

Administrative Review Report

Milwaukee Scholars Charter School Inc

Commendations:

Our sincere thanks to the administration and school nutrition professionals of the Milwaukee Scholars Charter School. We appreciate your time and efforts spent preparing for and participating in the administrative review process. Thank you for being available during the on-site portion of the review and helping us to gather the needed documentation and information. Thank you for serving healthy, nutritious meals to your students! Your quick responses to actions needed were greatly appreciated!

Awesome job and thank you for what you do for kids!

Recommendations:

For information on the USDA Child Nutrition Programs, visit the [DPI School Nutrition webpage](#). For in depth technical assistance, including program links see the 2022-23 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>).

Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	700
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). CA 1: Review the Annual Financial Report webcast or manual on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Upload the corrected report into SNACS. Once approved, the report will need to be updated in the online portal. The DPI accountant will make any adjustments after December 31.</p> <p>Finding 2: The SFA has received Supply Chain Assistance Funds and is not in compliance with the Attestation signed when receiving these funds. The SFA is not aware of what the funds can be spent on, the funds are used on unallowable costs and/or the funds are not being tracked separately. CA: Provide a statement of understanding of what the Supply Chain Assistance Funds can be used for and provide the process that will be used to track how the funds are spent.</p>
Form Name	Indirect Costs (712)
Question #	712
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Indirect costs are being charged to the nonprofit school food service account, which is unallowable in Wisconsin. Labor is being charged without a time study. CA: All costs charged to the nonprofit school food service account must be made into direct costs. Identify if indirect charges can be made into direct costs using time studies, meters, etc. Determine what the direct cost would be. If the indirect amount charged is greater than the direct cost calculated, the difference will need to be</p>

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	refunded to the nonprofit school food service account for SY 2021-22 through the Administrative Review. Any indirect costs that cannot be made into direct costs are unallowable and also need to be refunded.
Form Name	Civil Rights (800 - 807)
Question #	801
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The Public Release was not distributed to the required locations. CA: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year.</p> <p>Finding: The Public Release did not include the required information. CA: Provide a statement of understanding that the Public Release template found on the DPI website will be used moving forward to ensure all required information is included.</p>
Form Name	Civil Rights (800 - 807)
Question #	803
Corrective Action Status	Flagged
Corrective Action History	<p>Findings: The SFA has a procedure for handling discrimination complaints specific for the school meal program but it needs to be updated (FNS Instruction 113-1). CA: Provide a timeline for an updated school meal program civil rights complaint policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
Form Name	Local School Wellness (1000 - 1006)
Question #	1000
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (See Wellness Policy Checklist) (7 CFR 210.31). CA: 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>
Form Name	Local School Wellness (1000 - 1006)
Question #	1005
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: SFA has completed a triennial assessment of the Local Wellness Policy (LWP) but did not complete both the LWP Report Card and the WellSAT 3.0 to meet this requirement. CA: Complete the LWP Report Card and the WellSAT 3.0 of the Local Wellness Policy assessment and upload into SNACS.</p>
Form Name	Civil Rights (809 - 810)
Question #	810
Corrective Action Status	Flagged
Corrective Action History	<p>Finding: The correct non-discrimination statement was not included on all program materials. CA: Update program materials to include the correct non-discrimination statement.</p>

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	Upload into SNACS a copy of materials updated. Completed onsite. No further action required.
Form Name	Reporting and Recordkeeping (1500 - 1501)
Question #	1501
Corrective Action Status	Flagged
Corrective Action History	Finding: SFA is not maintaining program records and documentation for three years plus the current school year (7 CFR 210.23(c)). CA: Provide a statement of how the record retention requirements will be met moving forward.
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1408
Corrective Action Status	Flagged
Corrective Action History	Finding: Temperatures of the refrigerator, were recorded using the outside thermometer which was inaccurate. (7 CFR 210.13). CA: Upload one month of completed temperature logs into SNACS.

Technical Assistance Entries:

Comments

•FSMC operated SFAs - expenses must be broken out by actual Labor, Food, Purchased Services, Equipment, or Other, and not all placed into Purchased Services as was previously done for SFAs with FSMC contracts. •SFAs must annually be provided information on food costs and revenues from Food Service Management Companies (FSMC).

Comments

•DPI does not allow the annual assigned indirect cost rate to be applied to the food service account. For both public and private schools in Wisconsin, any costs assessed to foodservice must be based on documented and justifiable costs for each school building as they pertain to your school situation rather than an indirect cost rate. This may include utilities, rent, printing and mailing services, administrative oversight, etc. •Allowable Expenditures assessed to the food service fund must be supported with documentation for items such as gas, electricity, waste removal, fuel, water, etc. for the school district. Examples of supporting documentation for costs assessed to food service fund could include: oRent – consultation with knowledgeable resource person on appropriate charges per facility (i.e., local realty broker who has knowledge of current rates for rent of similar facilities). oUtility charges - separately metered or current usage study by the local utility company. oLabor expenditures - based on actual amount of time worked specifically for the purpose of school food service times the employee's wages and benefits. oPrinting/publishing – documentation of actual costs or documentation to support how these costs were prorated from the district's total costs, based on volume. oWaste disposal services, extermination services, and laundry services - documentation of actual costs or documentation to support how these costs were prorated from the district's total.

Comments

Food service staff did not have a clear understanding of the Offer Versus Serve (OVS) requirements for lunch and breakfast. Although all students observed took a reimbursable meal, it is important for staff to understand OVS requirements. Visit our Online Learning Library for opportunities (<https://dpi.wi.gov/school-nutrition/training/online-learning>).

Civil Rights Complaint Procedure

- 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 [Template Civil Rights Complaint Procedures](#) 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.

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- If a complaint of discrimination is received at your district, the following procedures should be followed:
 1. Document the complaint using the [USDA Program Discrimination Complaint Form \(Espanol\)](#).
 2. Submit complaints within five days of receiving the complaint to:

Wisconsin Department of Public Instruction (DPI)

 - Mail:

Director, School Nutrition Team
125 S. Webster Street
Madison, WI 53707-7841
 - Fax: (608) 267-0363
 - Email: jessica.sharkus@dpi.wi.gov
 3. Maintain a [Civil Rights complaint log](#) at the SFA to record any discrimination complaints received. This log should be maintained in a confidential manner and only available to SFA staff members with a legitimate need to know.

Local Wellness Policy

- [Local Wellness Policy In a Nutshell](#) provides an overview of policy requirements.
- [Local Wellness Policy Checklist](#) is a resource that will help schools determine if all required content areas are included in their LWP.

As of June 30, 2020, SFAs must complete their first triennial assessment. **The assessment must be completed, at minimum, once every three years.** It requires SFAs to describe how the language in the SFA's LWP compares to the model LWP, measure the SFA's compliance with its LWP, and describe the SFA's progress toward meeting its LWP goals.

- [Local Wellness Policy Triennial Assessment Report Card](#) - **SFAs must use the Wisconsin Local Wellness Policy Triennial Assessment Report Card** in order to fulfill the triennial assessment requirement. The first page includes instructions for completing the Local Wellness Policy Triennial Assessment Report Card which can be found on page two. Please note that the online version of the Wisconsin Local Wellness Policy Report Card has been discontinued. **The Triennial Assessment Report Card does not need to be submitted to the DPI School Nutrition Team.** The Triennial Assessment Report Card should be kept on file for your next DPI Administrative Review. In addition, the results of the triennial assessment should be made available to the public.

Local Wellness Policy Builder

[Local Wellness Policy Builder](#) is an online tool designed to assist schools/districts in creating comprehensive school wellness policies that meet the final rule established by the USDA in August 2016.

[Local Wellness Policy Builder - Full Text](#) is a compilation of all statements available in the [Local Wellness Policy Builder Online Tool](#).