



Administrative Review Summary and Corrective Actions

SFA Name:	Tigerton School District
SFA Code/ ID Number:	585740
Administrative Review Conducted on:	December 14, 2017

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on December 14, 2017 an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

Section 207 of the Healthy, Hunger Free Kids Act amended section 22 of the NSLA (42 U.S.C.1769c) to require State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website, and the SFA is strongly encouraged to post a summary on the SFA's public website. To meet this requirement, a copy of the full Administrative Review Summary Report will be posted on the School Nutrition Team website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review> within 30 days of the SFA receiving the final AR report.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **February 12, 2018**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Fiscal action is required to be calculated per 7 CFR 210.18 for critical violations to reclaim unearned reimbursement. In addition, withholding of program payments is required if documentation of corrective action is not received within 30 days of the date negotiated at the exit conference, or as later extended upon written request if extraordinary circumstances delay completion of corrective action within the originally negotiated timeframe. Uncorrected errors are subject to reclaim for the entire school year.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved. You have the right to appeal the denial of all or part of a claim for reimbursement or withholding of funds. If applicable, appeal rights will be provided with the notification of the fiscal action calculation. Please note, there is the possibility of a follow-up review should corrective action not be completed or to verify corrective action was completed system-wide, as appropriate.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office.

Administrative Review Technical Assistance Summary

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Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast. All daily and weekly meal component and food quantity requirements were met for the week of menu review for breakfast.
There were no resource management findings. Thank you for completing the Paid Lunch Equity Tool each year and adhering to the pricing requirements for paid student lunches.
Although Amy is a new to being a Food Service Manager her knowledge of the position is remarkable. She has set herself up with as much training as possible. She is very excited to continue to improve the Districts program
The food service staff is friendly and are doing their best to help Amy with the vast experience they bring to the District.
The District is not only teaching the younger students the proper etiquette in the lunch room they are also encouraging the students to exercise before breakfast. The students walk in the multi purpose room while they are waiting for breakfast to start.

Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the lunch menu review results. Suggestions were provided to bring the menus into compliance.
Menu Review- standardize your recipes so that true yields and portion sizes can be determined. The baked apple recipe does not include a total yield. To be standardized recipes must include: <ul style="list-style-type: none"> • All ingredients in recipe. • Correct measures and specific weight/measure of each ingredient. • Serving/portion size(s) for each age/grade group. • The true yield made by recipe. • Clear and complete preparations steps / directions.
Resource Management - Nonprogram Food Revenue Tool The SFA did not complete the Nonprogram Food Revenue Tool prior to the review. During the review, the SFA completed the tool and it showed the SFA was in compliance. The Nonprogram Food Revenue Tool must be completed every year, and nonprogram food prices increased if the tool shows noncompliance. Additional technical assistance on completing the tool was provided in an email to the SFA.
Resource Management - Adult Meals The SFA has underpriced adult lunches and breakfasts. Adult meals should be priced at least at the student price plus per-meal reimbursements and the value of commodities received. In the current year, the SFA priced adult lunches at \$3.55, but should have charged at least \$3.57 (\$2.90 student price + \$.39 federal reimbursement + \$.2325 value of commodities + \$.0482 state reimbursement). Adult breakfasts are priced at \$2.15, but the SFA should be charging at least \$2.17 (\$2.09 federal reimbursement + \$.08137 state reimbursement). Although the price deficiency is small, the SFA should raise adult meal prices and remember to round up when determining adult meal prices in the future.
Food Safety - technical assistance was provided regarding the placement of the most current food safety inspection. It must be posted in a public place, not in the kitchen or food service manager's office.
Wellness Policy - technical assistance was provided regarding where to find the Wellness Policy Assessment Tool on the DPI website.

Certification and Benefit Issuance - technical assistance was provided regarding completing household applications. When on pay frequency is listed, that should be used to determine the application. If more than one pay frequency is listed, the income would need to be annualized. The computer is determining the application correctly for one pay frequency. The sponsor should transfer that information rather than putting the annualized income amount.

Food Safety - technical assistance was provided regarding the required components of a food safety plan. The SFA was missing all menu items categorized according to the Process Approach.

SFA Name: <i>Tigerton School District</i>	Site(s) Selected for Review: 1 <i>Tigerton Elementary</i>	NSLP Grade Group: K-5	SBP Grade Group: K-5	<input type="checkbox"/> N/A
SFA ID Number: <i>585740</i>	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
Week of Menu Review: <i>11/6/17 - 11/10/17</i>	3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A

Menu Review Findings: Lunch

Site 1:
For the week of menu review, the lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met.

Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

For detailed regulations see: 7 CFR 210.10

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements.			
2. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			
6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			

SFA Name: Tigerton School District
 SFA Code/ID: 585740

Administrative Review Conducted: December 14, 2017
 Site(s) Selected for Review: Tigerton Elementary
N/A
N/A

Date Corrective Action Plan was provided to SFA: 1/12/2018

Due Date for Corrective Action Plan: 2/12/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.
Please enter the detailed response for each in the spaces provided.

Finding #1: Verification			
The SFA did not complete verification by November 15th as required.			
Technical Assistance			
During the review, completing verification was reviewed with the SFA. The SFA was informed that they must complete verification according to regulations and within the correct timeframe. The SFA should review the current Income Eligibility Manual for additional verification information			
CFR 245.6a(C)(1) General.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intel's.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. List the steps the SFA will take in order to complete verification.			

Finding #2: Civil Rights			
The SFA is using the incorrect civil rights statement. They are using an outdated version of the statement.			
Technical Assistance			
During the review the requirement for the civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the statement on all Program material; the statement can be found on the DPI website.			
FNS Instruction 113-1 IX A 3 Nondiscrimination Statement.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intel's.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

Required Corrective Actions- Review Areas

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the non-discrimination statement has been added to all nutrition program materials.			
4. Provide an example to show that the non-discrimination statement has been added. Ex: any letter to the household.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



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