 PM
03/21/2019	324	1209	Administrative Review	ALL	
Comments					Created Date
Student helpers assisting in the dishroom should receive adequate training to complete their job safely and thoroughly, and should also be familiar with illness reporting requirements. However, student helpers are not subject to professional standards requirements and do not need to annually complete and track a specific number of training hours.					3/21/2019 2:44:29 PM
03/21/2019	323	1201	Administrative Review	ALL	
Comments					Created Date
Staff classified as managers must complete 10 hours/year of training. This applies to the site managers if the food service director classifies them as "managers" for professional standards purposes. The determining official is considered a full-time staff member. The two regular food service subs could be considered either part-time staff or non-school nutrition staff with program duties, and must complete and track four hours of training annually (including civil rights training).					3/21/2019 2:42:20 PM
03/21/2019	321	1601	Administrative Review	ALL	
Comments					Created Date
While the SFA met the SFSP outreach requirements by publishing info on the June menu, it is recommended to further expand the SFSP promotion to ensure households are aware of local participating sites where their children can receive free summer meals. Promoting SFSP in a newsletter, on social media, or in a software-generated message blast could be helpful.					3/21/2019 2:34:01 PM
03/21/2019	320	308	Administrative Review	ALL	
Comments					Created Date
When completing the monthly AccuClaims (edit checks) for claim submission, it is recommended to cross-check the student-signed C-BEL menu with the electronic POS meal counts for the participating C-BEL student(s) to ensure accuracy.					3/21/2019 2:30:08 PM

# Administrative Review Report

Sauk Prairie School District - 565100

03/21/2019	316	211	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
Verification letter templates are available in English, Spanish, and Hmong on the <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification">DPI Verification webpage</a> (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/verification). SFAs must make reasonable efforts to provide household letters, application forms, and verification materials to families in the appropriate languages in order to diminish any language barriers to participation for individuals with limited English proficiency.				3/21/2019 2:12:45 PM
03/21/2019	315	208	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
The SFA may change the confirming official by updating the online contract at any time. The confirming official could be the food service director, if desired. It is important that the officials are accurately indicated on the online contract and that all officials understand their duties in the verification process.				3/21/2019 2:04:54 PM
03/21/2019	314	126	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
All incomes reported on an application must be used to calculate the household's total income. This includes any child income reported, regardless of whether or not the child contributes to household expenses. Infrequent incomes (such as from occasional babysitting or lawn mowing) are not counted as income and should not be listed by the household on the application ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf">Eligibility Manual</a> pg 29; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf). However, when a regular child income is reported on an application, it must be included in the calculation.				3/21/2019 2:01:10 PM
03/21/2019	313	128	Administrative Review	ALL
<b>Comments</b>				
				<b>Created Date</b>
When an application only has one frequency of payment indicated for all reported incomes, the income should not be converted to annual, but should instead be assessed using the appropriate column of the Income Eligibility Guidelines income for the stated frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually).				3/21/2019 1:55:33 PM
03/21/2019	312	105	Administrative Review	ALL

# Administrative Review Report

Sauk Prairie School District - 565100

Comments					Created Date
Eligibility effective dates are the date an application is approved, the date of the DC run the student matches on, the date a benefit extension is identified, or the date the determining official is notified by the appropriate school official (e.g. homeless liaison or migrant coordinator) that a student is homeless, migrant, runaway, or enrolled in Head Start. Backdating of eligibility is not allowable.					3/21/2019 1:49:53 PM
03/21/2019	301	203	Administrative Review	ALL	
Comments					Created Date
Standard sample for verification is only required if notified by DPI following a >20% non-response rate on verification in the prior school year. If not notified by DPI about the requirement to use standard sample, the SFA may choose any of the available sampling methods for verification.					3/21/2019 9:25:23 AM
03/21/2019	300	120	Administrative Review	ALL	
Comments					Created Date
FNS strongly encourages LEAs to promptly accept the eligibility determinations made at a student's previous LEA (if they participated in NSLP) when a student transfers between LEAs. DPI requires source documentation of the student's previous eligibility, which means that the information originally used to determine the student's meal eligibility at the prior LEA is shared with the new LEA. This may include a copy of the original application or a copy of a DC run with the student's name listed.					3/21/2019 9:23:12 AM
03/14/2019	230	1207	Administrative Review	ALL	
Comments					Created Date
SFAs may utilize the two year flexibility offered by the state agency for professional standards training. The SFA may define a two year period and allow staff members to complete twice their annual training hour requirements over two years, however some training must be completed each year. For example, a full time staff member could complete 12 hours of training over the defined two year period. This option does not require additional approval from the state agency.					3/14/2019 11:33:50 AM
03/14/2019	229	1000	Administrative Review	ALL	
Comments					Created Date
Please refer to the USDA resources regarding the LWP ( <a href="http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf">http://www.fns.usda.gov/sites/default/files/tn/LWPsummary_finalrule.pdf</a> ; <a href="https://healthymeals.nal.usda.gov/school-wellness-resources">https://healthymeals.nal.usda.gov/school-wellness-resources</a> ). Additionally, WI Team Nutrition has <a href="#">several resources</a> available, including a toolkit, a wellness policy builder, and wellness policy report card which can be useful in updating policy content and completing the triennial assessment					3/14/2019 11:17:06 AM

# Administrative Review Report

Sauk Prairie School District - 565100

(http://dpi.wi.gov/school-nutrition/wellness-policy).				
03/14/2019	226	1003	Administrative Review	ALL
<b>Comments</b>				<b>Created Date</b>
SFAs must review and update the local school wellness policy on a periodic basis. The frequency of updates is based on the content and structure of the plan. It is recommended that this review occur annually. This recommended annual review of the policy is separate from the required triennial assessment.				3/14/2019 10:59:58 AM
03/14/2019	227	1005	Administrative Review	ALL
<b>Comments</b>				<b>Created Date</b>
SFAs must assess the LWP every three years, at a minimum--this is referred to as the "triennial assessment." The first assessment should be completed within three years of the SFA's policy being updated, but no later than June 30, 2020 to be in compliance with this rule. It must evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP. SFAs must retain documentation of the results and when it took place.				3/14/2019 11:02:29 AM
03/14/2019	228	1006	Administrative Review	ALL
<b>Comments</b>				<b>Created Date</b>
After completion of the triennial assessment, SFAs are required to inform and update the public about the results. SFAs must retain a copy of the assessment and documentation related to the public notification. The public notification may include mailing flyers, newsletters, emails, website postings, and newspaper articles. It is recommended SFAs include an improvement plan upon the results of the assessment.				3/14/2019 11:03:21 AM
03/14/2019	225	900	Administrative Review	ALL
<b>Comments</b>				<b>Created Date</b>
Every school year, each SFA with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP administered by the SFA; this is due by February 1.				3/14/2019 10:20:10 AM
03/21/2019	311	1407	Administrative Review	Tower Rock EI
<b>Comments</b>				<b>Created Date</b>
String cheese is kept outside of temperature control during lunch service and returned to the cooler afterwards for future use. Time/temp control for safety (TCS) foods must be kept under temperature				3/21/2019 1:46:57 PM



# Administrative Review Report

Sauk Prairie School District - 565100

<p>control if they will be saved for future service. Consider using an insulated, ice-lined container for serving the cheese to ensure safe temperature holding and product quality. The cheese should also be temped at the end of service to ensure it is at 41 degrees or less.</p>	
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