2023-24 SCHOOL NUTRITION PROGRAMS

Online Contract Manual

Wisconsin Department of Public Instruction

School Nutrition Team
Wisconsin Department of Public Instruction 125 South
Webster Street Madison, WI 53703
608-267-9228 dpifns@dpi.wi.gov

March 2023

Wisconsin Department of Public Instruction
Jill K. Underly, PhD, State Superintendent
Madison, Wisconsin

Contents

Overview of the Online Contract

The Online Contract is an agreement between the School Food Authority (SFA) and the WI Department of Public Instruction (DPI). In order for an SFA to participate in the United States Department of Agriculture (USDA) Child Nutrition Programs and any other Wisconsin-offered nutrition programs, the contract is completed annually and submitted to DPI for review and approval by a Nutrition Program Consultant (NPC). The Online Contract indicates important contact information and in which program(s) the SFA elects to participate. It also allows for the claiming of reimbursable meals for the programs indicated in the Online Contract. The attestation statement is confirmation of the data and agreement to follow the regulations of the Child Nutrition Programs, as outlined in the Permanent Agreement.

New Agencies

If you do not have a six-digit agency code provided by the School Nutrition Team at DPI and this is your first time entering a contract for School Nutrition Programs, please follow these instructions:

1. New agencies will be contacted by a DPI School Nutrition Team NPC and provided a *temporary* agency code and a *temporary* password.

2. Follow the instructions in this manual. Use your temporary agency code and the temporary password to log-in.

   Notes:
   a. For **Schedule A**, you will need to enter *all* schools in your School Food Authority (SFA) listed in the Wisconsin School Directory.
   b. If you are a private SFA or a Residential Child Care Institution (RCCI), you will need to complete the **Federal Awards Expended** screen. You will need to know the amount of federal funding you have received under various programs. If you have nothing to report, please enter zeroes (0) and continue.
   c. If you have questions while entering your contract for the first time, please call the School Nutrition Team at 608-267-9228 and ask for the NPC assigned to your SFA.

3. If you need to update your contract, you may continue to access the site using your temporary agency code and temporary password. Once the NPC starts reviewing your contract, you will not be able to make any changes until it is approved.

4. Once your contract is approved, you will receive a *permanent* agency code and a *permanent* password. At that point, you will **no longer** be able to use the temporary log-in information. Use your *permanent* log-in information to access the site and view or modify your contract at any time.

Entering the Child Nutrition Programs Site

1. Go to dpi.wi.gov/school-nutrition for the School Nutrition Programs webpage.

School Nutrition Programs

2. Scroll down to **Quick links** on the left navigation bar, click on **"Online Services"** on the left side of the screen.
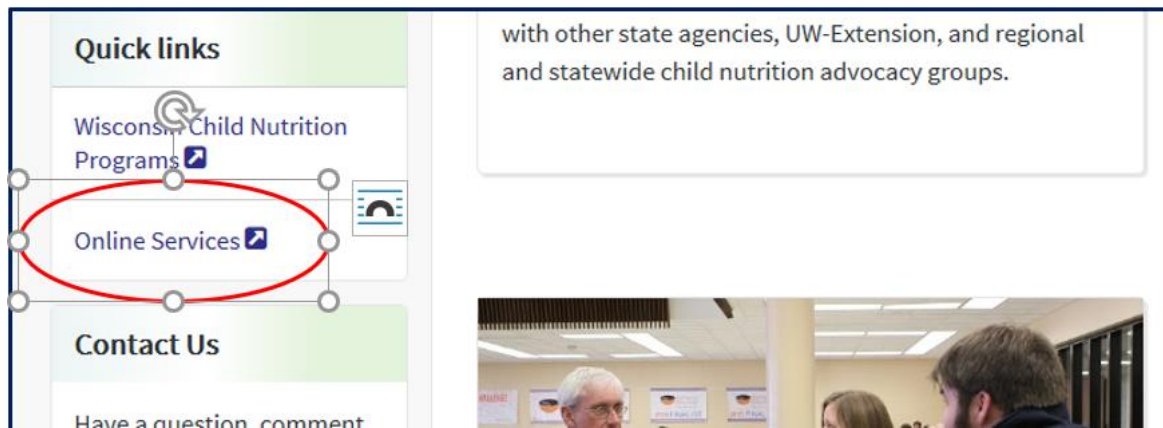
We suggest bookmarking the Wisconsin Child Nutrition Programs Online Services page .

Online Services is where SFAs update their contract, submit claims, submit reports, and access information about their agency.

3. Click on **"Online Services Log-in"**
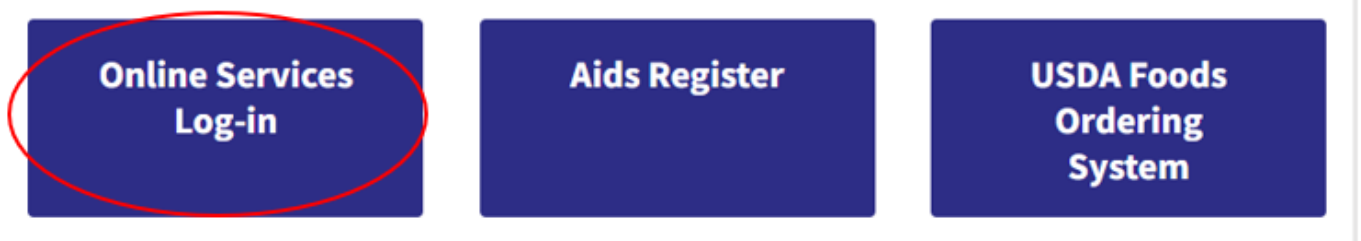
4. The Online Services portal **LOG IN** screen will open.

Wisconsin Child Nutrition Programs

Welcome to the Wisconsin Department of Public Instruction
Community and School Nutrition Programs Online Services.

Agency Code

Password

Login

Please do not bookmark this log-in webpage

> **Note:** <u>Do not bookmark this log-in screen</u> -- please go back to the Online Services webpage and bookmark that page instead.

5. Enter the **Agency Code** – This is the five or six-digit agency code.

    a. Do not use hyphens – use only the numerals in the agency code.
    b. Do not enter leading zeroes: For example, if your agency code is "012345", only enter "12345".

6. Enter the agency-specific **Password**; this is the password assigned to the SFA by DPI for ordering USDA Foods (commodities), claiming reimbursement, and contract purposes. If this password is forgotten, please see the troubleshooting section at the end of this document.

7. Click "**Submit**" button. (Do not click the "Reset" button unless the entry fields need to be cleared.)

> **Time limit on entering data** – A timer starts from the moment of log-in. If no activity occurs for 30 minutes, an error message will pop up indicating the need to return to the main "Log-In" screen. Any movement on a page at all (such as going from one screen to another or moving to another entry field on the same page) will reset the 30-minute timer.
>
> **The contract is not submitted to DPI until the "I agree to Certification" box is checked, and the "Submit Contract" button is clicked on the last screen**. To submit the contract to DPI, click "**Continue**" though the entire contract, check the "I agree to Certification" box, and click on the "**Submit**" button at the end. **If the website is closed or the user logs out without clicking "Submit" – the contract will remain open for editing, and DPI will not be able to review or approve it.** Once logged in, a menu of options will appear at the top of the screen.
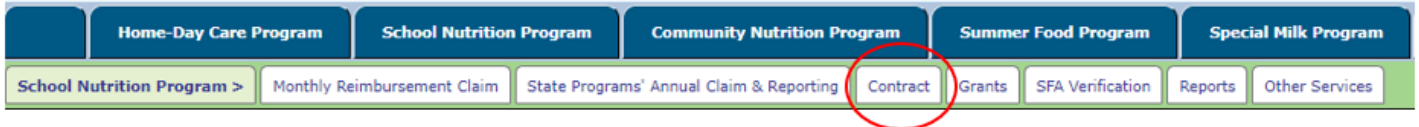
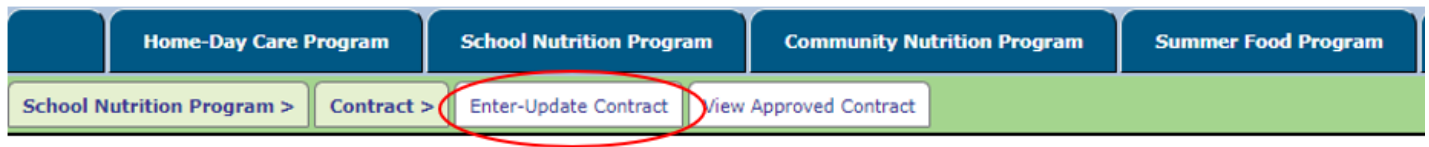# Navigating the Online Services System

The Blue Menu Bar

Click on "**School Nutrition Program**," in the blue menu bar.

The White Menu Bar

1. Click **"Contract"** in the middle of the white menu options. Once clicked, further menu options will appear in the white menu bar.

2. Click on "**Enter-Update Contract**" in the white menu options to submit a new contract or make modifications and updates to an existing contract.

    Please note, you may click on "View Approved Contract" to view and print the current approved contract.

Entering the School Nutrition Programs Contract

Contract Preparer Information

Completion of this information is required **each time the online contract is accessed.** This helps DPI track changes made to the contract. An email address for the Contract Preparer is required.

Note: When entering phone number and phone extensions, do not enter any spaces or symbols (such as -, or /) in the field. Enter numerals only. If there is no phone extension, leave the field blank.

When you have finished entering the information, click the **"Continue"** button at the bottom of page.

School Food Authority Information

General Information

4

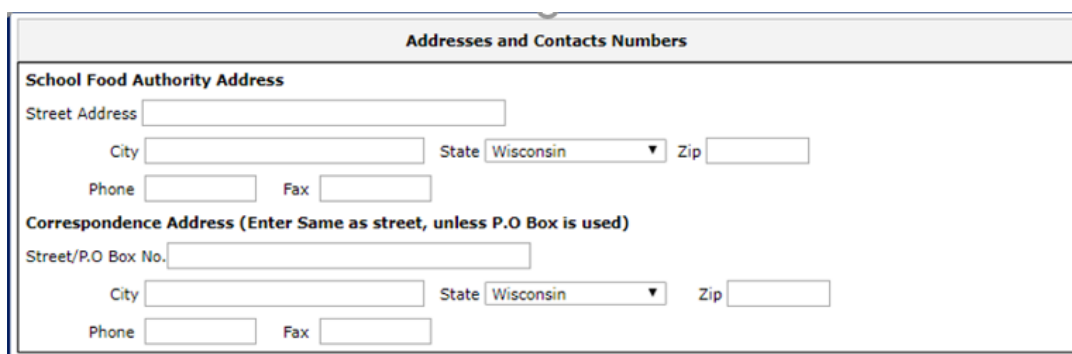| General Information |
|---|
| Legal Name of School Food Authority (School Agency) [\ ]   County [▾] |
| Local Educational Agency (LEA) Code [? ▾]   Congressional District [▾]   Type of Governing Body [▾] |
| Estimate No. of Children to be served lunch daily [ ]   Federal Employer Identification Number [ ] |
| Do you participate in USDA Foods program [Yes ▾] |
| **Point of Service Software** |
| If you utilize a software vendor for point of service, select from the following [▾] |
| Provide name if "other" is selected [ ] |
| **Free and Reduced Price Meal Application Software** |
| If you utilize a software for applications, select from the following [▾] |
| Provide name if "other" is selected [ ] |
| **Select if applicable to your agency (see definition in manual)** |
| Residential Child Care Institution [▾] |
| Independent Charter Agency [▾] |
| Do you Participate in Community Eligibility Provision [▾] |
| Is there at least one food service employee within the SFA that is a certified food protection manager (i.e. ServSafe certified or equivalent)? [▾] |

- The "Legal Name of School Food Authority (School Agency)" is the name assigned to the Federal Employer Identification (FEIN). This name may only be changed by DPI. If an agency name change is necessary, please contact the School Nutrition Team at 608-267-9228.
- Enter the County the SFA is located within.
- A Local Educational Agency's (LEA) number is assigned to each public school. If the agency is a *private SFA* or *RCCI*, enter the LEA number of the public school district where the mailing address is located. You may look up the LEA number in the Wisconsin School Directory.
- Enter the Congressional district number. You may look it up on the House of Representatives website.
- Enter the type of governing body (public, private).
- Enter the estimated number of children to be served lunch daily.
- The FEIN must match the documentation provided by the Internal Revenue Service. If a change to the FEIN is required, contact the SNT for assistance.
- Point of Service Software - If a software vendor is utilized to take meal counts at the point of service, choose from the list provided. If the software vendor used is not listed, choose "other" and provide the name of your software vendor on the next line.
  Free and Reduced-Price Meal Application Software - If a computer or web-based free and reduced-price meal application is used, please select, or enter the name of the vendor of the software system used. If a software vendor is used but the name is not on the list, choose "other" and provide the name of the software vendor on the next line. **If a system is used that identifies eligibility based on data manually entered from a paper application, please select from the drop-down menu, or enter the name of the system used if not listed in the drop-down menu.**
- Select if applicable to the agency – Click on the drop downs and select "Yes" or "No." Indicate the type of institution here *only* if one of the listed categories applies to the school agency.
  - *Residential Child Care Institution (RCCI)* is an institution which operates principally for the care of children in a residential setting.
  - *Independently Authorized Charter School or Independent Charter Agency* are

only those schools chartered (under Wis. Stats. 118.40(2r) or (2x)) by the City of Milwaukee, the chancellor of any institution in the University of Wisconsin (UW)-System, any technical college district board, the Waukesha County Executive, the college of Menominee Nation, the Lac Courte Oreilles Ojibwa Community College, or the UW-System Office of Educational Opportunity.
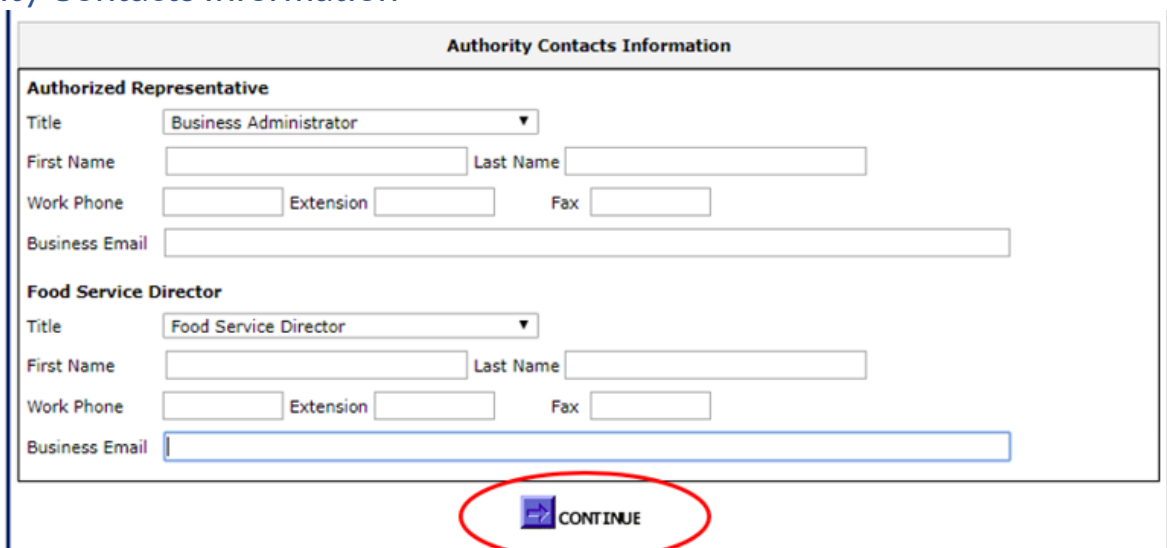
- ○ ***Community Eligibility Provision (CEP)*** is a four-year reimbursement alternative for high poverty LEAs and schools participating in the National School Lunch (NSL) and the School Breakfast Program (SBP). Schools participating in the CEP must obtain approval from DPI. For "Do you Participate in Community Eligibility Provision," click on the drop-down arrows and select "No, Yes-SFA participates SFA-wide or Yes-site/group-based."

- **Is there at least one food service employee within the SFA that is a certified food protection manager?** Select "yes" or "no" from the drop-down.

Addresses and Contacts Numbers

1. Enter the complete street address information for the SFA office location. Use a street address in this field, *not* a P.O. Box. If any address does not have a fax number, leave the "Fax" field blank.

2. Enter the Correspondence Address. **This must be entered**, even if it is the same as the SFA address. A P.O. Box may be entered in this field.

Authority Contacts Information

1. Email field(s) – Enter an email address for both the Authorized Representative and for the Food Service Director.

   Notes:

   - While it is acceptable for the Authorized Representative (AR) and Food Service Director (FSD) to be the same person, it is recommended to enter two different people into this field, so that in the event of a staffing change or other unforeseen circumstance, DPI still has valid contact information for your SFA.

   - In FSMC-operated districts, the AR must be an SFA representative with authority over the FSMC contract.

2. When all the fields are completed, click the "**Continue**" button.

   Note: If any required information is missing, a "Validation Error" message will appear at the top of the page – the error will list what information is missing.

   Validation Error:- You must correct the following error(s) before proceeding:

   - Is there at least one food service employee within the SFA that is a certified food protection manager is required.

Meal Charges, Purchase, and Officials Information

Paid Lunch Equity (PLE)

Under Section 752, of Division A of the Appropriations Act, for SY 2023-2024, only SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2022, shall be required to establish a price for paid lunches served through the National School Lunch Program (NSLP) in accordance with section 12(p) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1760(p)). Any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2022, is exempt from paid lunch equity pricing requirements found at 7 CFR 210.14(e) for SY 2023-2024.

If the nonprofit school food service account had a negative balance as of June 30, 2022, the PLE Tool is required to be completed to set paid meal prices and be uploaded into the contract for review and approval. USDA has not yet released the 2023-24 PLE tool. Schools will be notified as soon as it is released.

SFAs that are required to submit the PLE Tool for SY 2023-24 should save that Excel file and upload the PLE Tool into the online contract.

Paid Lunch Equity (PLE)
Only SFAs that had a negative fund balance in the nonprofit school food service account as of June 30, 2022, are required to run the PLE tool to determine paid meal prices. Upload a copy of the current school year PLE tool which your SFA used to determine pricing for 2023- 2024 school year. If your SFA is a non-pricing school or participates in CEP district wide, the PLE tool is not required.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			Upload

1. Click on the "**Upload**" button on the right side of the screen.

[Upload file for Paid Lunch Equity(PLE)]

Click Browse button to select Excel (XLS/XLSX) to upload

Selected File : [   ] [Browse...]

UPLOAD

2. Click the "**Browse...**" button. This gives you access to your computer folders and documents so you can navigate to the PLE Tool.
3. Select your PLE Tool SY 2023-24 Excel file from your computer.
4. Click "**Open**."
5. Click "**Upload**."

Once "Upload" is selected, the screen will return to the Meal Charges, Purchase and Officials Information Page. There, the PLE file will be listed under the File Name.

Vended Meals Agreement or Joint Agreement with another SFA

This is only for agencies that have an existing vended meals agreement or joint agreement with another SFA. This is **not** for the prime vendor agreement or FSMC agreement.

Important: To upload the vended meals agreement or joint agreement with another SFA, you must include **all documentation in <u>one</u> continuous PDF file**. **This file must include the signed agreement for the 2023-24 school year along with any attachments, amendments, and the new 2023-24 restaurant license. If a new document is uploaded, it will override the previous submission, thus, all documents must be resubmitted as one continuous file.**

Vended Meals Agreement or Joint Agreement
If applicable, upload a copy of vended meals agreement, including any amendments, attachments and restaurant license and scan into <u>one</u> PDF file, and upload it here. For joint agreements, upload the current school year agreement.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			Upload

1. Click on the "**Upload**" button on the right side of the screen.
2. Click on the "**Browse...**" button. This gives access to the local computer folders and documents. Locate the Vended Meals or Joint Agreement document.
3. Select the PDF file from the local computer.
4. Click "**Open**."
5. Click on "**Upload**."

Indicate Charges

Indicate Charges

Enter the highest paid meal price charged in the school food authority (SFA) for each column. Enter zeros if your SFA is **district wide** non-pricing or CEP.

* Reminder: The adult meal price must be equal to or higher than the sum of the highest student price plus federal and state reimbursements, plus USDA food value, and any extra reimbursements the school receives, such as the performance-based reimbursement of 8 cents and/or the extra 2 cents for schools with 60% or more free and reduced price lunches.

Item	Split-Sess Pre-K	Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		$ 2.70	$ 3.30	$ 3.40	$ 0.40	$ 4.25
Breakfast		$ 2.00	$ 2.00	$ 2.00	$ 0.30	$ 2.50
After School Snack		$ 0	$ 0	$ 0	$ 0	$ 0
Special Milk Program	$ .10					

1. Enter the *highest* reimbursable meal charge for each school type.

     Note: Do not include the $ sign in the fields.

     a. If the agency does not participate in the listed program or does not charge students for meals, enter a "0" (zero) in those meal charge fields. Even if students are not charged, **an adult meal price *must* still be entered.**

2. For the *Special Milk Program*, enter only the amount charged to students participating in this program. **Do not enter the amount charged for a la carte milk.**

3. All SFAs *must* enter an adult price for any program in which they participate Please use the [Wisconsin Adult Meal Pricing Worksheet](#) to calculate the adult price. When entering prices, be sure to include any price increase necessary per the PLE tool.

Meal Purchase Information

Meal Purchase Information

Select Food Service Provider Type	Select FSMC/Vendor/Another School Agency Name
◉ Self Operated	Self
○ Food Service Management Company	None ▾
○ Vendor	None ▾
○ Purchase meals from another SFA under a Joint Agreement	0 - None ▾

Only one meal purchase type can be selected above. SFAs that operate with more than one of the meal purchase types listed above, please explain here

+

1. For "Food Service Provider Type," click the correct button for the SFA.

     a. If using a "Food Service Management Company" or a "Vendor," select the name from the drop-down menu. If the vendor or Food Service Management Company (FSMC) is not listed, please contact the School Nutrition Team at 608-267-9228.
     b. If receiving meals from "Another School Agency Under a Joint Agreement," select the Agency/Code from the drop-down menu (sorted by Agency Code).
     c. If the SFA operates with more than one meal purchase type, indicate the other meal purchases options in the box provided.

Officials Information

The following information must be completed by all agencies, except for CEP district wide or RCCIs with residential students (i.e. no day students) only. Enter Name(s)/Titles [Enter none in each box if you are CEP district wide or RCCIs with Residential Students]

Determining Official Name - Individual(s) determining eligibility	Hearing Official Name - Not involved in original determination or verification
Title Food Service Director	Title Operations Manager
First Name Lucy	First Name John
Last Name Appleby	Last Name Green
Email lucyapp@gmail.com	
Phone Number 4146783525	
Verifying Official Name - Verifies information, may be determining official	Confirming Official Name - Review applications selected for verification - may not be determining official
Title Food Service Director	Title Operations Director
First Name Lucy	First Name Jessica
Last Name Appleby	Last Name Weber
Email lucyapp@gmail.com	
Phone Number 4146783525	

Enter the name, title, email address and phone number of the SFA representative assigned to each position.

Note: *SFAs that participate in CEP district wide and RCCIs with only residential students (who reside at the RCCI) will not need to identify these officials and should enter "none" for each official. RCCIs with day students (those who attend school for the day but do not reside at the RCCI) will need to enter names for all listed officials.*

Type of Official	Description of Duties
Determining Official	Reviews the initial free/reduced price meals applications, determines if the students are eligible for free or reduced-price meals, and notifies the household of the determination.
Verifying Official	Conducts the verification process including the selection of applications, notification of selection for verification, examination of materials submitted and notification of the results. The Verification Official must also submit the Verification Collection Report to DPI. The Verifying Official *may* be the Determining Official.
Hearing Official	May be called upon to hear complaints or appeals regarding application determination, verification process results, and possible discrimination in the operations of the program. The Hearing Official *should not* be a subordinate of the person serving as either the Determining Official or the Verifying Official. The Hearing Official *may not be* the same person as the Determining Official *or* the Verifying Official *or* the Confirming Official.
Confirming Official	Conducts a review of the information on the applications selected for verification to confirm that the correct determination of eligibility was initially made when it was first determined. If necessary, this person corrects the eligibility determination prior to completing the verification process. The Confirming Official *may not be* the same as the Hearing Official or the Determining Official.

Claim Preparer Information

Claim Preparer Information

Title [Food Program Director ▼]

First Name [   ]

Last Name [   ]

Email [   ]

[→ CONTINUE]

The **Claim Preparer** is the person responsible for submitting monthly claims for reimbursement.

Click the **"Continue"** button.

Policy Statement Information (SFA)

Policy Statement Information

Enter information about each program provided in one or more schools in the SFA. For all programs in which the SFA does not participate, select "Not in Program". Program Start and End Dates are the first and last date the program is offered to students. If any schools in the SFA participate in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on the Schedule "A" for that school.

National School Lunch Program

Meal Accountability System [▼]

Describe, If Other [   ]

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)

Program Start Date [/ /   ] [MM/DD/YYYY] Program End Date [/ /   ] [MM/DD/YYYY]

Total Schools Serving Lunch [   ]

School Breakfast Program

Meal Accountability System [▼]

Describe, If Other [   ]

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)

Program Start Date [/ /   ] [MM/DD/YYYY] Program End Date [/ /   ] [MM/DD/YYYY]

Total Schools Serving Breakfast [   ] [Do not include Severe Need Breakfast sites]

Severe Need Breakfast Program

Meal Accountability System [▼]

Describe, If Other [   ]

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☑ Non-Pricing (no students pays)

Program Start Date [/ /   ] [MM/DD/YYYY] Program End Date [/ /   ] [MM/DD/YYYY]

Total Schools Serving Breakfast [   ] [Severe need request for each site must be reported on Schedule A]

After School Snack

| Meal Accountability System | [dropdown] |
| Describe, If Other | [text field] |

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☑ Non-Pricing (no students pays)

Program Start Date [__]/[__]/[____] [MM/DD/YYYY] Program End Date [__]/[__]/[____] [MM/DD/YYYY]

Total Schools Serving Snacks [____]

Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)

| Meal Accountability System | [dropdown] |
| Describe, If Other | [text field] |

Money Collection Procedure (Check all that apply)

☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)

Program Start Date [__]/[__]/[____] [MM/DD/YYYY] Program End Date [__]/[__]/[____] [MM/DD/YYYY]

Total Schools Serving Milk [____]

Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.

Select Milk Plan [Not In Plan ▾]

CONTINUE

1. Enter information about each program provided in one or more schools within the SFA.

2. Select the Meal Accountability System type from the drop-down. If Other is selected, describe.

3. For all programs in which the SFA does not participate, select "Not in Program" under the "Meal Accountability System."

4. If more than one "Money Collection Procedure" is used in the SFA, check all the boxes that apply.

5. "Program Start and End Dates" are the first and last dates that the program is offered to students. **If your SFA intends to serve meals for summer school, under NSLP or SBP, please remember to extend the end date.** SFAs will be unable to claim reimbursement for operating days outside the contract's start and end dates.

   Note: The program start date should be the date that the first meal (or snack) is served on or after July 1, 2023. The end date should be the date the last meal (or snack) is served on or before June 30, 2024.

5. If one or more schools in the SFA participates in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on Schedule A for that school.

6. Once all information is entered, click the **"Continue"** button at the bottom of the screen.

Federal Awards Expended – Private Schools and RCCIs Only

Note: This page will appear *only* for **private schools and RCCIs and is no longer applicable.**

List Amount Expended in Federal programs for **Fiscal Year 2021 - 2022** for which your agency receives funding.

Enter $ amount with no commas. Only a single decimal point is allowed.

CFDA*	Name of Federal Program	Amount Expended ($)
10.555	National School Lunch Program (Incl. After School Snack)	86753.58
10.553	School Breakfast Program	0
10.556	Special Milk Program	138.60
10.550	USDA Foods Entitlement	6842.80
10.558	Child and Adult Care Program (Meal + Cash in Lieu Amt.)	0
10.559	Summer Food Service Program (Meal + Admin. Amt.)	0
10.582	Federal Grants (e.g.,Fresh Fruit and Vegetable Program and/or School Food	0
		0
	Total Federal Awards Expended	93734.98
	Enter EIN Number	390851417

List of Schools under School Food Authority (Schedule A)

This screen lists all the existing schools under the SFA Contract.

Each school name listed on Schedule A, and the information about the school, should match what is listed in the current Wisconsin School Directory.

- If a public school needs to update personnel information in the Wisconsin School Directory, go to https://apps6.dpi.wi.gov/SchDirPublic/admin-info. To add or delete a public school from the Wisconsin School Directory, submit a WISE support ticket to Start a WISESupport ticket | Wisconsin Department of Public Instruction.
- Private schools must submit a WISE support ticket to Start a WISESupport ticket | Wisconsin Department of Public Instruction for **all** updates to the directory and they should select school directory-Enterprise for the application.

1. If this is a new SFA, there will be no schools listed here. All schools in the SFA will need information entered, by site. Click on "New Record" to add schools and for instructions on how to enter a new school, see section "To add or delete a school."

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

DPI School Code - School Name & Address	Program Offered		Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
856 - Test Elementary	Policy Statement Available					Delete
321 Small Road	Lunch Participation	[In Program]	No	No	No	Prep
Small City WI 53221						
Type: Elementary/Sec Combined	Breakfast Participation	[Not In Program]				
Alternate Meal Service Locations: No						
Grade: KG To 08	After School Snack	[Not In Program]				
CEP: N0 Cycle Yr. 0	Participate in CEP as	[]				

NEW RECORD   CONTINUE

    a. Review each school's information by clicking the bold school name (for example above, click

on "**Test Elementary**.")

  b. Once clicked on school name, the "School Schedule A" screen opens to enter or change any information for that school.

2. The School Name, school type, grade grouping, and address must match the Wisconsin School Directory exactly. If the information in the Wisconsin School Directory is out-of-date, please consult with the person at your SFA who updates WISEdata.

3. **Does this site operate under an Alternate School Food Authority Agreement?**
    If a school listed on Schedule A is operating under an Alternate School Food Authority Agreement, select "yes" from the dropdown. This means that a school that is under a different legal entity (Federal Employer Identification Number) is operating as a site on this SFA's contract and does not have its own contract.

    The site listed as operating under an Alternate School Food Authority Agreement has waived its right to program reimbursements and given authority to run their programs to another SFA. Typically, this is a small, private school operating under a public school that has agreed to assist with program administration. For more information, please see the Alternate School Food Authority Agreement website. An Alternate Authority Agreement is an annual agreement and must be renewed each school year and uploaded into the contract.

    Select "yes" or "no" from the drop-down.

4. Review and update the current information for National School Lunch and School Breakfast for the selected school.

    a. Participation drop-down, select "**In Program**" or "**Not in Program**" if the school does not offer a listed program.

    b. Offer vs Serve drop-down, select "yes" or "no" for meal service utilized.

School Breakfast Program – Breakfast Type

1. There are two options for breakfast, Severe Need Breakfast and Non-Severe Need Breakfast. Severe Need Breakfast has a higher reimbursement rate. A school may qualify for Severe Need Breakfast if 40% or more of the *lunches* served in the second preceding year were at the free or reduced price. Community Eligibility Provision (CEP) schools are approved based on the Individual School Identified Student Percentage from the second preceding year x 1.6 ≥ 40%.

2. **For school year (SY) 2023-24 ONLY,** due to COVID-19, all SFAs operated the Seamless Summer Option in SY 2021-22 and the required lunch claim data from the second preceding year is not available. Per USDA memorandum SP 02-2023, all SFAs must use at least three months of claim data from SY 2022-23 to establish eligibility for SY 2023-2024. Claim data from September, October and November of 2022 has been automatically pulled into the contract below and will be used to establish eligibility for SY 2023-24. For CEP schools, the Individual School Identified Student Percentage approved for 2022-23 x 1.6 will be used to qualify.

> **Note:** The total number of regular breakfast sites and severe-need breakfast sites must equal the number of sites indicated on the SFA "Policy Statement."

   a. **Breakfast Model**: Please select all breakfast models used in the school building. Traditional is defined as breakfast that is served in the cafeteria before the start of the school day. Please see the School Breakfast Program Website for more information. This information is *required* for all schools participating in the School Breakfast Program.
   b. If no numbers appear in the lunches claimed column, click "Reset Using Lunch Claim Info" and the lunch participation numbers will repopulate.

Other Programs Offered

Other Programs Participation

Afterschool Snack Program	Area Eligible (50% or over approved for free or reduced price) ∨
Special Milk	Program Offered ∨
Elderly Nutrition Program	Not In Program ∨
Wisconsin School Day Milk	Not In Program ∨
Fresh Fruit Vegetable Program	Not Applied ∨

   a. If this school participates in the **Afterschool Snack Program (ASP)**, select from the drop-down menu "**Not Area eligible**" or ""**Area Eligible**".
- An ASP can participate as "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 students are eligible for free or reduced price meals. All reimbursable snacks are claimed as free. Once a site qualifies for area eligible snack, it qualifies for five years. Site eligibility is part of the contract approval process.
- Non-area Eligible ASP (less than 50% free and reduced eligible students): each snack is claimed free, reduced, or paid based on the student's classification.

   b. If this school participates in the **Special Milk, Elderly Nutrition, or Wisconsin School Day Milk Program**, please select "Program Offered" from the drop-down menu.

   c. If this school participates in the **Fresh Fruit and Vegetable Program**, select "Applied" from the drop-down menu.

5. **Meal Preparation and Food Safety Inspection:** Use the drop down and select "Preparation" if meals are prepared at this site; select "Satellite," if meals are prepared off site and delivered to this site. If this site does not participate in programs, for Site Type, select "Satellite."

Meal Preparation and Food Safety Inspection

Site Type	Preparation ∨	
Food Safety Program Reviews	Two Inspections ∨	Provide No. of Reviews Occured Last Year

Federal Nutrition Standards and M

One Inspection
Two Inspections
N/A, not in program in prior year
N/A, kitchen shared with another site that reports inspections
No Inspections Received

| This site attests to meeting the revise | e National School Lunch and School Breakfast |
| Programs as required by the Federal | ● Yes ○ No |

Each year, regulations require schools participating in the school lunch or breakfast program to have two food safety inspections. Per DPI protocol, one of these inspections may include a review of your food safety plan by an environmental health specialist from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) or the local (county or city) health department. Environmental Health Specialists must be physically present at the school and issue the agency a copy of the report. If the SFA is not receiving the required number of inspections at each school, a written request for two inspections should be submitted to the local regulatory authority.

For DPI to meet USDA reporting requirements, the agency must report the number of food safety inspections conducted at each meal preparation and/or serving location on an annual basis. Use the drop-down arrow to report the number of inspections that occurred in the previous year for each individual school page of Schedule A.

- One Inspection received in the previous school year
- Two Inspections received in the previous school year
- N/A not in program in prior year – mark this if the school was not participating in the programs in the prior school year

- N/A, kitchen shared with another site that reports inspections – mark this if there are multiple schools in the same building utilizing the same kitchen. Only one site needs to report the food safety inspections.

7. **Federal Nutrition Standards and Meal Pattern Certification:** SFAs must attest that the participating Child Nutrition Programs at each site are following the USDA meal pattern for both breakfast and lunch for the current school year by selecting "Yes."

8. **Meal Service provided at Alternative Locations**: Does this school claim meals, milk, and/or afterschool snacks which are served at a location with a different address than the location of this school?

Examples include:
- **Separate School Building:** This school is made up of multiple buildings located at different addresses with separate meal serving locations. List the other school building location(s) that serve meals, milk, and/or snack.
- **Alternate Education Program Site:** Students eat meals at alternate education program sites with different addresses from where they are enrolled. DPI has not assigned these alternative education programs a school code.
- **Offsite Community Program:** Afterschool snacks are served in a community location, such as the Boys and Girls Club. The afterschool snack site is located within the attendance area of this school, so these snacks are claimed at this school.

If "**No**," click "**SAVE**" at the bottom of the screen, and **go to** School Specific Policy Statement page.

If "**Yes**" click "**SAVE**" and a pop up for **"New Record"** will appear. Complete this for Alternate Meal Service Locations.

Complete the information for this alternate meal service location and click "**SAVE**."

Add/modify alternate meal service site(s) information. Alternate meal service sites provide meals, milk, or snack at a location with a different physical address than this school, but counts are included in this schools claim for reimbursement. Please refer to the contract manual for more information.

Alternate School Name	
School Type	Separate school building ⌄
Other description	
Street/Box No.	
City	
State	Wisconsin ⌄
Zip	53707

Select which of the following programs are served at this location : (Check all that apply)

☐ Special Milk Program   ☑ National School Lunch Program
☐ School Breakfast Program   ☐ After School Snack
☐ Wisconsin School Day Milk program

What Grade Levels are served at this Meal Service Location   From: Pre-Kindergarten ⌄
   To: Eighth Grade ⌄
Is Offer vs Serve utilized at this meal service location   ⌄

← BACK   💾 SAVE

Click "**New Record**" to add more alternative meal locations or click "**Continue**" which will return to Schedule A. Click "Back" to correct any errors.

9. Once all Alternate Meal Locations are entered, click the "**CONTINUE**" button to return to the "Schedule A" screen.

10. **Community Eligibility Provision Participation**: If the SFA is participating in CEP SFA-wide, the system will automatically indicate CEP participation on every school on Schedule A. If participating as an individual site or group of schools, on Schedule A it will need to be indicated which schools are participating in CEP. Also select the group number located on the approved CEP application documentation.

18

Policy Statement Available (School Specific)

The Policy Statement for each school must be updated every year.

To enter Policy Statement information for each school, click on the **"Policy Statement Available"** link If there is already existing School Specific Policy Statement information, the link will say **"Policy Statement Available-Requires Update."**

1. Enter the meal accountability system for *every program* at *each site* on the School-Specific Policy Statement. Enter this information even if the same meal accountability system is used at all locations. If Other is selected, describe.

2. Enter the money collection procedure.

3. Enter the program start and end dates for *every program* at *each site* that is part of the SFA. Complete the school-specific Policy Statement for each school that is listed on Schedule "A," *even if* all sites or all programs have the same start and end dates. The program start date should be the date the first meal (or snack) is served on or after July 1, 2022, and the end date should be the date the last meal is served, on or before June 30, 2023.

4. After entering all data, click the **"Save"** button to save changes for this individual school and return to the "Schedule A" screen.

Adding and Deleting Sites on Schedule A

Each school name listed on Schedule A, and the information about the school, should match what is listed in the current Wisconsin School Directory published by DPI.

If a school is listed on the Wisconsin Directory, it should be listed on Schedule A of the contract. If a school does not participate in the USDA Child Nutrition Program, select **"Not in Program"** from the drop-down menus for each program.

Other Programs Participation

Afterschool Snack Program	Not In Program
Special Milk	Not In Program
Elderly Nutrition Program	Not In Program
Wisconsin School Day Milk	Not In Program
Fresh Fruit Vegetable Program	Not Applied

Meal Preparation and Food Safety Inspection

Site Type	Preparation	
Food Safety Program Reviews	N/A, not in program in prior year	Provide No. of Reviews Occured Last Year

Federal Nutrition Standards and Meal Pattern Certification

This site attests to meeting the revised Federal Nutrition Standards and Meal Pattern regulations for the National School Lunch and School Breakfast Programs as required by the Federal Healthy, Hunger-Free Kids Act of 2010 for the current school year. ● Yes ○ No

Meal Service provided at Alternative Locations

Does this school claim meals, milk, and/or afterschool snacks which are served at a location with a different address than main school building (*Examples: this school serves at two buildings with different mailing addresses, serves at offsite alternate education programs, or afterschool snack is served at an offsite community location)?* ○ Yes ● No

⬅ BACK   💾 SAVE   ✖ DELETE

Adding a School to Schedule A

1. Click **"New Record."** This should only be used to add schools not already listed on Schedule A. Enter data in **"Add New School Schedule A Information"** for each new school as you did for the other schools in the list (Return to Schedule A). *Reminder:* Schools not participating in the NSLP must be entered, and "Not in Program" can be selected from the drop down.
2. Click "**Save**" to return to the list of schools.

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site

📄 NEW RECORD   ➡ CONTINUE

Add New School Schedule "A" Information

School General Information: *Enter numbers like Zip, Phone without hypen or dashes.*

School Name		School Is	Other (A school not designated as Charter or Choice)
School Type	Unknown	From: Infants (under 12 months)	To Infants (under 12 months)
Street/Box No.		City	State Alabama Zip

Does this site operate under an Alternate School Food Authority Agreement

4. Click on the "**Policy Statement**" and complete the information for this new school. The school code will default to "0" until it is entered by a DPI Nutrition Program Consultant.

DPI School Code - School Name & Address	Program Offered		Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
0 - Test Elementary	Policy Statement					Delete
321 Small Road	Lunch Participation	[In Program]	No	No	No	Prep
Small City WI 53222						
Type: Elementary School	Breakfast Participation	[In Program]				
Alternate Meal Service Locations: No						
Grade: KG To 08	After School Snack	[Not Area Eligible]				
CEP: N0 Cycle Yr. 0	Participate in CEP as	[]				

📄 NEW RECORD   ➡ CONTINUE

21

5. Click "**Continue**" when finished updating, adding, or deleting schools on Schedule A.

> Please note: Virtual schools do not qualify for the school meal programs because they do not meet the definition of school in 7 CFR 210.2, which states "An educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public of nonprofit private ownership in a single building or complex of buildings"

Deleting a School on Schedule A

<mark>Note: If you are unsure if a site should be deleted from Schedule A, please contact the School Nutrition Team at dpifns@dpi.wi.gov or call 608-267-9228, since once a site is deleted, it cannot be recovered.</mark>
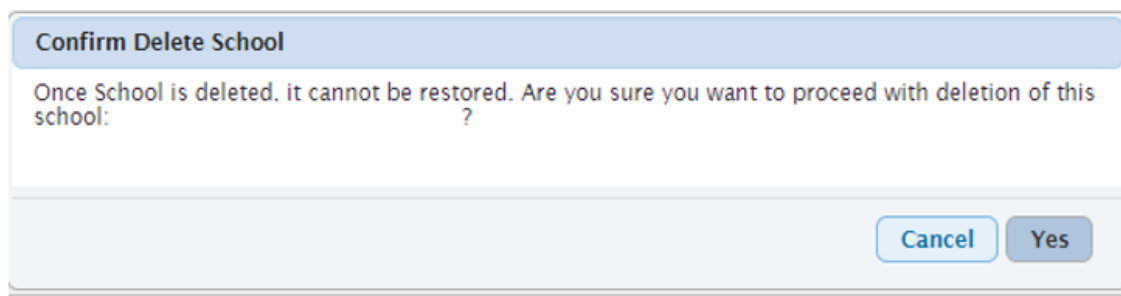   a. Open the school-specific Schedule A information by **clicking on the name of the school** hyperlink.
   b. For "Does this site operate under an Alternate School Food Authority Agreement," select "**No**" from the drop down.
   c. Select **Not in Program** from the drop-down menus for all programs.
   d. For "Alternate meal service location," select the "**No**" button.
   e. Click "**Save.**"
   f. Click on the **name of the school** to return to School Specific Information page.
   g. Scroll down and click "**Delete**" at the bottom of the page.

2. Confirm you wish to delete the school on the list of schools on Schedule A by clicking "Yes." If delete was accidentally selected, click "Cancel."

Confirm Delete School

Once School is deleted, it cannot be restored. Are you sure you want to proceed with deletion of this school: ?

| Cancel | Yes |

> **Important**: If the school is mistakenly deleted, immediately contact the School Nutrition Team at dpifns@dpi.wi.gov or 608-267-9228 for assistance.

Site Count Mismatch Summary

1. The total number of schools reported for each program offered on the **School Food Authority Policy Statement** must match the total number of sites reported on Schedule A.
2. If the number of sites for any of the programs does not match, this screen will appear.
3. Check the School Policy Statement and/or School Schedule A pages by clicking on the buttons at the bottom of the page, correct the information and re-submit the contract.

Total schools count reported on policy statement for one or more programs does not match with total number of schools reported on Schedule A offering that program(s). Please check the table below to see mismatch summary of school count listed by program.

Programs Offered	Total # of Schools reported on Policy Statement	Total # of Schools reported on Schedule A
National School Lunch Program	3	1
Severe Need School Breakfast Program	2	0
After School Snacks Program	2	0

In order to succesfully submit contract, total school count reported on policy statement and schedule A should match. Please correct the school count and submit the contract again.

⬅ BACK

Certification
1. Click **"Continue"** at the bottom of Schedule A to bring up the Certification page.

The certification page includes the NSLP Permanent Agreement and the WSDMP Permanent Agreement if applicable. The Permanent Agreement is what your SFA is agreeing to through this contract. Be sure to review the entire agreement(s) annually prior to submitting the contract.

Certification for U.S. Department of Agriculture (USDA) Child Nutrition Programs

- I certify that all the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.

- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.

- I agree to abide by the terms and conditions of the Contract and Permanent Agreement

Click Here to View the Permanent Agreement

☐ **I Agree to Certification**

Certification for the Wisconsin School Day Milk Program (WSDMP)

- I certify that all the information within this application for the WSDMP is true and correct to the best of my knowledge.

- I understand that this information is being given in connection with the receipt of State funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State criminal statutes.

- I agree to abide by the terms and conditions of the Contract and Permanent Agreement.

Click Here to View the WSDMP Permanent Agreement

☐ **I Agree to Certification**

▶ Submit

a. **New for SY 2023-24**: The WSDMP Permanent Agreement is now part of this School Nutrition online contract. The separate WSDMP Application-Agreement-Policy Statement (PI-1464) will no longer be required. This agreement will not show for any SFA not participating in the WSDMP.

b. The terms and conditions of the Permanent Agreement(s), as updated for 2023-24, must be accepted. Click the "**I Agree**" button(s) on the certification page to accept the agreement(s).

2. Click the "**Submit**" button to submit the contract to DPI for review and approval.

> **Remember to print the contract.** To do this, each entry screen will need to be printed, as the information is entered or by logging in again and printing each completed screen. Remember to print the School Specific Schedule A, and any School Specific Policy Statements. You may also print these as a PDF and save it on your computer.

3. Click "**Home**" to return to the Menu for further modifications.

Home-Day Care Program	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Review	Other Services	Logout

School Nutrition Program> Contract> Submit Contract >

4. Click on the blue "**Logout**" button at the top right to exit the FNS system.

5. At any point (until DPI begins approving the contract), the contract is accessible for making changes by logging in. Once the contract is approved, changes can also be made at any point. Should changes be made throughout the school year, be sure to follow through the whole contract until the end and submit it to DPI; otherwise, changes will not be saved.

Troubleshooting and DPI Contacts

1. **If the password is lost**: Contact Jacque Darrow at 608-267-9134 or jacqueline.darrow@dpi.wi.gov for assistance. As a reminder, there is only one username and password to Online Services per SFA.

2. **To change the password:** Contact Jacque Darrow at 608-267-9134 or jacqueline.darrow@dpi.wi.gov for assistance. Changing this password will change the password for all related child nutrition applications, including claims for reimbursement, ordering commodities, contract access, etc. If the agency's password is changed, be sure to notify other staff in the agency that need to use those functions of the new password.

3. **To return to a prior page/screen,** click on one of the links at the bottom of the screen. The name of the link will indicate the screen. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.

   Note: If the "Back" icon at the top of the screen is clicked, the data will *not* **be saved** from the current screen.

4. **To print the contract, each screen** will need to be printed, either as each screen is completed or by logging in again and going through and printing each screen. Remember to print the School Specific Schedule A and any School Specific Policy Statements. As a reminder, with each log-in, it

will be necessary to click "continue" or "submit" at each page, through the whole contract, even when changes are not made. **Every log-in must be followed by submitting the contract.**

5. **Exiting the program:** To exit the contract system, click the **"Logout"** button. This button is part of the blue bar at the top of the screen, on the far right.

6. **Prior to contacting DPI** with questions related to data entry of the contract, please be prepared to answer the following questions:
    a. What is the agency code?
    b. What information is being entered? **(Example: "My PLE Tool")**
    c. What screen is being viewed? **(Example: the log in page, or the Paid Lunch Equity Upload page)**
    d. What page/s in this manual is referenced? **Page numbers are listed at the bottom of each manual page.**
    e. Be sure to have the manual available, so that the answer to the question can be noted in the manual for future reference.

7. **Once submitted and approved, the** online contract can be accessed and updated at any time, unless it is currently open and being reviewed for approval. Once submitted, contract changes must be approved.

> Remember to click the "Continue" or "Save" button at the bottom of each screen, and to submit the contract at the end of the process to ensure that the updates will be sent to the School Nutrition Team for approval.

Wisconsin Department of Public Instruction - School Nutrition Team Contact Information
Email: dpifns@dpi.wi.gov
Phone: 608-267-9228

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.