

**USDA Child Nutrition Programs  
Administrative Review Summary Report**

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**School Food Authority: Rib Lake School District**

**Agency Code: 60-4795**

**School(s) Reviewed: Rib Lake Middle School**

**Review Date(s): 3/20/18-3/22/18**

**Date of Exit Conference: 3/22/18**

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State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

**General Program Reminders/Updates:**

**GOALS**

- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, or communications and marketing. For more information go to the [Wisconsin DPI School Nutrition Training](https://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage ([dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills](https://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills)).

**SNSDC TRAININGS**

- The School Nutrition Skills Development Courses that are presented by the DPI School Nutrition Team will be available this summer in Green Bay, Wausau, Rice Lake, Madison and Milwaukee. There will be emails sent in the coming months regarding the trainings available at these locations. You may also check back on the [School Nutrition Team training](https://dpi.wi.gov/school-nutrition/training) website (<https://dpi.wi.gov/school-nutrition/training>).

**SOCIAL MEDIA**

- Submit photos to the School Nutrition Team to be posted on the DPI SNT Facebook page, Twitter page or Instagram page. Send photos to Dana Colla at [dana.colla@dpi.wi.gov](mailto:dana.colla@dpi.wi.gov).

**Appreciation/Commendations:**

Thank you to the District Administrator, Determining Official, Business Manager, Food Service Director, and Food Service Staff for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information throughout the on-site review. Thank you for taking the time to send all of the documentation for the review prior to the on-site review! This was much appreciated and helped expedite the review process!

Thank you for all that you do to feed the students healthy meals!

## REVIEW AREAS

### 1. MEAL ACCESS AND REIMBURSEMENT

#### Certification and Benefit Issuance

##### Commendations

- Applications were determined in a timely manner. Each application was signed off on and dated by the Determining Official. The official's organization of the requested benefits information made it easy to review.
- Direct Certification is run early and often which is a best practice. Great work!

##### Technical Assistance/Compliance Reminders

- 161 eligibility determinations were reviewed; 0 errors were identified.

##### Start Date of Eligibility

- The start date of eligibility for meal benefits is the date the application is approved by the Determining Official or the date Direct Certification is run. You may never backdate, unless in the case of running Direct Certification one day and not uploading it into the software system until the next day. In that case, you would put the start date of eligibility as the date you ran Direct Certification, as you have the documentation to support those eligibility statuses.

##### Disclosure

- For any staff that has access to students' eligibility status that isn't within the School Nutrition Office (i.e. IT Department, Principals, Secretaries) they should sign off on the *Disclosure Agreement* form and keep a copy on file at the district. This is to protect the students from any overt identification. A template [Disclosure of Free and Reduced Price Information](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx) form is located on the SNT website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx>).

##### Transferring Students

- If a student had a free or reduced price meal eligibility at his/her prior school district, the prior school district can provide a copy to the district the student is transferring in to without question.
- The start date of eligibility is the date the Determining Official reviews and determines the application, signing and dating it.

#### Verification

##### Commendations/Technical Assistance

- Verification was completed in a timely manner, prior to the November 15 deadline and completed correctly.
- Two applications were verified.
- All DPI template letters were used.
- Verification Collection Report was completed prior to the February 1 deadline and completed correctly.
- As a reminder, Verification can begin on October 1, with the pool of applications from July 1 to October 1.

- Applications chosen for Verification should submit proof of one month's income. They can provide the month prior to application, or the month applied, or any month after the month applied.
- If a paystub lists overtime, be sure to average the paystubs and compare it to the Eligibility Guidelines.
- Be sure to have the Confirming Official review and sign/date all applications chosen for Verification prior to sending the "We must check" letter to the households.
- Be sure to have the Verifying Official sign and date the verified applications once Verification is complete.
- [Verification Tracker Sheet](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms.docx) can be helpful when completing Verification (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/verification-forms.docx)

### **Findings and Corrective Action Needed**

**❑ Finding #1:** One of the applications chosen for Verification was incorrectly verified. Overtime was not included in the calculation, which should have changed the household to paid status. Household qualified for Reduced-price benefits through Direct Certification on 1/24/18.

**Corrective Action:** Notify the household, whose benefits will be decreased from free to reduced, giving them 10 calendar days from the date of notification (date on the letter) before the reduction takes effect. Be sure to change the students' eligibility in the system, 10 calendar days from the date the notification letter was sent out. **Completed on-site. No further action required.**

### **Meal Counting and Claiming**

#### **Technical Assistance**

- The lunch and breakfast claims were completed correctly.

## **2. MEAL PATTERN AND NUTRITIONAL QUALITY**

### **Commendations**

We extend sincere appreciation to the FSD and nutrition professionals at Rib Lake School District. Thank you for the time, organization, and efforts that you have put into preparing for this review. The time that you took to meet with us and answer questions on site is greatly appreciated.

### **Comments/Technical Assistance/Compliance Reminders**

**Vegetable subgroups:** On production records, vegetables are being recorded as additional vegetables, instead of as the vegetable subgroup that they belong in. Any vegetables beyond the required minimum per subgroup can count towards additional vegetable. However, additional vegetables is not a required subgroup. For the purposes of USDA worksheet completion, the following vegetables were credited in the appropriate sub group during the week of review, not as additional:

- Mashed potatoes = starchy
- Green beans= other
- Corn= starchy
- Cauliflower= other
- Cucumber= other

- Green pepper= other
- Sugar snap peas= other

Refer to [vegetable sub-group listing](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf) and [meal pattern requirements](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern-table.pdf) for assistance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vegetable-subgroups.pdf; https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern-table.pdf).

**Garden Spot:** Instead of gloved hand, please utilize the appropriately sized utensil so that the planned measure is served. Because some types of vegetables are difficult to fill a measuring cup with, an in-house yield study could be conducted to determine the number of vegetables sticks that are equivalent to the desired cup of vegetable. Alternatively, consider using the Food Buying Guide (FBG) to determine the weight of the desired . Weigh this amount on a scale and determine how many carrots this equals. (*this is TA, not CA because service staff did “eyeball” and serve a minimum of ½ cup vegetables when students did not have the required ½ cup fruit and/or vegetable on their tray to make a reimbursable meal*)

**Sodium:** The updated meal pattern mandated by the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 outlined sodium limits using three targets, allowing for a gradual implementation of sodium reduction. Use and distribution of salt packets should be closely monitored and limited to meet sodium requirements in this and upcoming school years.

**CACFP:** The updated Child and Adult Care Food Program (CACFP) meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for SFAs serving infants and children aged 1-5 and not yet in kindergarten. Pre-kindergarten is exempt from the CACFP meal pattern if they are comingled with older students following the National School Lunch Program; *meaning that pre-k students can follow the NSLP meal pattern if they are served at the same time as older students and without distinction*. More information regarding the updated CACFP meal pattern is available on the [Infants and Preschool in NSLP and SBP](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool). Contact Erin Opgenorth ([erin.opgenorth@dpi.wi.gov](mailto:erin.opgenorth@dpi.wi.gov)) or Tanya Kirtz ([tanya.kirtz@dpi.wi.gov](mailto:tanya.kirtz@dpi.wi.gov)) with any questions.

## **Findings and Corrective Action Needed**

### **□ Finding #1: Production records**

- Be specific on production records about the fruit sizes (e.g. case count).
- Record the specific daily vegetables served on the daily production records.
- Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with all staff members to record
  - meals served
  - total planned quantity (in purchase units)
  - actual # of servings prepared/available
  - actual quantity prepared (in purchase units)
  - leftovers
- Under “planned serving size (weight or measure)” please use volume measures (such as cups) to record portion sizes of fruits and vegetables, and using weight measures (such as ounces) to record portion sizes of meat/meat alternates and grains. Instead of listing the serving size for chicken nuggets as “2 oz,” please record

- “5 ea” under “planned Serving Size (weight or measure), and
- “2” under component contribution – meat/meat alternate (oz eq)
- Please keep in mind that meat/meat alternate (M/MA) is credited by weight, not by fluid ounces. Spoodles measure fluid ounces, not ounces by weight, so it is not appropriate to use a 4 fluid ounce spoodle for an intended 4 ounce (by weight) serving of ground/diced/shredded meat. Fluid ounces are a volume measure, while ounces are a weight measure. To ensure that students are receiving the adequate amount of meat/meat alternate, weigh the meat/meat alternate, then determine which scoop will hold that weight of meat.

**Corrective Action Needed for Finding #1:** Please submit completed copies of breakfast and lunch production records for 3 consecutive days (M-F). This only applies to Rib Lake Middle School.

**□ Finding #2: Offer vs. Serve training**

Per service staff, formal OVS training has not been conducted within Rib Lake Middle School. Although service staff properly implemented and enforced OVS, staff need to be trained if serving at schools choosing to utilize OVS.

**Corrective Action Needed for Finding #2:** Conduct or view OVS training for all food service staff, such as the [OVS webinar](https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story_html5.html) (https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story\_html5.html). Provide documentation of all food service staff (including teachers or students who assist with meal service) attendance at this OVS training.

### 3. RESOURCE MANAGEMENT

#### Commendations

##### PLE Tool

- SFA is running the PLE tool correctly and adhering to the required lunch price increases every year by exceeding the necessary 10 cent weighted average increase.
- USDA has not yet released the PLE tool for the 2018-19 SY. Once it is released, you will get an email through the SNT listserv.

#### Technical Assistance/Compliance Reminders

##### Unpaid Meal Charge Policy

- USDA Policy Memorandum SP 46-2016 requires all SFAs operating federal school meal programs, by July 1, 2017, to have a written and clearly communicated policy that addresses unpaid meal charges. For a snap-shot on what the policy must include, see the [Unpaid Meal Charges In a “Nutshell”](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf) (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/unpaid-meal-charges-nutshell.pdf). For a more comprehensive overview, see [SP 23-2017: Unpaid Meal Charges Guidance](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf) (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf).
- The SFA currently has a written unpaid meal charge policy in place.
- If alternate meals are not being claimed and the student isn’t charged, you may serve the student(s) any food/beverage you decide at no charge. It does not have to meet Smart Snacks. However, you must keep track of the cost of those items served as well as labor and any other costs incurred to make a fund transfer into Fund 50. Non-federal funds must cover the cost of these alternate meals.

##### Allowable Costs

- Bad debt is an unallowable expense to the food service program. A transfer must be made from

non-federal funds to cover student account write-offs, if money is not collected within the current school year (July 1- June 30). [SP23-2017 Unpaid Meal Charges guidance Q & A](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf) may be found on the Financial Management webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-23-2017.pdf>). A best practice is to continue to collect on the unpaid meal charges as long as you are able to and the student is still enrolled. If unable to collect, then a transfer is required to Fund 50 from Fund 10 or another non-federal fund.

- Per question 15 of the [Financial Q&A](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf), student lunch account debt accrued during the current school year is no longer allowed to be abated, with the debt being absorbed by Fund 50 (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/financial-questions-answers.pdf>). Best practice is to continue trying to collect on those negative lunch account balances as long as the student is in the district. If unable to collect, a transfer should be made to Fund 50.

### **Refunds of Student Meal Accounts**

- 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 school food service account. All funds left in any student meal account which cannot be contacted must be turned over to the [Wisconsin Department of Revenue](https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf) (DOR) as unclaimed property. The DOR has rules concerning unclaimed property that must be followed (<https://www.revenue.wi.gov/DOR%20Publications/pb82.pdf>).

### **Revenue from Nonprogram Foods**

#### **Technical Assistance/Compliance Reminders**

- Nonprogram foods sold at the school district include: Adult Meals and Extra Milk
- Be sure to keep track of all nonprogram expenditures and revenues to record this on the Annual Financial Report.
- Reporting Adult meal labor under nonprogram foods could be calculated as a percentage of total meals served. Reporting extra milk labor under nonprogram foods could be calculated using a time study.
- The USDA Nonprogram Revenue Tool must be completed annually, at a minimum. The [DPI Nonprogram Food Revenue Tool/Calculator](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx), located on the SNT website, feeds into the USDA tool and aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>).

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} \geq \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$

- The [Menu Raw Food Costing Tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/menu-raw-food-costing-tool.xls) is an excellent tool to cost out your Adult Meals (get the average food cost for 5 days) to calculate the food cost for the Annual Financial Report (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/menu-raw-food-costing-tool.xls>). It is also useful in case you would like to sell extra entrées and need to make sure you are covering your costs if selling those.
- Once you complete the Menu Raw Food Costing Tool, you can plug the average cost of an entrée into the [DPI Nonprogram Food Price Calculator Tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx) which will calculate how much you should price your extra entrée out as (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx>).

### **Findings and Corrective Action**

- ❑ **Finding #1:** Nonprogram food expenditures exceeded nonprogram revenues. The expenditures and revenues for Adult meals and extra milk must be tracked to ensure the cost of these nonprogram foods/beverages are not being subsidized by Federal Reimbursement from the School Nutrition Programs.

**Corrective Action:** Use the DPI Raw Menu Food Costing tool to calculate the average cost of a reimbursable meal. **Submit a statement as to how you will track expenditures and revenues of nonprogram foods as well as how you will ensure revenues will exceed expenditures for nonprogram foods.**

#### 4. GENERAL PROGRAM COMPLIANCE

##### Civil Rights

##### Commendations

Civil Rights training was completed for all staff involved with the School Nutrition Programs at the beginning of the school year. The PI 1441 form was completed correctly and kept on file. Make sure to date it when it is completed.

##### Findings and Corrective Action Needed

- ❑ **Finding #1:** The shortened USDA Non-discrimination statement on the printed menus and menu posted on the school website is incorrect. It should say, "This institution is an equal opportunity provider."

**Corrective Action:** Update the April menus (breakfast and lunch) to have the correct shortened USDA Non-discrimination statement. **Submit a copy of the updated April menus and a link to the updated online menu.**

##### Local Wellness Policy

##### Commendations

The SFA has a recently updated Wellness Policy in place. Thank you for having a wellness policy on file and working to assure students are on the path for a healthy lifestyle. It is evident that wellness is very important within the Rib Lake School District. Steps are being taken towards goals set forth within the wellness policy which is exciting to see. Keep up the great work!

##### Special Dietary Needs

##### Technical Assistance

Students seeking accommodations for a diet-related disability must provide a medical statement signed by a licensed medical practitioner (such as a physician, nurse practitioner, or physician assistant). The signed medical statement must include a description of the child's physical or mental impairment that is sufficient to allow the SFA to understand how it restricts the child's diet, and an explanation of what must be done to accommodate the disability (for example, the food(s) to be omitted and food(s) to be substituted). More information regarding accommodating special dietary needs, including a physician's form template, can be found on the [Special Dietary Needs](http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs) webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>).

## Smart Snacks

### Comments/Technical Assistance/Compliance Reminders

At the time of the on-site review there were no competitive foods or beverages sold at Rib Lake Middle School, other than extra/ a la carte milk. Sale of a la carte milk is permissible during the school day (midnight- 30 minutes after the end of instruction) at any age group *as long as the milk is skim white, skim flavored, or 1% white, and no more than 8 fl oz*. If any food or beverage sales occur in the future, the items must either be in compliance with the Smart Snacks general and nutritional guidelines, or must qualify as an exempt fundraiser. A staff member at each school should be responsible for documenting compliance of exempt fundraisers and any other competitive food sales. You can find fundraiser tracking tools on our [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

## Professional Standards

### Comments/Commendations

The Food Service Manager and Determining Official share the majority of the program duties. Everyone involved with the School Nutrition Programs are getting the required training hours each school year.

### Technical Assistance

#### Training Requirements

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (<http://dpi.wi.gov/school-nutrition/training/professional-standards>).

#### Annual Training Requirements for All Staff

- Directors: 12 hours
- Managers: 10 hours
- Other Staff (20 hours or more per week): 6 hours
- Part Time Staff (under 20 hours per week): 4 hours
- If hired January 1 or later, only half of the training hours are required during the first school year of employment.

### Findings and Corrective Action

- ❑ **Finding #1:** Training is not being monitored on a tracking tool for all staff. Clearly document all training information, the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff).



**Corrective Action Needed:** Include all current training hours for each employee involved in the school nutrition programs (Business Manager, Food Service Director, Determining Official, Food Service Employees) onto the [DPI tracking tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/training-tracking-tool-dpi.xls) or create your own on a Google Sheet (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/training-tracking-tool-dpi.xls>). **Submit a copy of the tracking tool with trainings entered.**

## Buy American

### Comments/Technical Assistance/Compliance Reminders

The USDA requires that an SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, small local farmers and provides healthy choices for children in the school meal programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

The Buy American provision should be included in solicitations, contracts, and product specifications. The SFA should maintain written procedures to ensure product received and inventory is compliant with the Buy American procedure. Sample written [procurement contract management procedures](https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management) (<https://dpi.wi.gov/school-nutrition/procurement/contract-procedures/contract-management>) and Buy American monitoring procedures.

There are limited exceptions to the Buy American provision which allow for the purchase of products not meeting the “domestic” standard as described above (“non-domestic”) in circumstances when use of domestic products is truly not practicable. More information on this new requirement, including a tool to assist with tracking noncompliance products, can be found on the [SNT Procurement](http://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

### Findings and Corrective Action Needed: Buy American

#### **❑ Finding: Non-compliant items**

The following products were identified in SFA’s storage area as non-domestic and not listed on the SFA’s Buy American – Noncompliant List or SFA equivalent form or did not have proper labeling to identify the country of origin:

- Canned mandarin oranges- China
- Canned pineapple- Philippines
- Canned mushrooms- Holland
- Cucumbers-Mexico
- Sugar snap peas- Mexico

**Corrective Action Needed for Finding:** Begin using a Noncompliant Product List for tracking nondomestic products. Provide a copy of the form that will be used and include any noncompliant products currently in the SFAs food storage areas. Provide the completed list as corrective action. A template form is located on the [procurement](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx) webpage (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx>).

## Food Safety and Storage

### Technical Assistance

- Temperature Control for Safety (TCS) foods need to be mechanically refrigerated or kept on ice to keep at 41 degrees Fahrenheit or lower during meal service. Consider having the students enter in the side hallway of the kitchen to grab their milk out of the milk cooler rather than setting the milk crates out on the service line without refrigeration.

## Reporting and Recordkeeping

### Commendations/Technical Assistance/Compliance Reminders

- Thank you for completing the required USDA and DPI reports and maintaining the paperwork in an organized manner.
- All documents pertaining to the School Nutrition Programs must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year to which they pertain. In other words, keep all documents for 3 years plus the current school year.

### School Breakfast Program (SBP)

#### Comments

- At the beginning of the school year, the SFA notifies families of the availability of breakfast through the public release, the student handbook, and at enrollment.

### Summer Food Service Program (SFSP) Outreach

#### Summer Meals

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year round, even though a summer feeding program is operated at Rib Lake School District during summer school as an open site.

USDA would like all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:

- Promotion of the summer meals locator on the DPI Summer Meals webpage (<https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site>)
- Promotion of calling 211 to locate meals in the area
- Promotion of the ability to text 'food' to 877-877 to locate meals in the area
- Promotion of the USDA Summer Food website (<http://www.fns.usda.gov/summerfoodrocks>)

As part of the National School Lunch Program, it is required to do SFSP outreach. The purpose is to inform your students and families of the free feeding site(s) they may have access to in the summer while school is out of session. Near the end of this school year, it is as simple as a blurb in a newsletter sent home to students, or putting up free posters and/or mail these items free of charge. To access an inclusive map of all potential participating sites in your area, see the interactive map on the SFSP website (<http://www.fns.usda.gov/capacitybuilder>).

## 5. OTHER FEDERAL PROGRAMS REVIEWS

### Wisconsin School Day Milk Program

#### Commendations.

- The claim for the 2016-17 school year was correctly consolidated and claimed for.

### Afterschool Snack Program

### Technical Assistance

- Students are not required to take a snack, but instead should be given the option to take a snack.
- Students should be marked off on the check off sheet (marking a line over number) as they take a reimbursable snack (2 full components).
- The Afterschool Snack Program on-site monitoring form should be completed within the first four weeks of the program's operation, then again towards the end of the school year.
- All food purchased for the Afterschool Snack Program is an allowable cost to Fund 50 if the snacks are being claimed for reimbursement.

### Findings and Corrective Action Needed

- Finding #1:** The Afterschool Snack Program on-site monitoring form was not completed within the first four weeks of operation.

**Corrective Action:** Complete the [Afterschool Snack Program on-site monitoring form](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/as_review_13a.doc) and send a copy of the completed form to the consultant ([https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/as\\_review\\_13a.doc](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/as_review_13a.doc)).

- Finding #2:** There was no [Afterschool Snack Program Standard Operating Procedure](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/afterschool-snack-sop.doc) (SOP) on file in the Food Safety manual (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/afterschool-snack-sop.doc>).

**Corrective Action:** Review the Afterschool Snack Program SOP, edit it to be site specific for the Middle School, go over it with the person administering the snacks. **Submit a copy of the Afterschool Snack Program SOP you have made site specific.**

Dr. Tony Evers, State Superintendent of Wisconsin Department of Public Instruction, shares a vision that every student will graduate prepared for college and career. His goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

For more information on this initiative, please visit the [Wisconsin DPI Every Child a Graduate](https://dpi.wi.gov/statesupt/agenda-2017) webpage ([dpi.wi.gov/statesupt/agenda-2017](https://dpi.wi.gov/statesupt/agenda-2017)).



*With School Nutrition Programs!*