

Administrative Review Report

Milwaukee Math and Science Academy Inc.

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/11/2024	04/10/2024
On-Site Review	04/10/2024	04/10/2024
Site Selection Worksheet	03/11/2024	03/11/2024
Entrance Conference	03/14/2024	03/28/2024
Exit Conference	04/10/2024	05/01/2024

Commendations:

From the Public Health Nutritionist: Thank you to all staff at Milwaukee Academy of Math and Science 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 and community.

From the Nutrition Program Consultant: MMSA does a good job of serving students nutritious meals and meeting program requirements. The contracted food service staff, teaching staff and administration strive to make the cafeteria atmosphere fun, loving and calm. Students are given ample time to eat their meals. Counting and claiming appears accurate.

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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	<p>Finding 1: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19). SY 22-23 AFR cannot be verified by the SFA financial statements.</p> <p>Finding 2: The 2022-23 Annual Financial Reports beginning balance does not match ending balance of previous year and/or the ending balance does not match the SFA financial statements.</p> <p>Finding 3: The SFA does not track and account for all revenues and expenditures for the nonprofit school food service account separately (7 CFR 210.19).</p> <p>Corrective Action 1: Have the treasurer review the Annual Financial Report webcast or manual on the DPI website.</p> <p>Corrective Action 2: Use the AFR tool included in the TA section of this report to notate the correct SY 22-23 revenues and expenses, broken out by program and category and the correct beginning and ending balance. Upload this document into SNACS. Once approved, the report will need to be updated in the online portal; the DPI accountant will make the adjustments in the system.</p> <p>Corrective Action 3: Have the treasurer and the Authorized Representative attend either an in-person DPI SNT Financial management training or a virtual DPI SNT Financial management training prior to the first operating day of the 24/25 school year. Submit a statement on how the revenues and expenditures will be tracked separately for the nonprofit school food service account moving forward.</p>
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>Finding: The SFA has received Supply Chain Assistance Funds in four allocations beginning in 2022 and is not in compliance with the Attestation signed to receive the funds. The funds do not appear as revenues on the SFA's balance sheet. The funds are not being tracked separately. See the TA section of this report for further SCA resources.</p>

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	<p>Corrective Action: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for. Upload the process, spread sheet, or example of the method that will be used to track how the funds are spent on allowable foods.</p>
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	710
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: All revenue from nonprogram foods (Adult meals, milk sold to students who bring lunch from home) did not accrue to the SFAs nonprofit school food service account (7 CFR 210.14). In SY 22-23 the cost of 134 Adult lunches @ 4.10 each and 93 Adult breakfasts @ 2.45 each were not covered by non-federal funds.</p> <p>Corrective Action: A fund transfer using non-Federal funds is required to cover the cost of nonprogram foods sold during (include time frame). Upload a copy of the general ledger for SY 22-23 showing the fund transfer into the nonprofit school food service account. Ensure that this transfer in is accounted for on the revised SY22-23 AFR.</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	<p>Findings: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). The complaint procedures provided to the reviewer used an out of date and unallowable non-discrimination statement.</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) , develop procedures for the SFA and upload into SNACS.</p>
Site Name	
Form Name	Civil Rights (800 - 807)
Question #	805
TA Log #	No TA Log# found
Due Date	

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Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The SFA does not have written procedures in place to notify households how to request a meal modification for students with special dietary needs. The policy for Special Dietary Needs is several years out of date and missing the language that all food substitutions made outside of the meal pattern must be supported by a signed medical statement from a licensed medical professional (7 CFR 210.10).</p> <p>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>Corrective Action: 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.</p>
Site Name	
Form Name	Meal Counting and Claiming (314 - 316)
Question #	314
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding 1: SFA is not following the current approved contract. FSD is no longer as designated. Finding 2: NSLP service times were not in compliance.</p> <p>Corrective Action 1: Update the online contract to reflect that the Principal is acting as FSD, resubmit the contract for approval.</p> <p>Corrective Action 2: NSLP service time waiver was requested and granted onsite. No further action required.</p>
Site Name	Milwaukee Math & Science Acad
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>Finding : A total of 10 non-reimbursable meals were observed at breakfast during the day of onsite meal observation. The meals did not contain all the components as required under straight serve regulations. Therefore, fiscal action will be assessed for the 10 non-reimbursable meals served at breakfast.</p> <p>Corrective Action : Submit a statement which indicates students must select all food components in order to be considered a reimbursable meal. In addition, explain how this error will be corrected and avoided in the future.</p>
Site Name	Milwaukee Math & Science Acad
Form Name	Meal Components and Quantities - Day of Review (400-408)

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Question #	404
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Finding : Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage) .</p> <p>Corrective Action : Submit a picture of completed signage posted near the breakfast and lunch meal service line.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
04/10/2024	4761	431	Administrative Review	Milwaukee Math & Science Acad	FSD			

Comments

It is recommended that a better forecasting method be used to determine how many meals to order from the vendor since a high number of meals are leftover and not used.