



## Administrative Review Summary and Corrective Actions

SFA Name:	Sharon Joint #11 School District
SFA Code/ ID Number:	645258
Administrative Review Conducted on:	January 9,2018

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on January 9,2018 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 25, 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 the breakfast menu. All daily and weekly meal component and food quantity requirements were met for the week of menu review for breakfast.

It was nice to see homemade muffins and hot cereal served for breakfast. Excellent variety for fruits and vegetables for the students to enjoy.

All staff truly enjoy working with the students, it shows in the quality of their food and the helpfulness with the students. The administrative assistant was very knowledgeable about the procedures for processing and verifying free and reduced applications. She has managed to keep the district stable with the transition of the new administration. Her vast knowledge will help with this transition.

### 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.

#### Resource Management - Financial Reporting

The SFA should ensure that all financial information submitted to the State Agency as part of their annual food service financial report is reported accurately. The SFA's beginning fund balance for SY 16-17 does not match the ending balance per the SY 15-16 report. These numbers should always tie. The discrepancy is due to errors on the previous years' reports, as the SY 16-17 ending fund balance matches the Fund 50 fund balance per the SFA's audited financial statements. The SFA should ensure the ending balance for SY 16-17 is input as the beginning balance for SY 17-18's Child Nutrition Program report. DPI's training on how to complete the report can be found under "Annual Food Service Financial Report" on DPI's financial website: <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>

Wellness Policy- the SFA was encouraged to review the wellness policy at least every 3 year. The assessment of the wellness policy is also required every 3 years.

The attendance factor within Skyward is set at 100%. Recommend changing this to the actual attendance factor so an accurate edit check can be performed. To be in compliance, the SFA must ensure that edit checks are completed daily. How to complete edit checks to ensure meal counts do not exceed attendance adjusted eligible and/or total enrollment was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.

SFA Name:  
Sharon Joint #11 School District

Site(s) Selected for Review:

SFA ID Number:  
645258

1 Sharon Community Grade Sch	NSLP Grade Group: K-8	SBP Grade Group: K-8	<input type="checkbox"/> N/A
2 N/A	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
3 N/A	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A

Week of Menu Review:  
11/13/17 - 11/17/17

**Menu Review Findings: Lunch**

**Site 1:**

For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the beans/legumes vegetable subgroup.

**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.			

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Administrative Review Conducted: January 9,2018  
 Site(s) Selected for Review: Sharon Community Grade Sch  
N/A  
N/A

Date Corrective Action Plan was provided to SFA: 1/25/2018

Due Date for Corrective Action Plan: 2/25/2018

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 15.			
Technical Assistance			
During the review, completing verification on time was discussed with the SFA. The SFA must complete verification by November 15.			
245.6a(b) Deadline and extensions			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
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 to perform verification that include specific dates for completion			

Finding #2: Civil Rights			
The SFA did not provide the yearly civil rights training for the appropriate staff.			
Technical Assistance			
During the on-site review the requirement to provide a yearly civil rights training was discussed with the SFA. The SFA must provide civil rights training at least once a year to all frontline staff and supervisor and maintain all required documentation.			
FNS Instruction 113-1 Section XI Training			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
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. Provide civil rights training to all appropriate staff.			
4. Provide a statement of assurance that civil rights training will be provided annually to all appropriate staff.			

### Finding #3: Professional Standards

The SFA does not have someone designated as the food service director.

#### Technical Assistance

A director must be assigned and complete the required training hours as director. To be in compliance, the SFA must ensure that the School Nutrition Program Director completes the required amount of training annually. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

#### 210.30(b) Minimum standards for program directors.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
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 names, length, and date of trainings that have been completed/planned to meet the required training hours.			
4. Write a statement of assurance that the new director meets the hiring standards as set by USDA. Include what qualifications this person has.			

### Finding #4: Professional Standards

The SFA is not tracking training hours.

#### Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

#### 210.30(g) School food authority oversight.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
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. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff.			

4. Provide a copy of the tracker that will be used by the SFA.			
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### Finding #5: Resource Management

The SFA sold nonprogram foods, but did not determine compliance with nonprogram food requirements.

#### Technical Assistance

The SFA has not determined compliance with nonprogram food revenue requirements. The DPI NonProgram Food Revenue Tool should be completed every year. You can use a 5-day reference period to complete the tool. This tool should include adult/staff meals, Headstart meals, extra milks, and extra entrees as your nonprogram foods. If the tool shows you are out of compliance, you need to increase nonprogram food prices. A copy of the DPI tool and instructions can be found on the DPI financial website under "NonProgram Food Revenue": <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/financial>

*For detailed regulation see: 210.14(f) Revenue from nonprogram foods.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Watch the Nonprogram Foods Revenue Tool webinar ( <a href="https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html">https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story_html5.html</a> ) and provide a copy of the completed quiz questions.			
2. Submit a completed copy of the DPI NonProgram Food Revenue Tool. If the tool shows you are out of compliance, include a written statement explaining how nonprogram food prices will be increased to come into compliance.			
3. Provide a written statement of understanding that the DPI Nonprogram Food Revenue Tool will be completed each year. This should include a timeframe for when the tool will be completed and assurance that the SFA will take the necessary steps to come into compliance if the tool shows they did not generate sufficient nonfederal revenue.			
4. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to [cnrsupport.com](http://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.