

Administrative Review Report

Malaika Early Learning Center

Commendations:

From the Public Health Nutritionist:

Thank you to staff at Malaika Early Learning Center for the warm welcome and cooperation during this Administrative Review (AR). The staff was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students.

From the Nutrition Program Consultant:

Our sincere thanks to the administration and school nutrition staff of Malaika Early Learning Center. We appreciate the time and effort spent preparing for and participating in the administrative review process. Thank you for your availability during the on-site portion of the review and helping the DPI review team to gather the needed documentation and information. Thank you for what you do for kids!

For information on the USDA Child Nutrition Programs, visit the DPI School Nutrition webpage. For in-depth technical assistance, including program links see the 2023-24 General Program Reminders which has been uploaded to the documents tab in SNACS.

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 offers School Nutrition Summer Training online and in various locations around the state. Find more information on these training opportunities on the DPI School Nutrition Training webpage (<https://dpi.wi.gov/school-nutrition/training>).

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 01:29 PM	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). Notes of what revenues and expenses to calculate were left on-site.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS and submit a statement in SNACS this has been completed.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 01:03 PM	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Utilizing the DPI template policy (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sfa-civil-rights-complaint-procedures-template.docx), upload a copy to the school website. Submit a statement in SNACS when this has been completed.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	805	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 01:16 PM	<p>Finding: There were observed food/beverage substitutions made outside of the meal pattern, not supported by a signed medical statement from a licensed medical professional (7 CFR 210.10). See the SNT Special Dietary Needs policy for assistance (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx).</p> <p>All foods/beverage substitutions made based on the appropriate signed medical statement must be accommodated by the school.</p> <p>Corrective Action: Provide a detailed statement or policy indicating the steps the school will take to ensure that food substitutions made outside of the meal pattern are made based on an appropriate medical statement.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	

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Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 11:19 AM	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content per 7 CFR 210.31.</p> <p>Corrective Action: Use the Local Wellness Policy (LWP) builder to create a new LWP that had all of the required content. Upload a copy of the new LWP on the documents tab in SNACS and submit a statement when this has been completed.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 11:13 AM	<p>Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31. SFA stated it is uploaded to the website, but only the Triennial Assessment was available on the website. Local Wellness Policy builder</p> <p>Corrective Action: Upload a copy of the newly updated Local Wellness Policy to the school website. Submit a statement in SNACS when this has been completed.</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	Flagged 11/22/2023 11:52 AM	<p>Finding: Documentation of school food service staff training is being tracked using the DPI Professional Standards Tracking Tool to demonstrate compliance with annual training requirements per 7 CFR 210.30. However, the required fields are not being entered such as the reporting period (July 1 - June 30) length of time reported as a decimal (15 minutes = .25), name of the training, and whether the employee was an attendee or trainer.</p> <p>Corrective Action: Record all training hours, including the required fields in the DPI professional standards tracking tool for the reporting period (July 1 - June 30) for each school food service employee. Upload the updated tracking tool for each food service employee in SNACS.</p>
Site Name	Malaika Early Learning Center	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	323	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 12:28 PM	<p>Finding: The SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. The number of enrolled students and average daily students is not reported properly on the monthly claim. Technical assistance was provided on-site explaining that attendance must be taken daily to determine the average daily attendance. Additionally, enrollment must be tracked and the highest number of enrolled students for the claim month must be reported on the monthly claim.</p>

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		Corrective Action: Submit a statement of how the enrollment and average daily attendance will be determined for each monthly claim.
Site Name	Malaika Early Learning Center	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 12:52 PM	<p>Finding: The SFA does not complete a monthly edit check to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Total meal counts for NSLP were not correctly reported on the monthly claim for October 2023, which resulted in an underclaim.</p> <p>Corrective Action: Upload the November 2023 monthly edit check into SNACS and submit a statement this has been completed.</p>
Site Name	Malaika Early Learning Center	
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	Flagged 11/16/2023 12:01 PM	<p>Finding: Fiscal action is required for non-reimbursable meals due to a missing component on the tray. Therefore fiscal action will be assessed for 2 breakfast meals and 3 lunch meals on the date of on-site review.</p> <p>Corrective Action: No further action needed at this time.</p>
Site Name	Malaika Early Learning Center	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/16/2023 11:47 AM	<p>Finding: The daily minimum requirement for vegetables was not met for the K-8 grade group for lunch during the day of review. Students were offered 1/2 cup of vegetable when the daily minimum requirement for K-8 grade group students following straight serve guidelines is 3/4 cup vegetable daily.</p> <p>Corrective Action: Please submit an invoice or picture of the purchased 3/4 cup scoop and/or spoodle. If a 3/4 cup serving utensil is not being purchased, describe specifically how the daily minimum requirement for vegetables will be met for lunch each day in a different way.</p>
Site Name	Malaika Early Learning Center	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	

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Corrective Action History	Flagged 11/16/2023 12:47 PM	<p>Finding: Students at Malaika Early Learning Center were only offered white milk at breakfast and chocolate milk at lunch during the day of on-site review. In addition, no milk variety was offered to students at breakfast during the week of review. Students in grades K-5 must be offered a variety of milk, at least two allowable milk types, at lunch and breakfast.</p> <p>Corrective Action: Please submit a week of breakfast and lunch production records for Malaika Early Learning Center documenting milk usage to show that a milk variety was offered.</p>
Site Name	Malaika Early Learning Center	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/16/2023 11:27 AM	<p>Finding: Adequate signage helps ensure that students accurately select reimbursable meals. Signage was available at the cafeteria entrance; however, it had incorrect language for a straight serve site.</p> <p>Corrective Action: Replace the signage by the front entrance with the correct straight serve breakfast and lunch signage indicating that students must take all meal components to receive a reimbursable meal. Submit a picture of the correct signage by the entrance of the cafeteria.</p>
Site Name	Malaika Early Learning Center	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/16/2023 11:16 AM	<p>Finding: The specific menu items sent from the vendor (such as crackers and juice) were not consistently filled out, substituted menu items were not recorded and the leftover amounts were inaccurate on the production records. Production records are intended to be useful tools to record information prior to production, during production and following production.</p> <p>Corrective Action: Submit one full week of completed production records, including specific menu items, substituted menu items and leftover amounts accurately recorded each day.</p>
Site Name	Malaika Early Learning Center	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/22/2023 12:57 PM	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Post a copy of the most recent food safety inspection report in a publicly visible location in the school. Corrected onsite, no further action required.</p>
Site Name	Malaika Early Learning Center	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	

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TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 11/22/2023 01:22 PM	<p>Finding: Milk was observed to not be refrigerated or kept on ice during breakfast service. Milk and any other temperature control for safety (TCS) foods must be kept on ice or refrigerated at all times. It was observed at lunch service that the milk is kept in a cooler.</p> <p>Corrective Action: Submit a statement of how the milk will be kept cold during meal service.</p>	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/14/2023	3777	805	Administrative Review	ALL	FSD			

Comments

Created By	Created Date
	11/22/2023 1:13:34 PM

Special Dietary Needs •The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan. •Policy/Procedure Requirements- At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend School Districts develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. The Special Dietary Needs Policy template can be used to create a policy/procedure for your school or district. This template should be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information. •Medical Statement - It is recommended, but not required, for SFAs to use the WI DPI Medical Statement - English (Spanish) (Hmong) for Special Dietary Needs found on the Special Dietary Needs webpage. At a minimum the statement must include: 1. an explanation of how the child's physical or mental impairment restricts the child's diet 2. the food(s) to be avoided 3.the food or choice of foods that must be substituted. 4.The statement must be signed by a state authorized medical practitioner, which is a health care provider that can write a prescription in the state of WI. This will be a physician, dentist, optometrist, podiatrist, physician assistant, or nurse practitioner. •If further documentation or clarification is needed for a dietary request, but enough information is presented to ensure a safe meal, schools should not delay a student's meal modification while waiting for additional documentation or clarification. In this situation, document all attempts and conversations with the family until the information is received or you have exhausted all avenues. •If a student's IEP or 504 plan contains the same information that is required on a medical statement it is not necessary to get a separate medical statement. •Here is an example of what could be written in an IEP. "This student has autism spectrum disorder with selective eating and sensory challenges. This student should be allowed to choose whatever he wishes from the day's menu". There is an explanation of why the student needs a dietary accommodation, and what foods should be omitted and substituted which in this case is anything the student does or does not want to eat from the day's menu. •A meal accommodation on an authorized medical statement, IEP, or 504 plan does not need to meet meal pattern requirements. A reimbursable meal is whatever is written for the dietary prescription. However, if the medical statement does not specifically state a modification for a component, the remainder of the meal pattern should be followed. For example. if there is no mention of fruits or vegetables, the student must still have the required amount of fruit or vegetable. •A parent or guardian is ultimately responsible for their child's health. Therefore, per USDA guidance, the school is allowed to accept the parent's/guardian's request to discontinue all or part of a special dietary order without further documentation from the health care provider. It is important to have the request in writing from the parent for the meal accommodation to be discontinued. The school's healthcare team should also be notified that the parent wishes to discontinue the meal accommodation. •SFAs may choose to accommodate special dietary requests without a signed medical statement from a state authorized medical authority. These accommodations must meet the USDA meal pattern requirements and/or fall within offer vs. serve. If an accommodation without a medical statement is made, then all similar requests for meal accommodations must be made to ensure there is no civil rights discrimination. •SFAs may offer students a fluid milk substitute, that is nutritionally equivalent to cow's milk, with a request from a parent or guardian. For substitutions other than lactose free cow's milk, SFAs must get pre-approval from the DPI School Nutrition Team by completing the Fluid Milk Substitute Approval Form. A List of Allowable Fluid Milk Substitutes is provided on the Special Dietary Needs webpage; however, SFAs are

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responsible for ensuring the substitute they are providing meets the nutrition requirements.										
11/14/2023	3741		Administrative Review		FSD					
Comments										
					Created By	Created Date				
Webcasts and self-guided e-learning courses are available in the Online Learning Library (https://dpi.wi.gov/school-nutrition/training/online-learning). Check our Training webpage for additional training opportunities (https://dpi.wi.gov/school-nutrition/training). Members of the School Nutrition Team (SNT) are also available for technical assistance any time throughout theyear. A complete list of DPI SNT staff can be found on our website (https://dpi.wi.gov/school-nutrition/directory).									11/16/2023 11:03:13 AM	
11/14/2023	3740	403	Administrative Review	Malaika Early Learning Center	FSD					
Comments										
					Created By	Created Date				
Although not observed, it was discussed that water/juice was served instead of milk during field trips. If meals are provided to children on a field trip, they must meet daily meal pattern requirements and contain all meal components. Specific procedures must be followed, including maintaining the temperature of time/temperature control for safety (TCS) food items.									11/16/2023 10:54:41 AM	
11/14/2023	3739	431	Administrative Review	Malaika Early Learning Center	FSD					
Comments										
					Created By	Created Date				
If products being used are different from the planned menu it is important to document them on the production record. It is also important to evaluate how the substituted product items credit. Both the daily minimum requirements and weekly minimums must be met.									11/16/2023 10:01:49 AM	
11/14/2023	3738	403	Administrative Review	Malaika Early Learning Center	FSD					
Comments										
					Created By	Created Date				
It is important to make the vendor aware of any documented allergies students may have so that the appropriate substituted food items can be given.									11/16/2023 9:55:00 AM	