

# Administrative Review Report

Cedar Grove-Belgium School District

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/04/2020	04/14/2020
On-Site Review	04/14/2020	04/15/2020
Site Selection Worksheet	03/04/2020	03/06/2020
Entrance Conference	04/14/2020	04/14/2020
Exit Conference	04/15/2020	04/15/2020

Cedar Grove – Belgium’s Administrative Review for school year 19/20 was completed off-site due to COVID-19 related school closures during the 19/20 and 20/21 school years.

Commendations: Thanks to Cedar Grove-Belgium staff for their cooperation and patience during this prolonged Administrative Review done off-site. Cedar Grove-Belgium does a great job of communicating with families about the NSLP and related programming. The district website is clear and engaging; the food service page is comprehensive and thoughtful. It should be a model for other SFAs. Thank you for the annual Press Release shared with so many community partners. The SFA's unpaid meal policy is excellent and shared with families in multiple ways. The Local Wellness Policy is extensive and surpasses requirements. We reviewed a statistical sample of 167 free and reduced applications and found all were determined correctly – excellent work! The SFA’s claim for the review month was validated. Cedar Grove manages their non-profit food service account according to regulations and protects student’s private benefit information. Thank you for all you do to keep feeding the students of Cedar-Grove Belgium school district.

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## Findings and Corrective Action:

<b>Site Name</b>	
<b>Form Name</b>	Verification (207 - 215)
<b>Question #</b>	214
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA did not identify an increase in benefits due 2 students based on the proof of income documentation provided by the household. No change to the Benefit Issuance list was made nor notice of increased benefit sent to the household within three calendar days as outlined in the verification process. CA 1: Submit a statement of understanding that proof of household income may document either an increase in benefit, no change in benefit, or a decrease in benefit. CA 2: View the Verification webcast, take the quiz and upload a certificate of completion to 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>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. CA: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
<b>Site Name</b>	
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)
<b>Question #</b>	1400
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: The SFA's food safety plan did not include the required Employee Reporting Agreements. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13). CA: Update the food safety plan to include Employee Reporting Agreements for each participating school in the SFA, ensure a copy is provided to each school and upload the updated Elementary school food safety plan into SNACS.</p>
<b>Site Name</b>	Cedar Grove EI
<b>Form Name</b>	Meal Counting and Claiming - Review Period (322-325)
<b>Question #</b>	325
<b>TA Log #</b>	No TA Log# found
<b>Due Date</b>	
<b>Corrective Action Status</b>	Flagged
<b>Corrective Action History</b>	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR</p>

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		210.8. While the SFA prints an electronic report from the POS to use for claim numbers, there is no data cross-checking for accuracy nor analysis of this report which would fulfill the required "edit check" step. CA: The FSD and claim preparer will watch the "Counting, Claiming and Point of Service" webcast on the DPISNT training webpage: <a href="https://media.dpi.wi.gov/school-nutrition/point-of-service/story_html5.html">https://media.dpi.wi.gov/school-nutrition/point-of-service/story_html5.html</a> Take the quiz at the end of the webcast, get a certificate of completion and upload the certificate into SNACS. Submit a statement of understanding that the claim preparer will complete an edit check each month before filing claims for NSLP.
<b>Site Name</b>	Cedar Grove EI	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412)	
<b>Question #</b>	411	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>		Finding: The printed monthly menu should list all components included with the reimbursable meal. Currently , milk is not listed on the menu. It may either be listed daily or may be listed in one place on the menu and include a statement that states that a variety of milk is offered daily as part of the reimbursable meal. Corrective Action: Submit a copy of an updated menu that includes milk.
	CAP Submitted 07/15/2020 10:23 AM	I normally and will in the future include on the side of the menu fat free chocolate , 1% white and skim milk served daily with lunch or as an ala carte option for .35.
	CAP Accepted 09/21/2020 08:43 AM	CAP Accepted
<b>Site Name</b>	Cedar Grove EI	
<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>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>		Finding: The most recent food safety inspection report was not posted in a publicly visible location. CA: Corrected during AR, no further action required.

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/19/2020	2335		Administrative Review					
<b>Comments</b>								
						<b>Created By</b>		<b>Created Date</b>
Annual Financial Report (AFR) • All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program; this will aid the school in calculating its "yearly" reference period for nonprogram food compliance which is highly recommended. The new 16-17 Annual Financial Report instructions are located on the DPI website ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/annual-financial-report-instructions.pdf</a> ). • When a student deposits funds in their lunch account which will be used for meal purchases, the amount received is not treated as revenue until the meal has actually been served to the student. The amount of funds on hand in student accounts is treated as a deposit or liability account in either the foodservice fund (Fund 50) or the general fund (Fund 10) until the meal is served, at which point the deposit account is converted to revenue. This amount should not be recorded as revenue or part of the fund balance on your Annual Financial Report. • <b>The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year.</b> • The ending balance, on June 30, can never be a negative balance. A transfer must be made from the non-federal funds to bring the ending balance to \$0.00. • The school food service fund may not have an ending fund balance in excess of 3 month operating expenses, as this is considered "Excess Cash Balance". While we commend your staff for the fiscal viability of the child nutrition programs, federal regulations limit net cash resources to an amount not to exceed a three month average of operating expenses to								11/19/2020 3:31:25 PM

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<p>remain in compliance with a non-profit status. • These categories of the AFR that should be addressed when tracking revenues and expenditures include: o Expenses for paper supplies, chemicals, thermometers, etc., should be reported under "Other". Only expenses for edible food items and beverages should be reported under "Food". o "Equipment" should reflect major purchases of equipment. Utensils, pans, smaller equipment such as a cart, etc., should be reported under "Other". o Under "Purchases Services" report any time you pay someone for services provides such as equipment repair and health inspections. o Under "nonprogram foods", report the expenses for any food items served to students that are not claimed as part of the reimbursable meal. Revenues and expenses from adult meals, a la carte, and caterings would also be included here. o When revenues are recorded from the federal reimbursement payments, make sure that you are recording the full reimbursement based on the printed claim form and not what is actually deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.</p>				
11/19/2020	2334	Administrative Review		
Comments			Created By	Created Date
<p>Processes for complaints • Schools must have a process for receiving and processing complaints alleging discrimination within the school meals program. • All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within five days. You will want to make sure that this is included in the district procedures to ensure compliance. • All SFAs should have procedures (written procedures preferred) in place for handling civil rights complaints in regards to discrimination in the National School Lunch Program and School Breakfast Program. A SFA may always attempt to resolve a situation that is occurring in real time. However, <b>if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file. Please refer to the USDA Program Discrimination Complaint Form for assistance in filing these complaints</b> (<a href="https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf">https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf</a>).</p>				11/19/2020 3:28:23 PM
11/19/2020	2333	Administrative Review		
Comments			Created By	Created Date
<p>Local Wellness Policy next steps: The final Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010 rule requires the SFA to assess the local school wellness policy (LWP) every three years, at a minimum. 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. <b>This triennial assessment</b> 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 of the triennial assessment and when it took place. To assist SFAs with evaluating compliance with their LWP, a report card has been developed and is available at School Nutrition Team's Wellness Policy webpage (<a href="https://dpi.wi.gov/school-nutrition/wellness-policy">https://dpi.wi.gov/school-nutrition/wellness-policy</a>). A sample model wellness policy is available at the USDA Wellness Policy webpage (<a href="http://www.fns.usda.gov/tn/implementation-tools-and-resources">http://www.fns.usda.gov/tn/implementation-tools-and-resources</a>). Public School Districts that participated in the Wisconsin Obesity Prevention's Wellness Policy project, in SY16-17, have received a copy of a report comparing their policy to a model policy (reports were sent in August, 2017). Additional information about interpreting your school's report is available at the Wisconsin Health Atlas webpage (<a href="https://www.wihealthatlas.org/lwp/">https://www.wihealthatlas.org/lwp/</a>). Schools are encouraged to establish an account with the Rudd Center for Food Policy and Obesity to access the Wellness School Assessment Tool (WellSAT) for assistance in assessing the LWP (<a href="http://wellsat.org/">http://wellsat.org/</a>). The final Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010 rule requires the SFA to inform and update the public about the assessment of the implementation of LWP. The notification should include the extent to which SFAs are in compliance with their LWP; the progress made toward attaining the goals of the LWP; and the extent to which the SFA's LWP compares to a model policy. SFAs are required to retain a copy of the assessment and documentation regarding the public notification. SFAs may use a variety of methods to notify the public about the assessment. This 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.</p>				11/19/2020 3:26:52 PM
11/19/2020	2332	Administrative Review		
Comments			Created By	Created Date
<p>Verification: For help in understanding how to fill out the <b>Verification Collection Report</b> please watch the webcast on the DPI SNT webcasts page: <a href="https://media.dpi.wi.gov/school-nutrition/submitted-the-verification-collection-report/story.html">https://media.dpi.wi.gov/school-nutrition/submitted-the-verification-collection-report/story.html</a></p>				11/19/2020 3:23:26 PM

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11/19/2020	2331		Administrative Review								
Comments											
						Created By	Created Date				
Free and Reduced Price Meal Applications <b>Income Frequency</b> : When an application only has one frequency of payment indicated for all of their reported incomes on the application, the income should not be converted to annual, but using the Income Eligibility Guidelines one would look at the amount of their income under the column indicating that stated frequency (i.e., weekly, twice monthly, every two weeks, monthly, annually) ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines-1718.pdf</a> ).									11/19/2020 2:39:07 PM		
11/18/2020	2329	901	Administrative Review	Cedar Grove El							
Comments											
						Created By	Created Date				
Onsite monitoring: Each SFA with more than one school operating the NSLP must perform at least one on-site <b>review by February 1 of each school year</b> . On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8).									11/18/2020 12:12:12 PM		
07/01/2020	2138	1403	Administrative Review	ALL	FSD						
Comments											
						Created By	Created Date				
Food products used for the school meals program must have documentation if they are non-domestic. Further information can be found in <b>Buy American</b> in a Nutshell ( <a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/buy-american-in-a-nutshell.pdf</a> ). Please complete non-domestic documentation for any products at the school and the off-site kitchen ( <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> ).									7/1/2020 10:57:51 AM		