

Administrative Review Report

Blair-Taylor School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	02/23/2023	04/17/2023
On-Site Review	04/18/2023	04/20/2023
Site Selection Worksheet	02/22/2023	04/16/2023
Entrance Conference	04/18/2023	04/18/2023
Exit Conference	04/27/2023	04/27/2023

Commendations:

Thank you to all staff at Blair Taylor School District for the warm welcome and cooperation during this Administrative Review (AR). A special thanks to the Food Service Director for their great organizational skills which helped expedited this AR and for their creativity in creating great signs to communicate to students the options available at breakfast and lunch for a reimbursable meal. All standardized recipes, production records, and crediting documentation were well-organized and easy-to-follow. In addition, thank you to the school nutrition professionals who brought infectious energy into the cafeteria. It was an honor to see how much the students responded to that energy and how much they love their school nutrition professionals. Lastly, thank you to the administrative staff for supporting such a great school nutrition program.

Recommendations:

Our annual School Nutrition Summer Training will return in the Summer of 2023. Registration opens May 1, 2023. There will be in-person at several locations around the state and virtually through live, instructor-led online courses. Please see our School Nutrition Summer Training webpage to learn more (<https://dpi.wi.gov/school-nutrition/training/school-nutrition-summer-training>).

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Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (100 - 121)	
Question #	101	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/27/2023 11:06 AM</p>	<p>Finding: The Online contact does not have the correct person listed as the Determining Official. The Determining Official is the person who reviews applications and Direct Certification results to determine whether a student is eligible for meal benefits.</p> <p>Corrective Action: Online contracts can no longer be changed for SY 22-23. Please submit a statement of understanding that the determining Official will be changed on the SY 23-24 online contract if the currently listed individual will not hold that role. In your submission, indicate who at the SFA will be the Determining Official for SY 23-24.</p>
Site Name		
Form Name	Verification (200 - 204)	
Question #	200	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/27/2023 11:50 AM</p>	<p>Finding: The Verification Collection Report (VCR) was not completed accurately. The SFA listed applications as having been directly verified when direct verification did not occur.</p> <p>Corrective Action: Watch the "Submitting the Verification Collection Report" webinar (https://media.dpi.wi.gov/school-nutrition/submitting-the-verification-collection-report/story_html5.html) and review the VCR reporting instructions. Submit the completion certificate from the webinar quiz. Corrective Action 2: Upload a copy of the report with the corrections noted into SNACS.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/27/2023 10:40 AM</p>	<p>Finding: The SFA has received Supply Chain Assistance Funds and not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on and the funds are not being tracked separately.</p> <p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	701	
TA Log #	No TA Log# found	
Due Date		

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Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/27/2023 10:39 AM	<p>Finding: Based on the SY 2021-22 Annual Financial Report, the nonprofit school food service account has a net cash resource in excess of 3 months average expenditures. The SFA does not have an approved spend down plan from the State Agency (7 CFR 210.9(a).</p> <p>Corrective Action: Submit a plan and timeline for reducing the net cash resources to below 3 months operating expenditures. Please note, a formal notification and report may also be required outside of the AR process.</p>
Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/27/2023 03:32 PM	<p>Finding: The SFA did not accurately calculate the nonprogram food ratio. The SFA completed the Nonprogram Foods Revenue Tool, but did not include all required information into the tool (missing WSDMP milks sold to Paid-eligible students as nonprogram foods, missing quantity sold of program foods) (7 CFR 210.14).</p> <p>Corrective Action 1: Watch the Nonprogram Food Revenue webcast on the DPI website (https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html).</p> <p>Corrective Action 2: Update the Nonprogram Foods Revenue Tool to include milk provided to Paid-eligible students through WSDMP during the reference period and upload the updated tool into SNACS. Program food quantities sold were added during onsite and TA was provided.</p> <p>Finding 2: The SFA is inappropriately charging families who participate in the WSDMP by charging a per semester fee as opposed to charging a per milk price. Milks sold to paid-eligible students as part of the WSDMP are considered nonprogram foods, and must be sold to students individually to account for the true number of milks sold.</p> <p>Corrective Action 3: Submit a statement explaining how the SFA will immediately begin charging students per milk they receive as opposed to a semester fee. Upload documentation showing how this is communicated to families.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/18/2023 10:20 AM	<p>Finding: The SFA did not distribute/post a Public Release.</p> <p>Corrective Action: Provide a statement of understanding that the Public Release template found on the DPI website will be used moving forward to ensure all required information is included. List the names of 2-3 organizations that the Public Release will be sent to/posted at for next school year.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/20/2023 11:52 AM	Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). Corrective Action: Provide a timeline for when a school meal program civil rights complaint policy will be put in place, or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	806	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/27/2023 11:18 AM	Finding: Civil Rights training did not occur for all staff who interact with program participants in the current school year per FNS Instruction 113-1 (missing one staff member). Corrective Action: Provide the civil rights training to all staff that interact with program applicants found on the DPI website. Upload the sign in sheet with the names and date(s) the training was provided and include the PowerPoint into SNACS.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	126	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/26/2023 03:32 PM	Finding: The SFA did not process all household applications in compliance with 7 CFR 245.6(a). There were 3 total application errors. See the SFA-1 form provided by the consultant for specific details on which applications need to be corrected. Additionally, the SFA did not complete the section titled "For School Use Only" on the back side of applications (DO signature, date of determination, determination, etc.). Corrective Action 1: Utilizing the SFA-1 form provided with the specific application and certification errors, correct the error(s) and indicate the date(s) the correction was made on the SFA-1. Upload a copy of the SFA-1, including all corrective action dates listed next to each error into SNACS. Corrective Action 2: Submit a statement of understanding that the section on the back of the application titled "For School Use Only" must be completed by the SFA for every application that is received.
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	138	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/20/2023 03:06 PM	Finding: The Benefit Issuance (BI) list did not accurately discontinue meal eligibility benefits for students that did not qualify after the 30-day carryover. There was a systemic error with the SIS/POS that allowed meal benefit determinations from previous years to continue past the 30-day carryover period. Corrective Action 1: Notify the households of the reduction in benefits and upload a copy of the adverse action letter into SNACS. Corrective Action 2: Provide documentation that shows the BI list and POS have been updated with the correct eligibility 10 days after the notification is sent.
Site Name		

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Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	141	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 04/19/2023 09:35 PM</p>	<p>Finding: The SFA is not in compliance with 7 CFR 245.6 which states a child's receipt of benefits from Direct Certification extends eligibility for free benefits to all children who are members of the same household. Two households were affected. Foster child, homeless, migrant, runaway or Head Start and Even Start benefits do not extend to other students in a household.</p> <p>CA 1: Notify the two households of students now eligible for free benefits through another household members extension of benefits and upload a copy of the letter into SNACS and provide documentation that the system has been updated with the new eligibility.</p> <p>CA 2: Provide a process that the SFA will use to identify and extend meal eligibility to all members of the household who are eligible.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	208	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged 04/18/2023 02:30 PM</p>	<p>Finding: SFA did not complete a confirmation review before verifying application(s).</p> <p>Corrective Action: Review the verification section of the Eligibility Manual and submit a statement of understanding that a confirmation review must be done by the confirming official for the selected application(s) before reaching out to households selected for verification.</p>
Site Name		
Form Name	Verification (207 - 215)	
Question #	215	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 04/18/2023 02:38 PM</p>	<p>Finding: The SFA did not complete the verification process by November 15 and was not approved for an extension (7 CFR 245.6a).</p> <p>Corrective Action 1: Provide a statement detailing the process the SFA will follow to ensure verification is completed within the required time frame.</p> <p>Corrective Action 2: The verifying official must complete the "Verification Process and Verification Collection Report" training on the DPI SNT website (https://media.dpi.wi.gov/school-nutrition/verification-process-verification-collection-report/index.html#/) and upload the certificate of completion to SNACS.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 04/26/2023 03:00 PM	<p>Finding: The correct non-discrimination statement was not included on all materials referencing the school meal programs (Board Policy 8500 - Food Services has an outdated NDS).</p> <p>Corrective Action: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated. If a change to this policy requires a board approval process, provide a timeline for when this will be completed by.</p>
Site Name		
Form Name	Reporting and Recordkeeping (1500 - 1501)	
Question #	1501	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/18/2023 02:22 PM	<p>Finding: SFA is not maintaining program records and documentation for three years plus the current school year (7 CFR 210.23(c)). The SFA shredded evidence of income provided by the three families selected for the verification process this year.</p> <p>Corrective Action: Provide a statement of how the record retention requirements will be met moving forward.</p>
Site Name	Blair-Taylor Elementary	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	430	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 04/19/2023 01:41 PM	<p>Finding: Production records are intended to be useful tools to record production information. The production record template currently in use lacks required information: Menu Type, Service Site, and Planned/Actual Quantity Prepared in Purchase Units. A copy of the Production Record Requirements and templates may be found on our webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). Additionally, the 4K salad bar options are currently lumped together with the CACFP meal pattern production record. As these are different meal programs and the 4K students are comingled and served the K-5 meal pattern for NSLP, please separate the 4K students from the CACFP meal pattern and include them on the K-5 salad bar production records.</p> <p>Corrective Action: Please update production records with required information (menu type, service site, and planned/actual quantity prepared in purchase units) and submit updated template. Also, update the garden bar production record to include 4K within the K-5 garden bar production record and remove them from the headstart production record.</p>
Site Name	Blair-Taylor Elementary	
Form Name	SFA On-Site Monitoring (901 - 904)	
Question #	901	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 04/26/2023 09:14 AM	<p>Finding: SFA did not meet on-site monitoring requirements per 7 CFR 210.8 prior to February 1.</p> <p>Corrective Action: Provide a statement of understanding that on-site monitoring is required to be completed prior to February 1 and include the position responsible for completing this.</p>

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Site Name	Blair-Taylor Elementary	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	<p>Flagged</p> <p>04/19/2023 01:30 PM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented:</p> <ul style="list-style-type: none"> -Cucumbers (Mexico) -Grape Tomatoes (Mexico) <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; Cucumbers and Grape Tomatoes. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).</p>
Site Name	Blair-Taylor Elementary	
Form Name	Afterschool Snack Program	
Question #	6	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>04/27/2023 09:44 AM</p>	<p>Finding: Snacks provided for the Afterschool Snack Program did not all meet the minimum meal pattern requirements of offering two different components. Additionally, some snacks provided for the ASP were not offered in the minimum portion sizes.</p> <p>Corrective Action 1: Review the Afterschool Snack Program meal pattern on the Afterschool Snack webpage at https://dpi.wi.gov/school-nutrition/programs/afterschool-snack. Provide an updated Afterschool Snack menu that includes two different components each day. Fiscal action will apply to non-reimbursable snacks claimed during the review month and day of observation if students only took one component/one component was offered. Fiscal action will not be applied for snacks that included two components but that did not meet the minimum portion sizes.</p> <p>Corrective Action 2: Submit 30 days of production records and "clean counts" after the ASP menu/service has been fixed. This data will be used for the fiscal action process.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/20/2023	3520	703	Administrative Review	ALL	FSD/AR			
Comments								
						Created By		Created Date
When equipment is purchased over the lesser of \$5,000 or the SFA's capitalization threshold, the SFA must receive approval to use foodservice funds (Fund 50) from DPI for this purchase. If the item is listed on the Equipment Preapproval list (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/Preapproved_Equipment_List_April_2022_WA.docx), no further action is necessary. If the item is not on the list, the Equipment Preapproval Request Form (https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6206.pdf) must be submitted to the DPI Procurement team prior to purchase.								4/27/2023 12:04:58 PM
04/20/2023	3519	806	Administrative Review	ALL	FSD/AR			

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Comments						Created By	Created Date
Civil Rights Training • Civil rights training, such as the Civil Rights webcast (https://dpi.wi.gov/school-nutrition/training/webcasts#civil%20rights), must be conducted on a yearly basis for all staff and volunteers who administer any portion of a school nutrition program including nonfood-service staff.							4/27/2023 11:19:46 AM
04/20/2023	3478		Administrative Review		Verifying Official		
Comments						Created By	Created Date
Section 9(b)(3)(F) of the NSLA and Program regulations at 7 CFR 245.6a(g) permit SFAs to "directly" verify approved applications selected for verification. Direct verification involves using records from public agencies to verify household income or household participation in an eligible program, helping relieve families of additional paperwork and reducing the gap in meal benefits for eligible children resulting from non-response. SFAs are not required to conduct direct verification. If the SFA does not conduct direct verification, and instead reaches out to the family for verification (most common), they should indicate "Yes" in section 5-6 and skip section 5-7 of the Verification Collection Report.							4/20/2023 11:04:44 AM
04/20/2023	3517	700	Administrative Review	ALL	FSD/Bookkeeper		
Comments						Created By	Created Date
Supply Chain Assistance (SCA) Funds • Supply Chain Assistance (SCA) Funds (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sca-funds-in-a-nutshell.pdf) are to be exclusively used to purchase unprocessed or minimally processed domestic food products served in the National School Lunch (NSLP), School Breakfast (SBP), and Afterschool Snack (ASP) Programs. o The USDA Allocation of Supply Chain Assistance Funds to Alleviate Supply Chain Disruptions in the School Meal Programs: Questions and Answers (https://fns-prod.azureedge.us/sites/default/files/resource-files/sca-attachment-a.pdf) includes detailed information on allowable ways to utilize these funds. • SFAs are required to maintain documentation supporting food purchases that are allowable for SCA purposes (i.e. unprocessed or minimally processed domestic food products) and equal in amount received, consistent with the regular program recordkeeping requirements. These funds must be tracked as they are used. DPI has developed a Supply Chain Assistance (SCA) Funds Expense Tracker (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sca-funds-expense-tracker.xlsx) that SFAs may use to track these funds, however, SFAs may use any form of tracking. • SCA funds are recorded under WUFAR code 717 Revenue Source - federal reimbursement and 547 Program/Project Code - National School Lunch (NSL) . Record the entire amount into NSL revenue on the AFR during the year it is received and expense it to NSL "food" as it is used. The NSL food expense may carry over into future AFR reporting year.							4/27/2023 10:44:54 AM
04/19/2023	3468	435	Administrative Review	Blair-Taylor Elementary	FSD		
Comments						Created By	Created Date
The Broccoli with Cheese recipe used during the review week lacked pieces of information necessary for standardized recipes: Serving size and total recipe yield. This is needed for menu planning to ensure that the portions offered are actually what is intended. Please use our Standardized Recipes webpage to aid in this process (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes). The recipe standardization process may take several times producing the menu item to make sure it comes out the same way. This requires organized record keeping throughout the process.							4/19/2023 1:43:21 PM
04/19/2023	3522		Administrative Review		FSD/AR		
Comments						Created By	Created Date
Currently for WSDMP, teachers guide students through the milk line and then check off that the student received the milk once they get back to the classroom. To give the most accurate count, teachers should instead have the list with them and check off who receives a milk as the students go through the line.							4/27/2023 12:38:18 PM
04/19/2023	3521	10	Administrative Review	Blair-Taylor Elementary	FSD/AR		

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Comments							Created By	Created Date
Wisconsin School Day Milk Program (WSDMP) • The Wisconsin School Day Milk Program (WSDMP) reimburses schools for a portion of their costs for serving milk at a milk break to Pre-Kindergarten through Grade 5 students who are eligible for free or reduced-price meals. • One half-pint of milk may be claimed per eligible student each school day for students identified as free or reduced-price status. Milk served to students with paid eligibility status is counted as a non-program food cost and revenue. • If milk served to students is claimed under the federal Special Milk Program (SMP), it may not be claimed under the WSDMP. • Point Of Service for the Wisconsin School Day Program must be recorded by who "did" take milk not by marking who "did not" take one. • Per the Agreement for the WSDMP, schools are required to serve Wisconsin-produced milk. Check with your distributor to verify it is WI produced milk and consider including that stipulation in the SFA's milk bid. • Fluid milk substitution rules apply to all federal school nutrition programs except the Wisconsin School Day Milk Program (WSDMP). WSDMP allows juice as a milk substitution and is reimbursable.								4/27/2023 12:30:34 PM
04/19/2023	3480		Administrative Review		AR and FSD			
Comments							Created By	Created Date
<ul style="list-style-type: none"> Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous. All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the Template Civil Rights Complaint Procedures (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx) to create written procedures. An SFA may always attempt to resolve a situation that is occurring in real time; however, 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. If a complaint of discrimination is received at your district, the following procedures should be followed: <ol style="list-style-type: none"> Document the complaint using the USDA Program Discrimination Complaint Form. Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) o Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 o Fax: (608) 267-0363 o Email: jessica.sharkus@dpi.wi.gov Maintain a Civil Rights complaint log at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know. 								4/20/2023 12:03:14 PM
04/19/2023	3518	803	Administrative Review	ALL	AR/FSD			
Comments							Created By	Created Date
<p>Processes for Complaints • Any person or representative alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints may be written, verbal, or anonymous. • All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the Template Civil Rights Complaint Procedures (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx) to create written procedures. • An SFA may always attempt to resolve a situation that is occurring in real time; however, 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. • If a complaint of discrimination is received at your district, the following procedures should be followed: <ol style="list-style-type: none"> Document the complaint using the USDA Program Discrimination Complaint Form (http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf). Submit complaints within five days of receiving the complaint to: Wisconsin Department of Public Instruction (DPI) o Mail: Director, School Nutrition Team 125 S. Webster Street Madison, WI 53707-7841 o Fax: (608) 267-0363 o Email: jessica.sharkus@dpi.wi.gov Maintain a Civil Rights complaint log (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/sfa-civil-rights-complaint-log.xlsx) at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know. </p>								4/27/2023 11:14:03 AM
04/19/2023	3516		Administrative Review		FSD			
Comments							Created By	Created Date
Please keep in mind that Offer vs Serve cannot be used for the Afterschool Snack Program (ASP). Students must be served at least two full components per the ASP meal pattern. For ASP, fruits and vegetables count only as one component. If a full serving of a fruit and a full serving of a vegetable is offered, a full serving of another component must be served for that snack to be reimbursable. The Afterschool Snack Program meal pattern can be								4/27/2023 10:04:49 AM

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<p>found on the DPI SNT website (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/asp-meal-pattern.pdf). The ASP In a Nutshell (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/asp-in-a-nutshell.pdf) also has additional useful information for the program.</p>		
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