

# Administrative Review Report

Universal Scholars Academy

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	09/30/2024	11/11/2024
On-Site Review	11/12/2024	11/13/2024
Site Selection Worksheet	09/30/2024	10/25/2024
Entrance Conference	11/04/2024	11/06/2024
Exit Conference	11/12/2024	11/13/2024

## Commendations:

Our sincere thanks to the staff at Universal Scholars 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. The food service director was very receptive to feedback and eager to learn. Thank you for being available throughout the on-site visit to answer questions.

From the PHN: Congratulations on the incredible progress your team has made in establishing and running a successful National School Lunch Program (NSLP) and School Breakfast Program (SBP) in just one year! Starting a Child Nutrition Program comes with many challenges, yet your small-but-mighty team has risen to the occasion. Each of you wears many hats, balancing multiple responsibilities with tireless dedication.

It is clear that your commitment to creating a supportive and nurturing environment has had a profound impact on the students you serve. During the visit, the positive behavioral differences in the students were unmistakable – a testament to the safe and encouraging atmosphere cultivated by your school.

Your team's ability to run a compliant NSLP/SBP program with only minor technical assistance and corrective action needs is truly commendable. These accomplishments reflect a deep dedication to both the program's requirements and the well-being of your students.

Thank you for the significant time and effort you put into ensuring the success of your school nutrition program as well as in preparation for this Administrative Review. Your hard work is making a meaningful difference in the lives of the children you serve. We are proud of your accomplishments and encourage you to continue building on this success. Keep up the great work!

## 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](#).

Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays the week of January 20-24, 2025. Take the pledge to participate in any capacity from adding a new dip or seasoning to showcasing several new dishes. It is up to you! Visit the [Around the World in 80 Trays webpage](#) to take the pledge and find more event information. Document the event (pictures, video, sound clips, etc.) and send to [DPIFNS@dpi.wi.gov](mailto:DPIFNS@dpi.wi.gov) so we can share your success!

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:

<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
<b>Question #</b>	700
<b>Corrective Action History</b>	<p><u>Finding:</u> On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p><u>Corrective Action:</u> Utilizing the <a href="#">Annual Financial Report Template</a> notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</p>
<b>Form Name</b>	Civil Rights (800 - 806)
<b>Question #</b>	801
<b>Corrective Action History</b>	<p><u>Finding:</u> The <a href="#">CEP Public Release</a> was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area prior to the beginning of the SY (7 CFR 245.5(a)(2)).</p> <p><u>Corrective Action:</u> Provide a statement of understanding that the Public Release will be sent to 2-3 organizations before the start of the school year in the following year.</p>
<b>Form Name</b>	Civil Rights (800 - 806)
<b>Question #</b>	803
<b>Corrective Action History</b>	<p><u>Findings:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u> Utilizing the DPI template policy (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx</a>), develop procedures for the SFA and upload into SNACS.</p>
<b>Form Name</b>	Civil Rights (800 - 806)
<b>Question #</b>	805
<b>Corrective Action History</b>	<p><u>Finding:</u> The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs.</p> <p><u>Corrective Action:</u> Provide a timeline for when a Special Dietary Needs procedure will be put in place. Provide the name and title of the SFA representative that will ensure compliance. It is recommended that SFAs utilize the Special Dietary Needs policy template. (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx</a>).</p>
<b>Form Name</b>	Local School Wellness (1000 - 1006)
<b>Question #</b>	1000
<b>Corrective Action History</b>	<p><u>Finding:</u> Current Local Wellness Policy (LWP) does not include all of the required content and is missing public involvement (7 CFR 210.31).</p> <p><u>Corrective Action:</u> Provide updated or missing policy statement(s) and submit a timeline for bringing the LWP into compliance. Include the name(s) and title(s) of the SFA representative(s) that will ensure compliance.</p>
<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
<b>Question #</b>	1600
<b>Corrective Action History</b>	<p><u>Finding:</u> The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning and throughout the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12).</p> <p><u>Corrective Action:</u> Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.</p>

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<b>Form Name</b>	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)
<b>Question #</b>	1601
<b>Corrective Action History</b>	<p><u>Finding:</u> The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP).</p> <p><u>Corrective Action:</u> Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.</p>
<b>Form Name</b>	Certification and Benefit Issuance (124 - 142)
<b>Question #</b>	134
<b>Corrective Action History</b>	<p><u>Finding:</u> The SFA did not perform Direct Certification (DC) in the required timeframes for the Community Eligibility Provision. Full Enrollment DC runs must be performed at least 3 times each school year:</p> <ul style="list-style-type: none"> <li>• At or around the beginning of the school year</li> <li>• Before the last operating day of October (for the special provisions match report)</li> <li>• By April 1 (on or after March 15).</li> </ul> <p><u>Corrective Action:</u> Provide a statement of how and when the SFA will perform the full enrollment DC runs in the required time frames during the school year.</p>
<b>Form Name</b>	Civil Rights (809 - 810)
<b>Question #</b>	810
<b>Corrective Action History</b>	<p><u>Finding:</u> The correct non-discrimination statement was not included on all program materials and was missing from the school website.</p> <p><u>Corrective Action:</u> Update the school website to include the correct non-discrimination statement or a link to the USDA and provide a statement that this has been completed, along with the URL of where it can be found.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)
<b>Question #</b>	1217
<b>Corrective Action History</b>	<p><u>Finding:</u> Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p><u>Corrective Action:</u> Include all training hours completed this school year for each school food service employee onto the <a href="#">DPI Professional Standards Tracking Tool</a> or the <a href="#">USDA Professional Standards Tracking Tool</a> and upload into SNACS.</p>
<b>Form Name</b>	Professional Standards (1210 - 1219)
<b>Question #</b>	1219
<b>Corrective Action History</b>	<p><u>Finding:</u> Non-school nutrition staff who have responsibilities for the school nutrition program(s) did not receive job specific training in the current school year (7 CFR 210.30), specifically the Authorized Representative who is tasked with claims submission, running Direct Certification, completing financial report and submitting the contract.</p> <p><u>Corrective Action:</u> Provide a training plan for the current school year, for all non-school nutrition staff, with school nutrition program responsibilities. This must include a minimum of civil rights training and training related to job duties.</p>
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)
<b>Question #</b>	1400
<b>Corrective Action History</b>	<p><u>Finding:</u> The SFA was missing employee reporting agreements for the part time employee that serves food and the backup staff member.</p> <p><u>Corrective Action:</u> Have the missing employees sign the <a href="#">Employee Health Reporting Agreement</a> and upload them into SNACS.</p>
<b>Site Name</b>	Universal Scholars Academy

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<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)				
<b>Question #</b>	401				
<b>Corrective Action History</b>	<p><b>Finding:</b> Insufficient Portion Control for Vegetable Component at Lunch. Per <a href="#">7 CFR 210.10(c)</a>, the daily minimum vegetable requirement for the K-8 age/grade group is 3/4-cup. Without SA intervention, 1/2-cup vegetable would have been served and none of the lunch meals served during onsite observation would be able to be claimed for reimbursement.</p> <p><b>Corrective Action:</b> Have line staff and the FSD complete the <a href="#">Lunch Meal Pattern webcast</a> available in the Online Learning Library. Upload certificates of completion for each staff member in the Documents tab of SNACS. If the training is completed as a group, provide information on where and when the training was conducted and submit a training roster signed by all attendees. Review the <a href="#">Lunch Meal Pattern Table</a> and submit a statement explaining how the planned menu items and daily minimum requirements will be assessed for compliance with the meal pattern going forward.</p>				
<b>Site Name</b>	Universal Scholars Academy				
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)				
<b>Question #</b>	431				
<b>Corrective Action History</b>	<p><b>Finding:</b> Incomplete Breakfast and Lunch production records for the week of review. Per <a href="#">7 CFR 210.10(a)(3)</a>, production records must demonstrate how meals offered contribute to the required meal components and food quantities each day.</p> <p>Specifically, the following fields were not consistently completed on production records:</p> <ul style="list-style-type: none"> <li>• Milk usage by type and by meal service</li> <li>• Total meals served</li> <li>• Leftovers</li> <li>• Temperatures</li> </ul> <p><b>Corrective Action:</b> Submit one month of completed production records, including temperature logs, as part of the corrective action for SNACS #1408. No further corrective action is required at this time for SNACS #431. SA will assess the documentation provided for SNACS #1408 when evaluating the corrective action for this question, SNACS #431. Please indicate in the SNACS #431 text box when the documentation has been uploaded.</p> <p>For reference, review the <a href="#">Production Record Requirements</a> on our Menu Planning Webpage.</p>				
<b>Site Name</b>	Universal Scholars Academy				
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)				
<b>Question #</b>	1405				
<b>Corrective Action History</b>	<p><b>Finding:</b> Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not receive two food safety inspections in the current or prior school year and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p><b>Corrective Action:</b> Contact the local regulatory authority (DATCP - <a href="mailto:datcpdfsretail@wisconsin.gov">datcpdfsretail@wisconsin.gov</a>) to request two food safety inspections. Upload documentation into SNACS of this communication.</p>				
<b>Site Name</b>	Universal Scholars Academy				
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)				
<b>Question #</b>	1408				
<b>Corrective Action History</b>	<p><b>Finding:</b> Temperatures (refrigerator and food, both before shipping and after receipt) must be recorded daily (7 CFR 210.13). The temperature logs for the food after receipt was incomplete.</p> <p><b>Corrective Action:</b> Upload one month of completed temperature logs into SNACS and provide a statement indicating how temperatures will be monitored and how logs will be retained going forward.</p>				

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
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11/12/2024	5208	431	Administrative Review	Universal Scholars Academy	FSD
<b>Comments</b>					
<p>Per <a href="#">7 CFR 210.10(a)(3)</a>, production records must clearly document how meals served meet meal pattern requirements, including component contributions and portion sizes per age/grade group. Production records should be completed for each meal service to verify compliance with meal pattern standards. Specifically, each production record should include meal service-specific milk usage by type, total meals served, temperatures, and leftovers to provide an accurate account of food production. During the week of review, breakfast milk usage was routinely recorded on lunch production records instead of breakfast production records. For accurate compliance, milk usage must be recorded separately for each meal service, detailing the types and amounts of milk offered. In addition, production records for both breakfast and lunch were inconsistently filled out regarding total meals served, temperatures, and leftovers. Each of these fields is required daily to document that all necessary food safety and production practices are followed. Technical assistance was provided onsite to review each field, emphasizing the importance of recording these details accurately and completely to ensure compliance.</p>					
11/12/2024	5207	411	Administrative Review	Universal Scholars Academy	FSD
<b>Comments</b>					
<p>During the recent field trip on 10/11/24 during the week of review, it was noted that food items provided were not properly documented on the production records. Fortunately, the meal vendor maintained thorough records, allowing for the necessary details to be retrieved, so no findings were identified. However, moving forward, please ensure that meals provided on field trips are accurately recorded on production records in alignment with federal requirements. Additionally, please see below for more information regarding providing Breakfast and Lunch on field trips. Per 7 CFR 210.10, meals provided during field trips must meet daily meal pattern requirements, including the required components and serving sizes. All meals must be properly accounted for, including collecting meal payments and ensuring accurate counts by eligibility category (free, reduced-price, or paid). Per the USDA, "Field trip menus must meet daily meal pattern requirements and count toward weekly meal component and quantity requirements. Students on a field trip may be served slightly different foods that still meet the required components. For example, the cafeteria menu may include sweet potatoes, but the menu planner may offer students on a field trip a different vegetable from the same subgroup (e.g., carrot sticks) or a vegetable from a different subgroup (e.g., celery sticks). The meals from field trips would need to be included when planning meals that meet the weekly requirements, including the vegetable subgroups and the dietary specifications (calories, saturated fat, and sodium)." In addition, time/temperature control for safety (TCS) food items must be maintained to ensure food safety. Currently Universal Scholars Academy operates under the served model. As a reminder, for served meals to be reimbursable, students must have all required meal pattern components in at least the minimum daily required quantities. Juice may not be substituted for milk.</p>					
11/12/2024	5206	403	Administrative Review	Universal Scholars Academy	FSD
<b>Comments</b>					
<p>Several students at Universal Scholars Academy have documented dietary restrictions with medical forms on file. The current meal vendor has the capacity to accommodate these restrictions if the details are indicated on the meal order form. To ensure these students have consistent access to all required meal pattern components, please begin noting any food or beverage allergies directly on your order form. This will allow the vendor to provide appropriate substitutions that align with each student's needs. In the event the SFA chooses to procure milk separately from the meal vendor in the future, please refer to the <a href="#">Milk Substitutions</a> section on the <a href="#">Special Dietary Needs webpage</a> for guidance on milk substitutes that are nutritionally equivalent to cow's milk. This resource offers detailed information on approved substitutions, helping ensure compliance with dietary requirements while maintaining nutritional standards for all students.</p>					
11/12/2024	5205	401	Administrative Review	Universal Scholars Academy	FSD
<b>Comments</b>					
<p>During pre-service observation, SA identified that an incorrect serving utensil was being used for the baked beans. Specifically, a #8 spoodle (1/2-cup) was set out in place of the required 3/4-cup scoop. Since the site operates strictly on the 'serve' model, each meal pattern component must meet the daily minimum serving requirements for the age/grade group to ensure meals are reimbursable. For this K-8 age group, a minimum of 3/4-cup of vegetable is required daily. SA intervened to replace the utensil with the correct 3/4-cup scoop, allowing for meal pattern compliance and ensuring that all meals served could be claimed for reimbursement. However, this highlights the need for additional meal pattern training for line staff to help them consistently meet portion requirements and maintain compliance going forward.</p>					
11/12/2024	5204	1403	Administrative Review	ALL	FSD
<b>Comments</b>					
<p>Per <a href="#">7 CFR 210.21(d)</a>, SFAs are required to purchase domestic commodities or products to the maximum extent practicable. If a non-domestic item is purchased, SFAs must maintain documentation justifying the exception. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). When using non-domestic products, the following information must be recorded on the Buy American Non-Compliant Product List: date, product name, country of origin, and reason for the exception (e.g., cost analysis, seasonality, availability, substitution, distribution, or other). A suggested Buy American - Non Compliant Product List template can be found on the <a href="#">Buy American webpage</a>. The following information must be recorded on a Buy American Non-Compliant Product List- Date, name of product, country of origin, reason (i.e. cost analysis seasonality, availability, substitution, distribution, other). Beginning July 1, 2025, non-domestic food purchases must not exceed 10 percent of a school food authority's total annual commercial food costs for the school year. A phased cap on non-domestic food purchases will be implemented as follows:</p> <ul style="list-style-type: none"> <li>10% cap starting in the 2025-2026 school year (effective July 1, 2025),</li> </ul>					

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- 8% cap starting in the 2028-2029 school year (effective July 1, 2028), and
- 5% cap starting in the 2031-2032 school year (effective July 1, 2031).

States may grant temporary relief if schools are unable to meet the cap.

11/12/2024	5166	1006	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
Assessment results and findings of the Local Wellness Policy must be released to the public as a written report. There is no required template for this report.					
11/12/2024	5165	1005	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). The SFA's first triennial assessment must be completed by June 30, 2027. The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. FNS recommends the WellSAT Tool as a resource to conduct the LWP triennial assessment.					
11/12/2024	5162	1406	Administrative Review	Universal Scholars Academy	FSD/AR
<b>Comments</b>					
The most recent food safety inspection report, after it has been conducted, must be posted in public view.					
11/12/2024	5161	1404	Administrative Review	Universal Scholars Academy	FSD/AR
<b>Comments</b>					
Both sharing tables and no thank you tables are permitted in Wisconsin and do not require approval from the DPI SNT. However, there are considerations for School Food Authorities (SFAs) and Local Educational Agencies (LEAs) that must be followed to safely and responsibly implement each type of table. Refer to the <a href="#">Sharing and No Thank You Tables Toolkit</a> for a comprehensive guide including standard operating procedures. Food safety decisions surrounding sharing and no thank you tables are at the discretion of the sanitarian and/or local regulatory authority. Implementation may vary across the state. Definitions: <ul style="list-style-type: none"> <li>• A <a href="#">sharing table</a> is a designated table for food and beverage items that students do not intend to consume. Students may pick up items from the sharing table during the meal period. Items must be pre-packaged and unopened. Throughout meal service, the designated food handler(s) or trained supervising adult(s) must monitor the sharing table, inspect items for wholesomeness, and document items that are leftover. The table should not be located immediately after the point of service.</li> <li>• A <a href="#">no thank you table</a> is a designated table placed after the point of service for food and beverage items that students do not intend to consume. Students may not pick up items from this table during the meal period. At the end of meal service, the designated food handler(s) or trained supervising adult(s) must inspect the items for wholesomeness and document items that are leftover.</li> </ul>					
11/12/2024	5160	1400	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
All food service employees must have a signed <a href="#">Employee Health Reporting Agreement</a> on file. The agreement helps ensure employees properly notify the person in charge when they experience specific illness symptoms or diagnoses. There are no requirements as to how frequently food service employees must sign an Employee Reporting Agreement form. It is best practice for each food service employee to annually review and sign an updated agreement to reinforce food safety reporting information.					
11/12/2024	5159		Administrative Review		FSD/AR
<b>Comments</b>					
Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year, which typically includes a food safety inspection and a review of the site's food safety plan. If you request a food safety inspection but are not able to obtain one, document the request date and retain any correspondence (email, letters, phone call details) with the local regulatory authority that conducts inspections. SFAs are responsible for requesting food safety inspections from the local regulatory authority and documenting their efforts.					
11/12/2024	5248		Administrative Review		FSD/AR
<b>Comments</b>					
SFAs must inform families of the availability of reimbursable breakfasts served under the <a href="#">School Breakfast Program (SBP)</a> at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP.					

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11/12/2024	5247	803	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
All SFAs must have procedures for receiving and processing complaints alleging civil rights discrimination within the USDA Child Nutrition Programs. It is recommended SFAs use the <a href="#">Template Civil Rights Complaint Procedures</a> to create written procedures. An SFA may always attempt to resolve a situation that is occurring in real time; however, if an individual states that they wish to file a civil rights complaint, the SFA must provide them with the information necessary to do so and not impede an individual's right to file.					
11/12/2024	5246	801	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to: <ul style="list-style-type: none"> <li>o Local news media</li> <li>o Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.))</li> <li>o Local employment office</li> <li>o Major employers contemplating or experiencing large layoffs</li> </ul> SFAs are allowed to, but not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.					
11/12/2024	5245	1501	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
Additional record retention rules apply for CEP schools. These are detailed in <a href="#">7 CFR 245.9</a> and <a href="#">the USDA CEP Planning and Implementation Guidance</a> . The records listed below must be kept as long as the SFA is in CEP (including any extensions), plus three fiscal years after the submission of the last Claim for Reimbursement which was based on the data. In any case, if audit findings have not been resolved, these records must be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. <ul style="list-style-type: none"> <li>• Data used to calculate the identified student percentage (which is usually primarily direct certification data)</li> <li>• Annual selection of the identified student percentage <ul style="list-style-type: none"> <li>o CEP applications, annual CEP intent forms, eligibility worksheets submitted with CEP applications</li> <li>o CEP approval packets sent by DPI after application is submitted and approved</li> </ul> </li> <li>• Total number of breakfasts and lunches served daily</li> <li>• Free and paid claiming percentages used to claim meal reimbursement</li> <li>• Non-Federal funding sources used to cover any excess meal costs</li> <li>• School-level information provided to the State agency for publication</li> </ul>					
11/12/2024	5244	1217	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
Annual Professional Standards Training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program. A summary of the training requirement is provided in this <a href="#">"In A Nutshell- Training"</a> document. Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, SNA, ICN, in-house, etc.). SFAs must record training hours on a training tracker, which includes the name of staff person, title/position, brief list of core duties/responsibilities, and hours scheduled. <a href="#">The DPI Professional Standards Tracking Tool</a> or the <a href="#">USDA Professional Standards Tracking Tool</a> are encouraged but not required.					
11/12/2024	5203	1601	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. SFAs are required to inform families where to find free summer meals. It is recommended to share the following in an end of year newsletter and on the SFA website: <ul style="list-style-type: none"> <li>• To find free summer meal locations: <ul style="list-style-type: none"> <li>o Call 211 to locate meals in the area</li> <li>o Text 'food' (in English or Spanish) to 304-304</li> <li>o Check the Site Finder Map</li> <li>o <a href="#">Summer Meals Site Finder</a>– English</li> <li>o <a href="#">Summer Meals Site Finder</a>– Spanish</li> <li>o Visit the <a href="#">Summer Food Service Program</a> webpage</li> </ul> </li> </ul>					
11/12/2024	5243	810	Administrative Review	ALL	FSD/AR
<b>Comments</b>					
When including the <a href="#">non-discrimination statement</a> on letters, menus, websites, and documents used to convey program information, it is necessary to use the most current full official statement. The full non-discrimination statement was revised by the USDA in 2022. The abbreviated statement remains the same.					

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The abbreviated statement, "**This institution is an equal opportunity provider**", is only used when space is limited, such as printed menus. All non-discrimination statements must be in the same size font as document's main text. Statement words and formatting cannot be altered.

11/12/2024

5146

200

Administrative Review

ALL

FSD/AR

**Comments**

Verification Collection Report must be completed by February 1.