

Administrative Review Report

Kenosha Christian Academy

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/07/2023	12/04/2023
On-Site Review	12/13/2023	12/13/2023
Site Selection Worksheet	11/07/2023	11/07/2023
Entrance Conference	12/12/2023	12/12/2023
Exit Conference	12/13/2023	12/13/2023

Commendations:

Our sincere thanks to the staff at Kenosha Christian Academy for your warm welcome. We appreciate the time and efforts spent preparing for and participating in the Administrative Review. We recognize and appreciate your willingness to continuously learn about the USDA School Meals Programs and be receptive to feedback and technical assistance. Thank you for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions. Thank you also to the food service director for being available for discussion all day during the on-site visit. It is clear that the director cares deeply for the students and puts in great effort to ensure they receive nutritious meals. The director has many responsibilities in the school and does a great job overall managing the school meals programs. Thank you for being receptive to suggestions and having a desire to keep learning and improving the programs.

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) offers several types of trainings to cover most areas of the school nutrition programs. In addition, the SNT will offer School Nutrition Summer Training online and in person. Find more information on these training opportunities on the [DPI School Nutrition Training Webpage](#).

It is highly recommended that the authorized representative and food service director use the [Calendar of Program Requirements](#) to help keep track of tasks and due dates. The digital version of the calendar has links included, though it could also be printed and written on as tasks are completed. The calendar is designed to be fairly comprehensive and is generally organized in the order that things must be completed each year.

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Findings and Corrective Action:

Site Name		
Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/13/2023 03:32 PM	Finding: The SFA's Special Dietary Needs Policy references OVS as a method to accommodate meal modification requests not supported by a signed medical statement, even though the SFA is a Serve-Only site. Corrective Action: Update the Special Dietary Needs Policy to remove references to OVS and upload a revised copy in SNACS.
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/13/2023 02:54 PM	Finding: The non-discrimination statement was not included on all required program materials. The non-discrimination statement was missing on the local wellness policy. Corrective Action: Add the non-discrimination statement to required program materials and upload updated materials into SNACS.
Site Name	Kenosha Christian Academy	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	322	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/13/2023 02:51 PM	Finding 1: The SFA did not complete the monthly edit check correctly prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The highest enrollment and attendance adjusted figures are left blank on the edit check form. Therefore, the daily meal counts are not compared with the enrollment and attendance adjusted figures. Corrective Action: Upload complete monthly edit checks for breakfast and lunch for September through December into SNACS. Fiscal action will be calculated if meal counting and claiming errors are identified. Finding 2: The SFA is not using the highest student enrollment on the monthly NSLP claim. Corrective Action: Submit a statement of understanding of how the student enrollment figure on the claim is determined and upload a copy of the December edit check into SNACS.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/15/2023	3926		Administrative Review		Food Service Director			
Comments								
						Created By		Created Date
<u>Indirect Costs</u> • DPI does not allow the annual assigned indirect cost rate to be applied to the nonprofit food service account.								12/15/2023 11:11:43 AM

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<p>• For both public and private schools in Wisconsin, any indirect type costs assessed to food service must be supported with documentation. If interested in allocating funds from the nonprofit foodservice account for additional labor, use the Labor Time Study tool.</p>										
12/13/2023	3918		Administrative Review		Authorized Representative					
Comments										
							Created By	Created Date		
The 2023 USDA NSLP Equipment Assistance Grant application is now open. SFAs can request a maximum of \$25,000 for up to two pieces of equipment. Please visit the Equipment Grant webpage for additional information.								12/13/2023 3:58:43 PM		
12/13/2023	3917		Administrative Review		Food Service Director					
Comments										
							Created By	Created Date		
The professional standards tracking tool should have a reporting period of July 1 to June 30. The SFA may elect to track annual training hours on a 2 year basis. If this is done, training hours must still be completed in both school years.								12/13/2023 3:28:03 PM		
12/13/2023	3916		Administrative Review		Food Service Director					
Comments										
							Created By	Created Date		
Food Protection Manager Certification Section 12-201.11 (A) (2) of the Wisconsin Food Code requires that at least one person per SFA hold a Food Protection Manager Certification. There are several certification exams accepted in the state of Wisconsin. For a list of accepted certification exams and a course directory, please visit the links below:								12/13/2023 3:19:07 PM		
<ul style="list-style-type: none"> • DATCP Food Manager Requirements • DATCP Food Safety Course Directory • Certified Food Protection Manager Requirement for Schools Q&A 										
12/13/2023	3910		Administrative Review		FSD					
Comments										
							Created By	Created Date		
Although meals are purchased through a vended agreement, it is ultimately each SFA's responsibility to ensure all meal pattern requirements are met. All required documentation must be available onsite, such as production records, transport sheets, standardized recipes, crediting documentation, etc.								12/13/2023 12:16:51 PM		
12/13/2023	3909		Administrative Review		Food Service Director					
Comments										
							Created By	Created Date		
Record Keeping: SFAs are required to maintain program records and documentation for three years plus the current school year (7 CFR 210.23(c)).								12/13/2023 11:57:37 AM		
12/13/2023	3908		Administrative Review		Authorized Representative					
Comments										
							Created By	Created Date		
Verification Collection Report: The verification collection report is due annually by all SFAs, including CEP SFA wide by February 1. Please refer to the verification collection report instructions manual for more information.								12/13/2023 11:13:25 AM		
12/13/2023	3907		Administrative Review		Food Service Director					
Comments										
							Created By	Created Date		
Civil Rights Training: It is best practice if the civil rights training is completed in the beginning of the school year. The SFA is encouraged to use the DPI attendance tracker for								12/13/2023 11:11:34 AM		

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the civil rights training that way all participants sign off on the training.										
12/13/2023	3906		Administrative Review		Food Service Director					
Comments										
							Created By	Created Date		
Public Release: Only the CEP version of the public release should be sent out moving forward. The SFA sent the traditional NSLP with the CEP version to each grassroots organization. It is best practice if the public release is sent out at the beginning of the school year (after July 1 and before the first day of school).								12/13/2023 11:08:51 AM		
12/13/2023	3905		Administrative Review		Food Service/Authorized Representative					
Comments										
							Created By	Created Date		
USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods: <ul style="list-style-type: none"> •Promotion of the summer meals locator on the DPI Summer Meals webpage •Promotion of calling 211 to locate meals in the area •Promotion of the ability to text 'food' to 304-304 to locate meals in the area •Promotion of the USDA Summer Food website (http://www.fns.usda.gov/summerfoodrocks) 7 CFR 210.12(d) 								12/13/2023 11:04:31 AM		
12/13/2023	3904		Administrative Review		Authorized Representative					
Comments										
							Created By	Created Date		
The Annual Financial Report (AFR) is due annually by August 31. SFAs should review the AFR webcast and AFR manual prior to submission.								12/13/2023 11:02:43 AM		
12/13/2023	3903		Administrative Review		Food Service Director					
Comments										
							Created By	Created Date		
Supply Chain Assistance (SCA) Funds: The SFA is tracking Supply Chain Assistance (SCA) funds with monthly trackers. The current tracking sheets list the milk cost for each milk type separately. It is recommended that the SFA utilize the DPI SCA funds tracker moving forward for ease in tracking. Milk costs can then be averaged and the SFA can record based on total meals served by program NSLP and SNB.								12/13/2023 10:54:00 AM		
12/13/2023	3902		Administrative Review		FSD					
Comments										
							Created By	Created Date		
Around the World in 80 Trays Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays. Take the pledge and use the week of January 16-20, 2023 to introduce new flavors, create culturally inspired dishes, explore the tantalizing world of herbs and spices and connect with students. Visit the Around the World in 80 Trays webpage (https://dpi.wi.gov/school-nutrition/programs/national-school-lunch/around-the-world-in-80-trays) for event information. Document the event (pictures, video, sound clips, etc) and send to DPIFNS@dpi.wi.gov so we can share your success!								12/13/2023 10:46:53 AM		