

Administrative Review Report

Darrell L Hines Academy Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/21/2023	04/08/2024
On-Site Review	04/09/2024	04/10/2024
Site Selection Worksheet	12/21/2023	12/28/2023
Entrance Conference	04/09/2024	04/09/2024
Exit Conference	04/10/2024	04/10/2024

Commendations:

Commendations from the Public Health Nutritionist:

Thank you so much to everyone at Darrel Hines Academy for a wonderful administrative review. Everyone was very organized and accommodating. All documentation was organized and provided in a timely manner. Both meal services went smoothly.

Commendations from the Nutrition Program Consultant:

Thank you for sending documentation and completing the off-site questionnaire in advance, this made for a quick and swift on-site review. Thank you to the school staff members for being welcoming during the review. Thank you for being available throughout the on-site visit to answer questions. The food service director was very receptive to feedback and eager to learn. The front line staff serving meals to the students were very friendly during the review and provide excellent customer service to the students. They greet the students by name and assist them in trying new foods that they haven't tried before. The kitchen was very clean and it was clear that food safety is valued by all staff. Awesome job and thank you for what you do for the kids!

Recommendations:

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.

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](#).

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Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
Corrective Action History		<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> Review the Annual Financial Report webcast on the DPI website. Using the Annual Financial Report Template notate the updates required to show the revenues and expenses broken out by program and category. Upload this document into SNACS or email to Nutrition Program Consultant. 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>
Form Name	Civil Rights (800 - 807)	
Question #	807	
Corrective Action History		<p><u>Finding:</u> The Civil Rights Compliance Self Evaluation Form (PI-1441) was not completed by October 31, 2023, rather was completed on March 20, 2024.</p> <p><u>Corrective Action:</u> Provide a statement of understanding that the Civil Rights Compliance Self Evaluation Form (PI-1441) is to be completed by October 31 annually and provide the name and/or position title of the person who will be responsible for this task.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History		<p><u>Finding:</u> The correct non-discrimination statement was not included on all required program materials. The incorrect statement was on the school website, the local wellness policy, and the civil rights discrimination complaint procedure.</p> <p><u>Corrective Action:</u> Add the correct Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>

Technical Assistance Entries:					
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact
04/10/2024	4772		Administrative Review		Food Service Director/Authorized Representative
Comments					
Marketing refers to all the activities your SFA does to promote and sell products or services to consumers, aka the students. The goal of marketing is to match your products and services to the customers you aim to serve. The Marketing Your Program webpage provides tools and resources to market your program and show how Wisconsin School Meals Rock!					
04/10/2024	4726		Administrative Review		Food Service Director/Authorized Representative

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Comments					
<p>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 Sharing and No Thank You Tables Toolkit for a comprehensive guide including standard operating procedures.</p> <p>Definitions:</p> <ul style="list-style-type: none"> ● A <u>sharing table</u> 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. ● A <u>no thank you table</u> 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. 					
04/10/2024	4725		Administrative Review		FSD
Comments					
<p>With time-limited lunch periods, some students may save some items for consumption at a later time. This practice is allowable, and USDA encourages it as a way to reduce potential food waste and encourage consumption of healthy school meals. For food safety concerns, this practice should be limited to only food items that do not require time and temperature control for safety (TCS food items), such as whole fruit, cereal, or packaged crackers.</p>					
04/10/2024	4724	1502	Administrative Review	Darrell L Hines Academy Inc	Food Service Director/Authorized Representative
Comments					
<p>Additional record retention rules apply for CEP schools. These are detailed in 7 CFR 245.9 and the USDA CEP Planning and Implementation Guidance. 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.</p> <ul style="list-style-type: none"> ● Data used to calculate the identified student percentage (which is usually primarily direct certification data) ● Annual selection of the identified student percentage <ul style="list-style-type: none"> ○ CEP applications, annual CEP intent forms, eligibility worksheets submitted with CEP applications ○ CEP approval packets sent by DPI after application is submitted and approved ● Total number of breakfasts and lunches served daily ● Free and paid claiming percentages used to claim meal reimbursement ● Non-Federal funding sources used to cover any excess meal costs ● School-level information provided to the State agency for publication 					
04/10/2024	4723	1502	Administrative Review	Darrell L Hines Academy Inc	Food Service Director
Comments					
<p>All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal year. Temperature records from the food safety program need only be kept for a period of 6 months after the month is over. If temperature records are on production records, then keep for 3 years plus current year.</p>					
04/10/2024	4722		Administrative Review		FSD
Comments					
<p>Improve the quality of school meals and support your local community by incorporating Farm to School (F2S) activities in school meal programs. F2S activities can include the use and promotion of locally grown foods, taste testing, agriculture and nutrition education, and hands-on learning opportunities in a school garden. Schools can participate in their own capacity and there are no requirements for involvement. The goal of F2S is to meet the needs of your community. Visit the DPI F2S webpage: https://dpi.wi.gov/school-nutrition/farm-to-school for more information.</p>					
04/10/2024	4721		Administrative Review		FSD

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Comments				
Around the World in 80 Trays 2025 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 13-17, 2025 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 it to DPIFNS@dpi.wi.gov so we can share your success!				
04/09/2024	4688		Administrative Review	FSD
Comments				
While Offer Versus Serve (OVS) is not required for grades K-8, it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, students in grades K-8 must be served $\frac{3}{4}$ cup vegetable and $\frac{1}{2}$ cup fruit to create a reimbursable meal, in addition to the other full components. If OVS is implemented, then students can choose three of the five components offered, including $\frac{1}{2}$ cup of fruit and/or vegetable, to create a reimbursable meal.				
04/09/2024	4687		Administrative Review	Food Service Director
Comments				
Every school year, SFAs with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP. Darrel L Hines Academy is an SFA with one school on the contract, therefore, is not required by regulation to complete onsite monitoring, although is highly encouraged.				