

# Administrative Review Report

Up Christian Academy Inc.

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/26/2024	01/13/2025
On-Site Review	01/13/2025	01/13/2025
Site Selection Worksheet	11/26/2024	11/26/2024
Entrance Conference	01/13/2025	01/13/2025
Exit Conference	01/13/2025	01/27/2025

## Commendations:

### From the Public Health Nutritionist:

Thank you to all staff at Up Christian Academy for the warm welcome and cooperation during this Administrative Review (AR). Your time and patience in working through this review is greatly appreciated. Thank you for serving your students.

### From the Nutrition Program Consultant:

Up Christian Academy, Inc does a very good job of running the child nutrition programs. The SFA is focused on understanding program requirements, efficient in reporting and record keeping, has good communication and cooperation among program staff. The food service manager is detail oriented and understands correct POS procedure. Financial management is evident, all costs are allowable, and AFR completed correctly. The SFA provides great SBP and SFSP outreach. Onsite food safety requirements are met.

# Administrative Review Report

Up Christian Academy Inc.

## Findings and Corrective Action:

Site Name	
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)
Question #	777
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed to receive the funds. The SFA is not aware of what the funds can be spent on and/or the funds are not being tracked separately. Up Christian Academy received \$5944.97 on 12/15/23 and \$543.70 on 5/28/24.</p> <p><b>Corrective Action:</b> Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and upload the process/spreadsheet/system that will be used to track how the funds are spent.</p>
Site Name	
Form Name	Civil Rights (800 - 806)
Question #	801
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> The Public Release 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 (7 CFR 245.5(a)(2)). All School Food Authorities (SFAs) are required to distribute a Public Release before the start of the school year. The purpose is to inform the community of SFAs offering free and reduced priced meals to eligible student. SFAs should send the public release to the following: 1) local media and 2) grassroots organizations or non-profits, major employers contemplating or experiencing large layoffs, or local unemployment office.</p> <p>SFAs are not required to pay to have the public release published. SFAs need to maintain documentation that shows who received the current public release as well as a copy of the distributed public release.</p> <p><b>Please note, the Public Release cannot be posted to the SFA's website, nor to the district handbook.</b></p> <p><b>Corrective Action:</b> Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year. Remove the public release from where it is posted on the school webpages and in the school.</p>
Site Name	
Form Name	Local School Wellness (1000 - 1006)
Question #	1000
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

# Administrative Review Report

Up Christian Academy Inc.

Corrective Action History	<p><b>Finding:</b> Current Local Wellness Policy (LWP) is missing some content specific to Up Christian Academy including at least one goal in Nutrition Education, at least one goal in Nutrition Promotion and identifying the official responsible for LWP oversight within the policy. (7 CFR 210.31).</p> <p><b>Corrective Action:</b> 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>
Site Name	
Form Name	Professional Standards (1210 - 1219)
Question #	1217
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> Documentation of school staff training is not fully tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30. The SFA must establish a process for tracking and monitoring annual training for each school nutrition employee if any part of their time is being charged to food service. Tracking must contain these elements: Trainee's name, trainee's date of hire, position/role, required hours of training required annually for this role/position. Then enter each training completed by quarter hour increments.</p> <p><b>Corrective Action:</b> Include all training hours completed so far this school year for each school food service employee onto a spreadsheet, form or document which meets the requirements above. Remember that annual training requirements must be met within the school year (July 1, 2024 - June 30, 2025). Upload this tracking into SNACS. For more information on required training by position see the Technical Assistance section of the AR report.</p>
Site Name	
Form Name	Food Safety & Buy American (1400 - 1403)
Question #	1403
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> SFA is not maintaining all documentation for non-domestic products served in the school meal programs. Per 7 CFR 210.21(d), SFA's must purchase, to the maximum extent practicable, domestic commodities or products. When purchasing a non-domestic item, SFA's must maintain documentation demonstrating the exception, except when the item purchased is found on the FAR at 48 CFR 25.104 when using an exception under paragraph (d)(5)(i). The following products were identified in the SFA's storage area as non-domestic and not documented: Sugar Snap Peas (Mexico)</p> <p><b>Corrective Action:</b> Complete and submit a Noncompliant Product List Form for the non-domestic product listed above.</p>
Site Name	Up Christian Academy
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	400
TA Log #	No TA Log# found

# Administrative Review Report

Up Christian Academy Inc.

Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> Non-reimbursable meals served during lunch meal service. One non-reimbursable meal was observed at lunch meal service on the date of onsite review. Under the Serve Only regulations, all lunch components offered must be taken by each student to constitute a reimbursable meal. It was observed that one student did not have their milk component.</p> <p><b>Corrective Action:</b> Submit a statement which indicates understanding that under the serve only regulations, all lunch components served must be taken by each student to constitute a reimbursable meal. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>
Site Name	Up Christian Academy
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	401
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> Non-reimbursable meals served during breakfast meal service. Five non-reimbursable meals were observed at breakfast meal service on the date of onsite review. Under the Serve Only regulations, all breakfast items offered must be taken by each student to constitute a reimbursable meal. It was observed that 3 students didn't take a juice and 2 students didn't take a milk.</p> <p><b>Corrective Action:</b> Submit a statement which indicates understanding that under the serve only regulations, all breakfast items served must be taken by each student to constitute a reimbursable meal. Additionally, in this statement explain how this error will be corrected and avoided in the future.</p>
Site Name	Up Christian Academy
Form Name	Meal Components and Quantities - Day of Review (400-408)
Question #	403
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> No milk substitutions were offered to a student with a dairy allergy that has a signed Special Dietary Needs form on file. Under Straight Serve guidelines, all components in their full serving size must be given to each student and due to not providing a dairy free milk substitution the student did not receive all five meal components.</p> <p><b>Corrective Action:</b> If continuing to participate in the straight serve meal participation model, please upload communication with MCFI that a dairy free milk substitute must be delivered daily for the student with a dairy allergy. If the school decides to follow Offer vs. Serve, which would allow the student the option to decline the milk if they did not want it, then the online contract must be changed and Offer vs. Serve training must occur. A certificate of completion for Offer vs. Serve training must be uploaded for the FSD and kitchen lead into SNACS.</p>
Site Name	Up Christian Academy
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	410
TA Log #	No TA Log# found

# Administrative Review Report

Up Christian Academy Inc.

Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding:</b> Weekly grain shortage at breakfast for the K-12 grade group during the week of review. Per 7 CFR 220.8(c), the weekly minimum requirement for K-12 grade group is 9oz eq. grain per week.</p> <p>The following represents the planned portion sizes:</p> <ul style="list-style-type: none"> <li>-Monday, December 9- 1 grain</li> <li>-Tuesday, December 10- 1 grain</li> <li>-Wednesday, December 11- 1 grain</li> <li>-Thursday, December 12- 1 grain</li> <li>-Friday, December 13- 1 grain</li> <li>-Total- 5 grains</li> </ul> <p>Repeat weekly grain shortages or violations at breakfast during subsequent Administrative Reviews may be subject to fiscal action.</p> <p><b>Corrective Action :</b> Submit a statement describing how the weekly minimum requirement for grain will be met for breakfast during the week of review (e.g. portion sizes increased, additional menu items, product replacements, etc.).</p> <p><b>Corrective Action 2 :</b> Have the kitchen lead complete the Breakfast Meal Pattern webcast available in the Online Learning Library ( <a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns</a> ). Upload certificates of completion in the Documents tab of SNACS.</p>
Site Name	Up Christian Academy
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	430
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p><b>Finding :</b> It was observed that the breakfast milk types being served were 1% white milk and skim white milk however chocolate milk and one type of unflavored milk is indicated on the production records.</p> <p><b>Corrective Action :</b> Submit a statement of understanding that the correct milk types being offered must be listed on the production record. In addition, indicate which milk types will be served at breakfast moving forward.</p>
Site Name	Up Christian Academy
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	431
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged

# Administrative Review Report

Up Christian Academy Inc.

<b>Corrective Action History</b>	<p><b>Finding:</b> Incomplete breakfast and lunch production records during the week of review. Per 7 CFR 210.10(a)(3), records must show how the meals offered contribute to the required meal components and food quantities for each age/grade group every day. The issues were:  Amount leftover (this can be recorded as number of servings or bulk units)  Milk types available and actual usage by type  Total amount of served meals  Amount of meals/food items prepared</p> <p><b>Corrective Action 1:</b> Upload one full week of completed breakfast and lunch production records, including all requirements recorded daily into SNACS. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p> <p><b>Corrective Action 2 :</b> Have the kitchen lead complete the Production Records webcast available in the Online Learning Library ( <a href="https://media.dpi.wi.gov/school-nutrition/final-production-records/story.html">https://media.dpi.wi.gov/school-nutrition/final-production-records/story.html</a> ). Upload certificates of completion in the Documents tab of SNACS.</p>
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## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
01/13/2025	5563	437	Administrative Review	Up Christian Academy	FSD			

### Technical Assistance

It is recommended to order a 3/4 cup scoop rather than using both a 1/2 cup scoop and 1/4 cup scoop to serve vegetables with daily. This will help with efficiency and speeding up the line.

### Technical Assistance

**Supply Chain Assistance funds:** Use [DPI's SCA Funds Expense Tracker](#) template to track how you spend down the SCA funds you've received. Your meal vendor may already be doing this or may be willing to alter their monthly report (invoicing) to show the number of milks sold as part of the reimbursable meals you purchased. See the [SCA Funds In a Nutshell](#) for information about how these funds may be used.

### Technical Assistance

**Hiring Standards for Food Service Director:** If you plan to designate a new FSD ensure they meet the hiring standards for an SFA of your size (based on enrollment):

Bachelor's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field;  
OR Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration, and a State-recognized certificate for school nutrition directors. In Wisconsin this is the DPI School Nutrition GOALS Certificate;  
OR Bachelor's degree in any academic major, and at least 1 year of relevant food service experience  
OR Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least one year of relevant food service experience;  
OR High school diploma (or GED) and three (3) years of relevant food service experience. SFAs with an enrollment of 500 or less, the Wisconsin DPI allows a minimum of one year of relevant food service experience with this option.

**Exemptions to Hiring Standards:** The State agency may approve a director who does not meet the minimum hiring requirements for limited situations. Contact the School Nutrition Team for more information prior to hiring a new director that does not meet the hiring standards.

- SFAs with an enrollment of 500 or less, the State agency may approve the hire of a director who meets the education requirements, but not the required years of relevant food service experience. If approved, a training plan will be required to be completed within 3 months.

### Technical Assistance

# Administrative Review Report

Up Christian Academy Inc.

**Time Study to determine charges to food service account** for part-time workers: Staff who are also employed within other roles or programs in the SFA must complete a two-week time study each year. This document should be filled out in actual time by the staff person, including when on each day they began doing meal service work and when they stopped. From these **actual hours** reported (not simply hours scheduled) the SFA determines an average number of hours per week to bill the food service account.

Technical Assistance

**Training Tracking for program staff:** SFAs must establish a process for tracking and monitoring annual training for school nutrition employees.

USDA does not mandate a specific tool be used.

[DPI-developed Professional Standards Tracking Tool](#)

A tracking tool **must include** a trainee's:

- name
- date of hire
- position/role
- required hours of training

Technical Assistance

**Special Dietary Needs requests:** Work with the family/parent/guardian to ensure the medical professional answers all 3 questions on the form:

1. How does the child's physical or mental impairment restrict his or her diet?
2. What foods or types of food should be omitted? Please be specific.
3. List foods to be substituted (avoid specific brand names unless medically necessary).

Technical Assistance

**Civil Rights Training roster:** While completing DPI's Civil Rights training for Child Nutrition Programs is required annually for everyone with a role in the school meals program, it is not required that everyone complete this training together or at the same time. Ensure that each person's completion record indicates the date **they** completed the course and their signature.