

# Handout 4

## Required Edit Check for School Lunch Programs

U. S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. The prototype daily participation/ edit check form is provided by DPI. School agencies are not required to use this particular form but must perform an edit check after completing the calculations shown on the bottom of the form. Those school agencies with computerized meal counting systems or in process of purchasing such a system should ask vendors about the edit check feature.

### USDA'S REQUIRED EDIT CHECK PROCEDURES FOR EACH SCHOOL

1. **Obtain and record the highest number of students in each category.**
  - Obtain the highest number of students approved for free and for reduced price lunches.
  - Obtain the highest student enrollment in the schools submitting lunch participation data for the month. Exclude those students who do not have access to the lunch program (e.g., half-day kindergarten and/or pre-kindergarten students) when arriving at the enrollment figure to use in the edit check.
  - Subtract the number of students approved for free and reduced price meal benefits from the student enrollment to obtain the number of students for the paid category.
2. **Compute the attendance factor.**
  - Divide the average daily attendance for students by the school enrollment to obtain the attendance factor. The attendance factor is percentage of students in attendance and is not the percentage of students participating in the school lunch program.
  - Note: The attendance factor must be calculated at least once each school year but may be computed each month.
3. **Calculate the "highest number of lunches expected for any day" by eligibility category.**
  - Multiply the highest number of students in each category by the attendance factor.
4. **Compare the "highest number of lunches expected for any day" to the daily counts recorded on the participation record for each of the eligibility categories.**
5. **Evaluate any daily lunch counts that exceed the "highest number of lunches expected".**
  - The school may find that students approved for the free or reduced-price lunches attend at a higher daily rate than those students in the paid category.
  - Documentation such as daily attendance records or check-off rosters may be used to support daily counts that exceed the "highest number of lunches expected".
  - Scan the daily counts and evaluate any that appear unusual, such as transposed digits, counts reported in the wrong category or questionable patterns in daily counts.
6. **Correct any lunch count reporting errors that are discovered during the edit check before consolidating counts for the reimbursement claim.**

### EXAMPLE OF A SCHOOL'S REQUIRED EDIT CHECK

School's highest number of students approved for free meal benefits during the month: 15  
 School's highest number of students approved for reduced price benefits during the month: 8  
 School's highest daily enrollment for students with access to the lunch program: 239  
 School's highest number of students in the paid category:  $239 - 23 = 216$   
 School's average daily attendance: 230      School's attendance factor:  $230 \div 239 = .962$

	Highest # Of Students Approved in Month		Attendance Factor (average daily attendance $\div$ school enrollment)	=	Highest # Of Lunches Expected for Any Serving Day
Free	<u>15</u>	X	<u>.962</u>	=	<u>14.4 or 15</u>
Reduced-Price	<u>8</u>	X	<u>.962</u>	=	<u>7.7 or 8</u>
Paid	<u>216</u>	X	<u>.962</u>	=	<u>207.8 or 208</u>

# Daily Participation Record/Edit Check

MONTH OF \_\_\_\_\_ 20\_\_\_\_

SCHOOL \_\_\_\_\_

DATE	LUNCH				BREAKFAST <sup>1</sup>			
	FREE	REDUCED PRICE	PAID	NON-REIMBURSABLE <sup>2</sup>	FREE	REDUCED PRICE	PAID	NON-REIMBURSABLE <sup>2</sup>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
<b>TOTALS</b>								

### REQUIRED EDIT CHECK FOR SCHOOL LUNCH PROGRAM

	Highest # of Student Approved in Month	X	Attendance Factor (average daily attendance ÷ school enrollment)	=	Highest # of Lunches Expected for Any Serving Day
Free		X		=	
Reduced-Price		X		=	
Paid		X		=	

<sup>1</sup>Although it is not required to complete an edit check incorporating an attendance factor, USDA regulations prohibit claiming for free and reduced price breakfasts in excess of the number of children approved for free and reduced price breakfasts.

<sup>2</sup>Nonreimbursable meals include meals served to adults (program and nonprogram) and nonclaimable children, second lunches served to students, and meals missing required food items.

# Handout 5

## ON-SITE REVIEW CHECKLIST

### ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

SFA Reviewer: \_\_\_\_\_

The following questions are recommended at a minimum to complete the on-site review requirement:

- | YES                      | NO                       |   |   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
|--------------------------|--------------------------|---|---|----|-----|--|--------------------------|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|--------------------------|---------------|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|-------------|--------------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|--------------------------|--------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the method used for counting reimbursable meals in compliance with the approved <i>point of service</i> requirement? (Meal counts must be taken at the location where complete meals are served to children.)   |   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the <i>point of service</i> meal count used to determine the school's claim for reimbursement?  |   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?  |   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is the school correctly implementing policies for handling the following (as applicable):  |   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
|                          |                          | <table border="0"><thead><tr><th>Yes</th><th>No</th><th>N/A</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Incomplete meals?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Second meals?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Visiting student meals?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Adult and non-student meals (and identifying program vs. non-program)?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>A la carte?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Student worker meals?</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Field Trips?</td></tr></tbody></table> | Yes   | No | N/A |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Visiting student meals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adult and non-student meals (and identifying program vs. non-program)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A la carte? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student worker meals? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field Trips? |
| Yes                      | No                       | N/A   |   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Incomplete meals?   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Second meals?   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs? |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Visiting student meals?   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Adult and non-student meals (and identifying program vs. non-program)?    |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | A la carte?   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Student worker meals?   |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | Field Trips?  |    |     |  |                          |                          |                          |                   |                          |                          |                          |               |                          |                          |                          |   |                          |                          |                          |                         |                          |                          |                          |  |                          |                          |                          |             |                          |                          |                          |                       |                          |                          |                          |              |

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charged and/or prepaid meals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offer vs. Serve
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- 5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?
- 6. Is someone trained as a backup for the monitor and the meal counter?
- 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and do staff know when and how to implement it?
- 8. Are daily counts correctly totaled and recorded?
- 9. If claims are aggregated, are the meal counts correctly totaled and consolidated?
- 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

Number of Students Approved by Category

Today's Meal Counts by Category

Free:

Free:

Reduced Price:

Reduced Price:

Paid:

Paid:

- 11. Does the system prevent overt identification of children receiving free or reduced price meals?

**NOTE: THE FOLLOWING TWO QUESTIONS ARE FOR ALL SFAs EXCEPT FOR SFAs ON PROVISION 2 OR 3 IN NON-BASE YEARS OR RCCs WITH ONLY RESIDENTIAL CHILDREN:**

- 12. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?
- 13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)?

**CORRECTIVE ACTION PLAN** (for above "NO" answers):

**SPECIFY DATE CORRECTIVE ACTION(S) WILL BE IMPLEMENTED:** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_ Title \_\_\_\_\_ Date  
School Representative

\_\_\_\_\_ Title \_\_\_\_\_ Date  
SFA Reviewer

**FOLLOW-UP VISIT (must be conducted within 45 days if corrective action was required):**

Observations of corrective action implementation:

**SIGNATURE:**

\_\_\_\_\_ Title \_\_\_\_\_ Date  
School Representative

\_\_\_\_\_ Title \_\_\_\_\_ Date  
SFA Reviewer





Wisconsin Department of Public Instruction  
**SCHOOL FOOD AUTHORITY—CIVIL RIGHTS COMPLIANCE**  
 Self Evaluation—National School Lunch Program (NSLP)  
 PI-1441 (Rev. 03-10)

# Handout 6

U.S. Department of Agriculture regulations outline the responsibility of each School Food Authority (SFA) in regard to Civil Rights Compliance. The following self-evaluation provides an overview of requirements to assist the SFA in determining Civil Rights status. (USDA) FNS Instruction 113-6. Complete by October 31 annually. **Keep on file. Do not send to the DPI.**

GENERAL INFORMATION		
Name of School Food Authority (SFA)	Date <i>Mo/Day/Yr</i>	Agreement Number/Agency Code

	Yes	No	NA
1. Does the public notification about the NSLP (National School Lunch Program) include:			
a. the required nondiscrimination statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. complaint filing information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the public notification about the NSLP been sent to community/grassroots organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a procedure for handling discrimination complaints/grievances been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have any complaints of discrimination (written or verbal) been received in the past three years? <i>If Yes, indicate the disposition of each case (attach sheet).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the nondiscrimination poster displayed in a prominent place, visible to recipients, in each school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a need for program materials to be printed in a language other than English? <i>If Yes, has this been done?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Complete Racial/Ethnic Data Chart below. Racial/Ethnic data is collected on the free/reduced price meal application. If the parent does not voluntarily fill in this information, a school official may fill in the data based on observation. It is important to collect the numbers for columns b and c as the applications are being processed, as this will eliminate the need to go back through all applications at a later date.			

Aggregated Totals Report total student population by identified categories listed (unduplicated count).	a. Total District Enrollment	b. No. Approved for Free/ Reduced Price Meals	c. Number Denied	d. Number of Food Service Staff
Hispanic/Latino of any race				
American Indian/Alaska Native				
Asian				
Black/African American				
Native Hawaiian or Pacific Islander				
White				
Two or More Races				
<b>TOTAL</b>	0	0	0	0

	Yes	No	NA
8. Are denied free/reduced price meal applicants (column c) disproportionately composed of minority applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do procedures ensure that civil rights racial/ethnic data is made available only to authorized personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the school agency employ 15 or more persons? (total staff of agency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. <i>If Yes, has agency designated a staff person to coordinate Title IX (sex nondiscrimination) and gender equitable schools compliance?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. <i>If Yes, has agency designated a staff person to coordinate Section 504 (disability) compliance?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a prescription from a physician on file for each individual with special dietary needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is civil rights training offered annually for Child Nutrition Program "frontline staff" and supervisors? "Frontline staff" includes all staff who interact with Child Nutrition Program (CNP) recipients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For nonpublic school agency only*

13. Does the school/institution limit or deny admission on the basis of race, color, sex, age, disability, or national origin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SIGNATURE	
Signature of Official	Date Signed

Please retain these records on file for three years plus current year of operation.



# Handout 7

## Children with Disabilities and Special Dietary Restrictions

### DEFINITIONS OF DISABILITY AND OF OTHER SPECIAL DIETARY NEEDS

#### *Rehabilitation Act of 1973 and the Americans with Disabilities Act*

Under Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act (ADA)* of 1990, a "person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The term "physical or mental impairment" includes many diseases and conditions, a few of which may be:

orthopedic, visual, speech, and hearing impairments;	metabolic diseases, such as diabetes or phenylketonuria (PKU)
cerebral palsy;	Heart disease
epilepsy;	food anaphylaxis (severe food allergy)
muscular dystrophy;	mental retardation
multiple sclerosis	emotional illness
cancer	drug addiction and alcoholism
specific learning disabilities	HIV disease
tuberculosis	

Please refer to the Acts noted above for a more detailed explanation.

Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

#### **Individuals with Disabilities Education Act**

The term child with a "disability" under Part B of the *Individuals with Disabilities Education Act (IDEA)* means a child evaluated in accordance with IDEA as having one or more of the recognized thirteen disability categories and who, by reason thereof, needs special education and related services.

IDEA recognizes thirteen disability categories which establish a child's need for special education and related services. These disabilities include:

Autism	Deaf-blindness
Deafness or other hearing impairments	Mental Retardation
Orthopedic impairments	Emotional disturbance
Specific learning disabilities	Speech or language impairment
Traumatic brain injury	Multiple disabilities
Other health impairments due to chronic or acute health problems, such as asthma, diabetes, nephritis, sickle cell anemia, a heart condition, epilepsy, rheumatic fever, hemophilia, leukemia, lead poisoning, tuberculosis;	Visual impairment; including blindness, which adversely affects a child's educational performance.

Attention deficit disorder or attention deficit hyperactivity disorder may fall under one of the thirteen categories. Classification depends upon the particular characteristics associated with the disorder and how the condition manifests itself in the student, which determines the category.

The Individualized Education Program or IEP means a written statement for a child with a disability that is developed, reviewed, and revised in accordance with the

IDEA and its implementing regulations. The IEP is the cornerstone of the student's educational program that contains the program of special education and related services to be provided to a child with a disability covered under the IDEA.

**NOTE:** Some states supplement the IEP with a written statement specifically designed to address a student's nutritional needs. Other states employ a "Health Care Plan" to address the nutritional needs of their students. For ease of reference, the term "IEP" is used to reflect the IEP as well as any written statement designating the required nutrition services. When nutrition services are required under a child's IEP, school officials need to make sure that school food service staff is involved early on in decisions regarding special meals.

### **Physician's Statement for Children with Disabilities**

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- the child's disability;
- an explanation of why the disability restricts the child's diet;
- the major life activity affected by the disability;
- the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

The form (Figure 1), in Appendix A, is adapted from the USDA guidance:

Accommodating Children with Special Needs: Guidance for School Food Service Staff, and may be used to obtain the required information from the physician

Reference: Accommodating Children with Special Needs: Guidance for School Foods Service Staff, United States Department of Food and Nutrition Service, Fall 2001; <http://www.fns.usda.gov/cnd/Guidance/default.htm>

### **Food Allergy Management**

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them.

However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

### **Other Special Dietary Needs**

The school food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need.

Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

## Eating and Feeding Evaluation: Children with Special Needs

<b>FIGURE 1: .PART A</b>			
Student's Name		Age	
Name of School		Grade Level	Classroom
Does the child have a disability? If Yes, describe the major life activities affected by the disability.			Yes
Does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a licensed physician.			No
If the child is not disabled, does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a recognized medical authority.			Yes
If the child does not require special meals, the parent can sign at the bottom and return the form to the school food service.			No
<b>PART B</b>			
List any dietary restrictions or special diet.			
List any allergies or food intolerances to avoid.			
List foods to be substituted.			
List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All."  Cut up or chopped into bite size pieces:  Finely ground:  Pureed:			
List any special equipment or utensils that are needed.			
Indicate any other comments about the child's eating or feeding patterns.			
Parent's Signature			Date:
Parent's Printed Name and Phone Number			
Physician or Medical Authority's Signature			Date:
Physician or Medical Authority's Printed Name and Phone Number			

Under Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act (ADA)* of 1990, a "person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

The term child with a "disability" under Part B of the *Individuals with Disabilities Education Act (IDEA)* means a child evaluated in accordance with IDEA as having one or more of the recognized thirteen disability categories and who, by reason thereof, needs special education and related services.

# Handout 8

## Chart 1A

### SCHOOL LUNCH PATTERNS

#### TRADITIONAL FOOD-BASED MENU PLANNING – Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM QUANTITIES					RECOMMENDED QUANTITIES
	GROUP I AGES 1 and 2 PRESCHOOL	GROUP II AGES 3 and 4 PRESCHOOL	GROUP III AGES 5-8 GRADES K-3	GROUP IV AGE 9 AND OLDER GRADES 4-12	GROUP V AGE 12 AND OLDER GRADES 7-12	
Milk, fluid (as a beverage)	6 fl oz (3/4 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	
Meat or Meat Alternate <sup>1, 2, 3, 4, 5</sup> (quantity of the edible portion as served)						
Lean meat, poultry, or fish	1 oz	1-1/2 oz	1-1/2 oz	2 oz	3 oz	
Alternate protein products <sup>3</sup>	1 oz	1-1/2 oz	1-1/2 oz	2 oz	3 oz	
Cheese	1 oz	1-1/2 oz	1-1/2 oz	2 oz	3 oz	
Egg (large)	1/2 large egg	3/4 large egg	3/4 large egg	1 large egg	1-1/2 large eggs	
Cooked dry beans or peas <sup>4</sup>	1/4 cup	3/8 cup	3/8 cup	1/2 cup	3/4 cup	
Peanut butter or other nut or seed butters	2 Tbsp	3 Tbsp	3 Tbsp	4 Tbsp	6 Tbsp	
Yogurt, plain or flavored, unsweetened or sweetened - commercially prepared	4 oz or 1/2 cup	6 oz or 3/4 cup	6 oz or 3/4 cup	8 oz or 1 cup	12 oz or 1-1/2 cups	
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soynuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 oz of nuts/seeds=1 oz of cooked lean meat, poultry, or fish) <sup>5</sup>	1/2 oz - 50% <sup>5</sup>	3/4 oz - 50% <sup>5</sup>	3/4 oz - 50%	1 oz - 50%	1-1/2 oz - 50%	
Vegetable or Fruit <sup>6</sup> - Two or more servings of different vegetables, fruits, or both	1/2 cup	1/2 cup	1/2 cup	3/4 cup	3/4 cup	
Grains/Breads <sup>7</sup> (Servings per week): Must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.	5 per week <sup>8</sup> -minimum of 1/2 per day	8 per week <sup>8</sup> -minimum of 1 per day	8 per week <sup>8</sup> -minimum of 1 per day	8 per week <sup>8</sup> -minimum of 1 per day	10 per week <sup>8</sup> -minimum of 1 per day	

<sup>1</sup> Must be served in the main dish or the main dish plus only one other menu item.

<sup>2</sup> Enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement.

<sup>3</sup> Alternate protein products must meet the requirements in Appendix A of 7 CFR Part 210.

<sup>4</sup> Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both components in the same meal.

<sup>5</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

<sup>6</sup> No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.

<sup>7</sup> Enriched macaroni with fortified protein may be used as a meat alternate or as a grains/breads item, but not as both components in the same meal.

<sup>8</sup> For the purposes of this chart, a week equals 5 school days.

# Chart 1B

## SCHOOL LUNCH PATTERNS

### ENHANCED FOOD-BASED MENU PLANNING — Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS					OPTION FOR
	AGES 1 and 2	PRESCHOOL	GRADES K-6	GRADES 7-12	GRADES K-3	
<b>Milk, fluid (as a beverage)</b>	6 fl oz (3/4 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)
<b>Meat or Meat Alternate<sup>1, 2, 3, 4, 5</sup></b> (quantity of the edible portion as served):						
Lean meat, poultry, or fish	1 oz	1-1/2 oz	2 oz	2 oz	1-1/2 oz	1-1/2 oz
Alternate protein products <sup>3</sup>	1 oz	1-1/2 oz	2 oz	2 oz	1-1/2 oz	1-1/2 oz
Cheese	1 oz	1-1/2 oz	2 oz	2 oz	1-1/2 oz	1-1/2 oz
Egg (large)	1/2 large egg	3/4 large egg	1 large egg	1 large egg	3/4 large egg	3/4 large egg
Cooked dry beans or peas <sup>4</sup>	1/4 cup	3/8 cup	1/2 cup	1/2 cup	3/8 cup	3/8 cup
Peanut butter or other nut or seed butters	2 Tbsp	3 Tbsp	4 Tbsp	4 Tbsp	3 Tbsp	3 Tbsp
Yogurt, plain or flavored, unsweetened, or sweetened - commercially prepared	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup	8 oz or 1 cup	6 oz or 3/4 cup	6 oz or 3/4 cup
The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 oz of nuts/seeds - 1 oz of cooked lean meat, poultry, or fish). <sup>5</sup>	1/2 oz - 50% <sup>5</sup>	3/4 oz - 50% <sup>5</sup>	1 oz - 50%	1 oz - 50%	3/4 oz - 50%	3/4 oz - 50%
<b>Vegetable or Fruit<sup>4, 6</sup></b> (two or more servings of different vegetables, fruits, or both)	1/2 cup	1/2 cup	3/4 cup plus an extra 1/2 cup over a week	1 cup	3/4 cup	3/4 cup
<b>Grains/Breads<sup>7</sup></b> (Servings per week): Must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products, or cereal grains.	5 per week <sup>8</sup> -minimum of 1/2 per day	8 per week <sup>8</sup> -minimum of 1 per day	12 per week <sup>8</sup> -minimum of 1 per day <sup>9</sup>	15 per week <sup>8</sup> -minimum of 1 per day <sup>9</sup>	10 per week <sup>8</sup> -minimum of 1 per day <sup>9</sup>	10 per week <sup>8</sup> -minimum of 1 per day <sup>9</sup>

<sup>1</sup> Must be served in the main dish or the main dish plus only one other menu item.

<sup>2</sup> Enriched macaroni with fortified protein may be used to meet part of the meat or meat alternate requirement.

<sup>3</sup> Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

<sup>4</sup> Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both components in the same meal.

<sup>5</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

<sup>6</sup> No more than one-half of the total requirement may be met with full-strength fruit or vegetable juice.

<sup>7</sup> Enriched macaroni with fortified protein may be used as a meat alternate or as a grains/breads item, but not as both components in the same meal.

<sup>8</sup> For the purposes of this chart, a week equals 5 school days.

<sup>9</sup> Up to one grains/breads serving per day may be a grain-based dessert.

# Chart 2A

# SCHOOL BREAKFAST PATTERNS

## TRADITIONAL FOOD-BASED MENU PLANNING ALTERNATIVE — Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS		
	AGES 1 and 2	PRESCHOOL	GRADES K-12
<b>Milk</b> (Fluid) (As a beverage, all cereal, or both)	4 fl oz (1/2 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)
<b>Juice/Fruit/Vegetable</b> Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup
<b>SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS: TWO FROM ONE COMPONENT; OR AN EQUIVALENT COMBINATION<sup>1</sup>:</b>			
<b>Grains/Breads<sup>2</sup></b>			
Whole-grain or enriched bread	1/2 slice	1/2 slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving
Whole-grain, enriched, or fortified cereal	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz	3/4 cup or 1 oz
<b>Meat or Meat Alternate<sup>3,4,5</sup></b>			
Lean meat, poultry or fish	1/2 oz	1/2 oz	1 oz
Alternate protein products <sup>3</sup>	1/2 oz	1/2 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz
Egg (large)	1/2 large egg	1/2 large egg	1/2 large egg
Peanut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp
Cooked dry beans and peas	2 Tbsp	2 Tbsp	4 Tbsp
Nuts and/or seeds (as listed in program guidance) <sup>4,5</sup>	1/2 oz <sup>6</sup>	1/2 oz <sup>6</sup>	1 oz
Yogurt, plain or flavored, unsweetened, or sweetened – commercially prepared	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

<sup>1</sup> Minimum servings for meat/meat alternate = 0.25 ounce and for grains/breads = 1/4 serving.

<sup>2</sup> Grains/Breads must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ.

<sup>3</sup> Alternate protein products must meet requirements in Appendix A.7 CFR Part 220.

<sup>4</sup> No more than 1 ounce of nuts and/or seeds may be served in any one breakfast.

<sup>5</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

# Chart 2B

## SCHOOL BREAKFAST PATTERNS

### ENHANCED FOOD-BASED MENU PLANNING ALTERNATIVE — Meal Pattern

FOOD COMPONENTS AND FOOD ITEMS	MINIMUM REQUIREMENTS				OPTION FOR GRADES 7-12
	AGES 1 and 2	PRESCHOOL	GRADES K-12	GRADES 7-12	
Milk (Fluid) (As a beverage, an cereal, or both)	4 fl oz (1/2 cup)	6 fl oz (3/4 cup)	8 fl oz (1 cup)	8 fl oz (1 cup)	
Juice/ <sup>1</sup> Fruit/ <sup>2</sup> Vegetable (Fruit and/or vegetable <sup>3</sup> ; or full-strength fruit juice or vegetable juice)	1/4 cup	1/2 cup	1/2 cup	1/2 cup	1/2 cup
<b>SELECT ONE SERVING FROM EACH OF THE FOLLOWING COMPONENTS; OR TWO FROM ONE COMPONENT; OR AN EQUIVALENT COMBINATION<sup>4</sup></b>					
<b>Grains/Breads<sup>2</sup></b>					
Whole-grain or enriched bread	1/2 slice	1/2 slice	1 slice	1 slice	1 slice
Whole-grain or enriched biscuit, roll, muffin, etc.	1/2 serving	1/2 serving	1 serving	1 serving	1 serving
Whole-grain, enriched, or fortified cereal	1/4 cup or 1/3 oz	1/3 cup or 1/2 oz	3/4 cup or 1 oz	3/4 cup or 1 oz	3/4 cup or 1 oz - Plus an additional serving of one of the Grains/Breads above.
<b>Meat or Meat Alternate<sup>3, 4, 5</sup></b>					
Lean meat/poultry or fish	1/2 oz	1/2 oz	1 oz	1 oz	1 oz
Alternate protein products <sup>3</sup>	1/2 oz	1/2 oz	1 oz	1 oz	1 oz
Cheese	1/2 oz	1/2 oz	1 oz	1 oz	1 oz
Egg (large)	1/2 large egg	1/2 large egg	1/2 large egg	1/2 large egg	1/2 large egg
Peanut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsp	2 Tbsp	2 Tbsp
Cooked dry beans and peas	2 Tbsp	2 Tbsp	4 Tbsp	4 Tbsp	4 Tbsp
Nuts and/or seeds (as listed in program guidance) <sup>4, 5</sup>	1/2 oz <sup>6</sup>	1/2 oz <sup>6</sup>	1 oz	1 oz	1 oz
Yogurt (plain or flavored, unsweetened, or sweetened – commercially prepared)	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup	4 oz or 1/2 cup	4 oz or 1/2 cup

<sup>1</sup> Minimum servings for meat/meat alternate = 0.25 ounce and for grains/breads = 1/4 serving.

<sup>2</sup> Grains/Breads must be enriched or whole-grain or made from enriched or whole-grain flour or meal that may include bran and/or germ.

<sup>3</sup> Alternate protein products must meet requirements in Appendix A of 7 CFR Part 220.

<sup>4</sup> No more than 1 ounce of nuts and/or seeds may be served in any one breakfast.

<sup>5</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.

# Handout 9



## REIMBURSEMENT RATES FOR SCHOOL PROGRAMS EFFECTIVE JULY 1, 2011 - JUNE 30, 2012

### NATIONAL SCHOOL LUNCH PROGRAM

For Each Lunch Served:	Less Than 60%	60% or More
To students paying the full price	\$ .26	\$ .28
To students eligible for reduced price	\$2.37	\$2.39
To students eligible for free	\$2.77	\$2.79
USDA Foods value (formerly USDA Commodities)	\$.2225	\$.2225
Annual State matching payment for school year (2010-2011) Approximately 4.12 cents times the number of lunches served to students in the previous year.	\$.0412	\$.0412

#### NOTES:

- USDA regulations require that the reduced price charge to students not exceed **40 cents** for lunch.
- If 60% or more of the student lunches served in the second preceding school year (2009-2010) were served free or at a reduced price, the reimbursement is an additional 2 cents per lunch.
- The state matching payment is not made to residential child care institutions, or Wisconsin Technical College System schools.

### SCHOOL BREAKFAST PROGRAM

For Each Breakfast Served:	Non-severe Need	Severe Need
To students paying the full price	\$ .27	\$ .27
To students eligible for reduced price	\$1.21	\$1.50
To students eligible for free	\$1.51	\$1.80
** Annual State breakfast aid for school year (2010-2011). Based on the number of breakfasts served to students in the previous year, to the extent funds are available.	\$.1145	\$.1145

#### NOTES:

- USDA regulations require that the reduced price charge to students not exceed **30 cents** for breakfast.
- A school is eligible for severe need reimbursement if 40 percent or more of the student lunches served at the school in the second preceding school year (2009-2010) were served free or at a reduced price. Severe need payment is made on an individual school building basis. Regulations require documentation of eligibility to be maintained on file by the school agency for periodic review. Severe Need Breakfast request submission and approval is part of the annual DPI-SNT online contract renewal.
- The state breakfast aid payment is not made to 2R charter schools, state-run schools, residential child care institutions, or Wisconsin Technical College System schools.

\*\* The above are actual breakfast aid rates for the 2010-2011 school year. Due to a 10 percent decrease of state breakfast aid in the 2011-13 biennial budget appropriation, it is anticipated that this rate will be further reduced. Breakfast aid payments for school year 2011-2012 will be determined sometime after October 2011.

(OVER)

**SPECIAL MILK PROGRAM**

Schools may elect to operate the Special Milk Program as either a pricing or nonpricing program.

**Under a pricing program:**

Schools may choose either **option 1** or **option 2**:

**Option 1:**

Students eligible for free meals receive free milk, all other students pay the established half pint charge.

- For each half pint of milk served to students paying established charge ..... \$0.2050
- For each half pint of milk served free to free eligible students..... Average Net Dairy Cost

**Option 2:**

All students pay established half pint charge (no free milk).

- For each half pint of milk served to students ..... \$0.2050

**Under a nonpricing program:**

The school policy is to provide milk free of charge to all students.

- For each half pint of milk served to students ..... \$0.2050

**NOTES:**

- There are no regulations covering the number of half pints of milk that may be served to students. If you serve portion sizes other than half pints, reimbursement is still based on actual half pint equivalents served. There are 16 half pints in a gallon.
- Under a pricing program, the reimbursement rate must be used to the extent possible to lower the charge to paying students.
- USDA regulations require that the Special Milk Program be made available only to students who do not have access to the National School Lunch Program (NSLP) or School Breakfast Program (SBP). If schools do participate in the NSLP or the SBP, they may offer milk under the Special Milk Program to part-day students, such as split-session kindergarten and pre-kindergarten students, only if those students **do not have access** to the NSLP or SBP.

**AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS**

Paid	\$0.07
Reduced price	\$0.38
Free	\$0.76

**NOTES:**

- If charging for snacks, USDA regulations require that the reduced price charge to students must not exceed **15 cents** for afterschool snack.
- An afterschool care program site is **“area eligible”** if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled children are eligible for free or reduced price meals. All snacks served in afterschool care programs that are **“area eligible”** are reimbursed at the free rate.
- Snacks served in afterschool care programs that are not area eligible are reimbursed at the free, reduced price, and paid rate depending on each individual’s eligibility for free or reduced price meals.

# Handout 10

## Expenditures

Category	Examples
Labor Expenditures	<ol style="list-style-type: none"> <li>1. Wages</li> <li>2. Fringe benefits (e.g. insurance, disability income protection, retirement benefits, sick leave, vacation time, Social Security, employee meals, uniforms)</li> </ol>
Food Expenditures	<ol style="list-style-type: none"> <li>1. Cost of food</li> <li>2. Cost of milk</li> <li>3. Cost of meals purchased from vendor</li> <li>4. Commodity handling charges*</li> <li>5. Commodity processing charges*</li> <li>6. Commodity administrative fees*</li> <li>7. Any refunds or rebates should be reported as negative food expenditures</li> </ol>
Equipment Expenditures	<ol style="list-style-type: none"> <li>1. Nonexpendable equipment rentals or purchases (over \$500 per unit and expected to last over one year)</li> </ol>
Purchased Services Expenditures	<ol style="list-style-type: none"> <li>1. Pest control</li> <li>2. Garbage/recycling (for nutrition programs)</li> <li>3. Printing/copying (for nutrition programs)</li> <li>4. Training costs (fees, mileage, lodging)</li> <li>5. Equipment repair costs</li> <li>6. Food Service Management Company management fees</li> <li>7. Fees expended for professional/technical services (e.g. accountants, legal advice, outside consultants, computer specialists)</li> <li>8. Utilities (must be identified or metered to Food Service fund)</li> <li>9. Laundry service</li> <li>10. Employee travel</li> <li>11. Food safety inspection fees</li> </ol>
Other Expenditures	<ol style="list-style-type: none"> <li>1. Paper/disposable supplies (e.g. plates, napkins, straws, plastic eating utensils)</li> <li>2. Soaps/Cleansers</li> <li>3. Expendable equipment (e.g. pans, serving utensils, trays, silverware)</li> <li>4. Liability insurance</li> <li>5. Property insurance</li> <li>6. Unemployment compensation</li> <li>7. Worker's compensation</li> </ol>

\* would be reported as Purchased Services under WUFAR for **public** schools



# Annual Financial Report **Handout 11**

Annual Financial Report is submitted each year for the period of July 1 through June 30. Revenue and Expenses for National School Lunch Program (NSLP), School Breakfast Program or Severe Need Breakfast Program (SB), Wisconsin School Day Milk Program (WSDMP), Elderly Nutrition (EN), Special Milk Program (SMP), and After School Care Snacks Program (Snacks). See below.

The Fund/Cash Balance at Beginning of the Year (July 1) should be the same as the Ending Cash Balance from the previous School Year (June 30) as reported on the Annual financial Report. If changes in expenses or revenue occur due to audits or other corrections the Annual Financial Report should be corrected with DPI.

**Annual Financial Report**  
[July 1 thru Jun 30]

997631 - Sample School District

Do not include cash value of USDA donated foods (Commodities) received during the year in either NSL Revenue or Food Expenditures. Cash value of donated foods should be added as both a Revenue and Food Expenditure on the DPI Annual Report for public school district.

Date Claim: Month [ ] Year [ ]

Fund/Cash Balance at Beginning of Reporting Year (July 1): [ ]

\*Do NOT use commas while entering numbers.

Items	NSL	SB	Ala Carte, WSDMP, EN, SMP	Snacks
Transfers From General Fund (WUFAR) Transfers within Agency (Private and Non-WUFAR):				
All Other Fund 50 Revenue:				
Labor Expenditures:				
Food Expenditures:				
Equipment Expenditures:				
Purchased Services Expenditures:				
Other Expenditures:				

**[CERTIFICATION]**

I HEREBY CERTIFY to the best of my knowledge that this information is true, correct, and in accordance with the terms of existing agreement, that records are available to support this information.

Prepare Name and Phone [ ]

All Food Service Funds must be reported broken out by each program operated, including Ala Carte food sales. Ala Carte sales are any foods or items not part of a reimbursable (or adult) meal such as milk that is not part of a reimbursable meal (perhaps with cold lunch), additional milks purchased to drink with a meal, extra servings of entrees or other meal components, incomplete meals that do not meet the component requirements to be reimbursable and additional food items sold that were not intended to be a part of the reimbursable meal. Note that revenue and expenses for Ala Carte Food sales, WSDMP, EN and SMP are added together and the total reported in the same column under revenue or expenses.

Always keep a copy of the Annual Financial Report as submitted to DPI along with the documentation that shows how those figures were determined.



# Handout 12

## Coordinated Review Effort (CRE): Self-Evaluation Checklist

This self-evaluation tool was developed to assist your Local Educational Agency (LEA) with identifying potential problem areas in preparation for an on-site evaluation of the school nutrition programs. This list is limited to the CRE portion of the evaluation. A "no" response to the statements indicates that corrective action is needed. Attention given to problem areas may minimize corrective action and reimbursement payment reclaims.

### Coordinated Review Effort - Critical Areas

Yes	No	N/A	
			1. Documentation for Free and Reduced-price Meal Benefits
			<ul style="list-style-type: none"> <li>• <b>Categorically</b> eligible applications - Include the name of the students in the household; a FoodShare, <u>W-2 cash benefits</u> or FDPIR case number for each student; and the signature of adult household member.</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Income</b> eligible applications - Include names of all household members (adults, students and other children); signature and social security number of the adult that signed the application; and the current income received by household member and source (wages, welfare, alimony, child support, etc)..</li> </ul>
			<ul style="list-style-type: none"> <li>• Separate application for each foster child with student's name, personal income available to student (\$0 if there is none), and signature of foster parent.</li> </ul>
			<ul style="list-style-type: none"> <li>• List of migrant students with effective dates; and signature of school agency or state agency migrant education coordinator.</li> </ul>
			<ul style="list-style-type: none"> <li>• List of students designated as homeless or runaway with effective dates; and signature of school district's homeless liaison.</li> </ul>
			<ul style="list-style-type: none"> <li>• List of students enrolled in federally funded Head Start Program.</li> </ul>
			<ul style="list-style-type: none"> <li>• List of students enrolled in federally funded Even Start Program with confirmation that student has not yet entered kindergarten.</li> </ul>
			<ul style="list-style-type: none"> <li>• Direct Certification list with names of enrolled students, their identifying information, match results, and specific date obtained.</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Non-computerized operation</b> - Date of approval or denial, level of benefit, and signature or initials of Determining Official written on each application for non-computerized systems.</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>Computerized operations</b> - System captures original date of approval, approval/denial status, basis for the determination, and any updates due to transfers, terminations, verification and other changes by school site.</li> </ul>
			2. Appropriate school personnel are notified of the eligibility statuses of students approved for free and reduced-price meal benefits; and any status changes.
			3. Information received from household is noted on the application with date of contact and initials of Determining Official. Precise effective date of a change is noted on the benefit issuance documentation or computer system.
			4. Documentation shows that increases in benefit levels are made no later than 3 days and decreases in benefit levels are made no later than 10 operating days from the final decision date.
			5. Students transfers within school agency and any withdrawals are noted on the applications and on benefit issuance documentation or computer system.
			6. Menus are planned to include the required food/menu items, as specified by the menu planning system(s) selected for the school(s).
			7. Student meals contain the required food items, as per the school agency's Offer Versus Serve option designated on Schedule A of current on-line contract.
			8. The meal count system at each school provides an accurate count of meals by::
			<ul style="list-style-type: none"> <li>• By type (lunch, breakfast, after school snack)</li> </ul>
			<ul style="list-style-type: none"> <li>• By student category (free, reduced-price, paid)</li> </ul>
			<ul style="list-style-type: none"> <li>• At the point of service (at end of line or valid alternate system).</li> </ul>

		<ul style="list-style-type: none"> <li>• Of reimbursable meals (containing necessary food items).</li> </ul>
		<ul style="list-style-type: none"> <li>• On daily basis</li> </ul>
		9. Valid procedures are used to accurately record, consolidate and report meal counts on claims for reimbursement.
		10. Only one lunch/breakfast per enrolled student per day is claimed for reimbursement.

### Coordinated Review Effort - General Areas

Yes	No	
		11. The LEA complies with permanent agreement/policy statement when distributing and accepting applications, collecting payments, and conducting hearings.
		12. Overt identification of the students receiving free and reduced-price meals is prevented.
		13. Verification documentations shows:
		<ul style="list-style-type: none"> <li>• Sample pool is based on total number of current school year paper applications on file as of October 1.</li> </ul>
		<ul style="list-style-type: none"> <li>• Applications are properly selected in accordance with a sampling method.</li> </ul>
		<ul style="list-style-type: none"> <li>• No more/no less than the percentage/maximum number of applications is selected per the sample size option used for verification.</li> </ul>
		<ul style="list-style-type: none"> <li>• Replacement of applications was in accordance with USDA guidance and limited to 5 percent of the applications selected.</li> </ul>
		<ul style="list-style-type: none"> <li>• Confirming Official reviews applications (selected for verification). Required procedures are followed when results of this review do not validate the original determination.</li> </ul>
		<ul style="list-style-type: none"> <li>• Households selected for verification are informed that acceptable documentation could be provided for any point in time between month prior to application and the time the household is required to provide documentation.</li> </ul>
		<ul style="list-style-type: none"> <li>• Follow up by LEA is required when a household fails to respond to verification notice.</li> </ul>
		<ul style="list-style-type: none"> <li>• Verification was completed; Verif. Summary Report submitted to DPI by November 15.</li> </ul>
		14. Records document that production is planned to meet daily and weekly portion sizes of the menu planning approach selected for school site(s).
		15. Fluid milk with a variety of fat contents (flavored or unflavored) is offered at <b>lunch</b> .
		16. The Offer Versus Serve option per Schedule A of on-line contract is implemented.
		17. Civil Rights compliance has been evaluated, and the Civil Rights Compliance Self-Evaluation Form (PI 1441) is completed by October 31 of each school year.
		18. "And Justice for All" poster posted in a publicly readable location at each serving site.
		19. Does LEA provide annual training to staff dealing directly with program applicants & participants?
		20. Public Release about (NSLP, SBP & SMP) was sent to media and community/grassroots agencies who work with low-income families prior to the beginning of the school year.
		21. Students with special dietary needs are provided with program benefits, per regulations.
		22. Yearly on-site monitoring is conducted of each school's meal counting system by February 1 (multi-school programs only).
		23. Prior to submission of monthly reimbursement claim for <b>lunch program</b> :
		<ul style="list-style-type: none"> <li>• Daily lunch counts are edited against the attendance adjusted eligible students on a school-by-school basis or</li> </ul>
		<ul style="list-style-type: none"> <li>• Computer-generated daily edit check reports for each school site are reviewed against monthly summary reports.</li> </ul>
		24. Reports are submitted to DPI as required.
		25. All Records are retained for 3 years after the final claim for reimbursement for the fiscal year.
		26. Written food safety plan is in place that follows USDA guidance.
		27. Each serving site received two Food Safety Inspections or a written request was made for inspections when two inspections were not received.
		28. Most recent Food Safety Inspection posted in publicly visible location at each serving site

# Handout 13

## Wisconsin Department of Public Instruction - Calendar of School Nutrition Program Requirements

To insure program compliance please distribute a copy of this calendar to each of the staff responsible for completing the following tasks related to the NSLP/SBP operation. All required program related materials must be retained by the School Food Authority (SFA) for 3 prior school years plus the current year of operation for audit compliance.

Information	Due Date	Submit to DPI/File at SFA
<b>Public Release for Free and Reduced Price Meals/Free Milk</b> (prototype available on DPI website)	Send to media and community agencies who work with low-income families prior to the beginning of each school year	<b>File at SFA</b> copy of materials sent (Required to send to media, not required to pay to publish.)
<b>Applications for Free and Reduced Price Meals/Free Milk/Direct Certification/Homeless &amp; Migrant Status (If applicable)</b>  (Updated prototype posted each year at <a href="http://dpi.wi.gov/fns/fincou1.html">http://dpi.wi.gov/fns/fincou1.html</a> )	Distribute to all households at beginning of each school year <b>after July 1 but within 4 weeks of start of school</b> . Process within 10 school days after date of receipt. Obtain direct certification match at least once each school year and send notification households with students who are categorically eligible for free meals.	<b>File at SFA:</b> Approved & denied applications, all direct certification lists, list of students designated as homeless by public school district's liaison, and list of students designated as migrant by migrant coordinator (if applicable)
<b>Annual School Nutrition Contract Renewal</b> (The "end date" for programs submitted on contract must include summer school dates, if any.)	<b>June 1 of each year</b> Must be updated for each school year. Actual <u>approval</u> of contracts will not begin until after DPI system roll-over in July.	<b>Submit to DPI</b> annually & update during the year via on-line services; refer to on-line manual
<b>Food Service Management Company Contract – New and/or Renewal</b>	<b>June 30 of each year; <u>DPI must approve before on-line contract approval</u></b>	<b>Mail or fax to DPI</b> completed & signed document for review & approval
<b>Annual Financial Report</b> Side 2 of PI-1409 – Section 5	<b>August 31</b> (For prior school year) The October lunch claim may not be entered on-line until the Annual Financial Report data is submitted	<b>Submit to DPI</b> via on-line services
<b>Wisconsin School Day Milk Program (WSDMP) Claim</b> (complete annually)	<b>August 31</b> (For prior school year) The October lunch claim may not be entered on-line until the WSDMP claim is submitted	<b>Submit to DPI</b> via on-line services
<b>Elderly Nutrition Improvement Program (EN) Claim – Side 2 of PI-1409</b> (complete annually)	<b>August 31</b> (For prior school year) The October lunch claim may not be entered on-line until the EN claim is submitted	<b>Submit to DPI</b> via on-line services
<b>Federal October Data (FNS 10)</b> (Enrollment and approved free and reduced students as of the last operating day of October)	<b>November 1</b> – The October lunch claim may not be entered on-line until the FNS 10 data is submitted	<b>Submit to DPI</b> via on-line services
<b>Civil Rights Compliance Self Evaluation Form (PI-1441)</b>	<b>Complete on/before October 31 based on one day of student enrollment</b> Download from website at: <a href="http://dpi.wi.gov/forms/doc/f1441.doc">http://dpi.wi.gov/forms/doc/f1441.doc</a>	<b>File at SFA</b>
<b>Eligibility Verification Process</b> (must be done annually based on new applications approved by/on <b>October 1</b> )	Verification Process should be completed by <b>November 15</b> (Submit Eligibility Verification Summary Report on-line as noted below.)	<b>File at SFA</b> all verification materials and results
<b>Eligibility Verification Summary Report</b> Instructions available on-line from DPI <b>Contact DPI in writing if extension of submission date is needed.</b>	<b>November 15 - The Agency will be in withholding after this date until the report is submitted. Claims cannot be entered on-line or paid until the Verification Summary Report is submitted.</b>	<b>Submit to DPI</b> annually between Nov. 1-15 via on-line services; <b>File</b> paper copy at SFA.
<b>On-site Monitoring Documentation</b>  (Required <u>only</u> if there is more than one school /meal service site in the SFA as designated on contract with DPI)	Complete monitoring visits & document results including any follow up for all sites by <b>February 1</b> annually. Download Prototype on-site monitoring documentation form is posted at: <a href="http://dpi.wi.gov/fns/doc/on_site_monitr_form03_06.doc">http://dpi.wi.gov/fns/doc/on_site_monitr_form03_06.doc</a>	<b>File at SFA</b> completed forms – if required (Download from Documents and Forms website)
<b>Daily Participation Record/Edit Check</b>	Obtain daily counts and consolidate prior to submitting monthly claims	<b>File at SFA</b> with monthly claim materials
<b>Menu Production Records - Records</b> are required by USDA, but no required standardized format. Prototype of forms and supporting materials from DPI School Nutrition Team are on DPI website	Record Daily; Documentation to show what is prepared and served for each meal program ( <i>daily production plans, standardized recipes, Child Nutrition Labels or Product Specifications for food-based menu systems</i> )	<b>File at SFA.</b> Required to keep for 3 prior school years plus the current school year.

Information	Due Date	Submit to DPI/File at SFA
Meal Reimbursement Claim	Submit on-line by 15 <sup>th</sup> of the following month <b>Claim cannot be paid if submitted more than 60 calendar days</b> following the end of claim month. (One exception may be allowed per program every three years.) See chart on next page for deadlines.	Submit to DPI via internet <b>NOTE: Only June claim may be submitted after last meal serving day during the claim month</b>

### **60 Calendar Day Cut-off Deadlines for Submitting Claims for Reimbursement**

Claims for reimbursement for meals/milk served under the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Care Snacks, and Special Milk Program (SMP) must be submitted to DPI on-line for payment within **60 calendar days after the end of the claiming period**. The following chart gives that deadline date for each monthly claim period.

Claiming Month	Last Day for Receipt/Postmark of Claim
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 on leap years)

**Claims for Reimbursement** cannot be submitted during the claim month of operation. The only exception is the June claim which can be submitted in June after the end of meal service.

Claims for two months cannot be submitted at the same time. One claim must be approved for payment before a second claim can be submitted (usually about one week).

### **Commodity Distribution Program**

Information	DUE DATE	Submit to DPI/File at SFA
<b>Annual Commodity Order Survey</b> (order commodities for the entire upcoming school year)	December 20 – January 21	Submit to DPI annually via <a href="http://www3.dpi.wi.gov/fdpprod/login.aspx">http://www3.dpi.wi.gov/fdpprod/login.aspx</a>
<b>Commodity Fair Share/Bonus Surplus Order</b>	Offered monthly pending availability	Submit to DPI monthly to via on-line services
<b>Commodity Invoice for Total Fees Due</b> Fees <u>deducted from</u> monthly reimbursement claims	Available monthly on – line	File at SFA

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Wisconsin Department of Public Instruction Child Nutrition Program website is located at: <http://www.dpi.wi.gov/fns/>

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