

**USDA Child Nutrition Programs
Administrative Review Summary Report**

School Food Authority: King's Academy

Agency Code: 40-1221

School(s) Reviewed: Review Date(s): King's Academy

Date of Exit Conference: 2/19/19

State agencies (SA) are required to conduct administrative reviews to assess School Food Authority (SFA)'s administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other school nutrition programs. The objectives of the Administrative Reviews are to:

- Determine whether the SFA meets program regulations,
- Provide technical assistance,
- Secure needed corrective action,
- Assess fiscal action, and when applicable, recover improperly paid funds.

General Program Reminders/Updates:

- The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, meal benefit determination process, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training) webpage (dpi.wi.gov/school-nutrition/training).
- SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin DPI [School Nutrition Training](http://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).
- The US Department of Agriculture has a toolkit of resources to assist schools in meeting the nutrition standards on their [Healthier School Day: The School Day Just Got Healthier](http://www.fns.usda.gov/healthierschoolday) webpage. The topics covered include Smart Snacks, offering fruits and vegetables, reducing sodium, and serving whole grain-rich products (<http://www.fns.usda.gov/healthierschoolday>).
- [The Smarter Lunchrooms Movement](http://smarterlunchrooms.org) encourages schools to implement low-cost and no-cost lunchroom solutions to help students' select healthier meal options (<http://smarterlunchrooms.org>). Smarter Lunchroom techniques are easy to begin implementing and do help encourage student consumption of fruits, vegetables, legumes, non-flavored milk, and other healthful choices. These strategies are effective and research-based. Consider trying the Smarter Lunchroom techniques for [increasing consumption of white milk](https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk) (<https://www.smarterlunchrooms.org/scorecard-tools/smarter-lunchrooms-strategies#Milk>).

Appreciation/Commendations/Noteworthy Initiatives:

Thank you to the staff at King's Academy for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. All were very receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

The DPI review team extends Kudos for the school nutrition staff at King's Academy for their commitment to students. The food service line staff showed professionalism and a keen commitment for ensuring that meals were served according to USDA meal pattern regulations.

REVIEW AREAS

1. MEAL ACCESS AND REIMBURSEMENT

Certification and Benefit Issuance

Commendations/Comments/Technical Assistance/Compliance Reminders

King's Academy operates under the Community Eligibility Provision (CEP), providing free breakfast and lunch to all students attending the school. Direct Certification lists support the Identified Student Percentage (ISP) with 100% of children claimed as free.

Findings and Corrective Action Needed: Certification and Benefit Issuance

No corrective action needed.

Meal Counting and Claiming

Commendations/Comments/Technical Assistance/Compliance Reminders

Meal Counts are obtained through an appropriate Point of Service count. Students are checked off a paper checklist at the end of the line based on their name and grade. Schools that are participating in CEP do not need to count meals by student name. A prototype CEP count sheet is available on the DPI website that staff might wish to use to simplify the process. Technical assistance on locating the form on the DPI website was provided during the review.

Findings and Corrective Action Needed: Meal Counting and Claiming

No Corrective Action needed.

2. MEAL PATTERN AND NUTRITIONAL QUALITY

Meal Pattern

Commendations and Appreciations: Meal Pattern

Thank you to all staff at King's Academy Inc. for the warm welcomes and cooperation during this Administrative Review (AR). All staff and students were friendly and welcoming. The kitchen and school overall were clean, well organized, and pleasant. The staff have a motivating morning routine while students eat their breakfast in which students are recognized and honored for their work and dedication to school. Staff also call their students "scholars," which instills pride and encouragement.

Great job to the leadership and to serving healthy, nutritious meals to the students of King's Academy, Inc.!

Technical Assistance and Program Requirement Reminders: Meal Pattern

Meal Service

Portioning Utensils

Before starting meal service, ensure that the appropriate serving utensils from production records are used. On the day of observation, ¼-cup spoodle was used for the blueberries at first, but was changed to ½-cup spoodle per the planned menu.

Portioning

Portion sizes served must be full, level scoops in standardized measuring utensils. The marinara sauce was not being filled to a full, level scoop. A full ½ cup must be in the portion utensil to be considered ½-cup vegetable. Upon further discussion, the shallow hotel pans may be contributing to the problem, as there is not enough depth of the sauce to get a level scoop on the first try.

To ease meal service, consider using portioning cups or boats to portion menu items prior to service. This may decrease the burden of kitchen staff serving food. Students can then self-serve appropriately because the menu items have been pre-portioned.

Presentation and Meal Service Line

Consider cutting the lettuce into smaller pieces for students to consume. Currently, pieces are big and many students were not eating the lettuce.

At breakfast, the peach cups were on the serving line still left in their box. Consider taking the cups out of the box and presenting them on the line so that students can see them and select one by themselves if they would like.

During meal service observation, the line moved very slowly. Kitchen staff served students every menu item. Even young children are capable of serving themselves based on their likes and dislikes. Consider reorganizing the line so that students can do more self-service with menu items.

Child and Adult Care Food Program (CACFP)

The updated CACFP meal pattern was implemented on October 1, 2017, replacing the previous meal pattern options for School Food Authorities (SFAs) serving infants and children aged 1-5 and not yet in kindergarten. The meal pattern requirements were updated to better align with the Dietary Guidelines for Americans, as required by the Healthy, Hunger-Free Kids Act of 2010. The changes were also based on scientific recommendations from the National Academy of Medicine and stakeholder input. Meals served under the updated CACFP meal pattern include a greater variety of vegetables and fruits, more whole grains, and less added sugar. On the day of onsite, it was determined that students were co-mingled, meaning they do *not* have to follow the CACFP meal pattern. They may continue serving the K-8 meal pattern to all students. If in the future, meal service changes so that Pre-K students are not co-mingled (meaning they come through the line separately as K-8 students), more information is available on the [Infants and Preschool in NSLP and SBP](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/infants-and-preschool>).

Production Records

Transport Sheets

Current transport sheets have missing, required information, including:

- Crediting of each menu item for their serving size (e.g. Breakfast Kit...2.0 oz. eq grain, ½ cup fruit [juice]),
- The number of meals actually served. Currently there is just a total count of what was received,
- Temperatures for all hot food and cold Time/Temperature Control for Safety (TCS) food at arrival to King’s Academy,
- Leftovers (how much of each menu items remained after meal service), and
- Milk usage by type at lunch (currently only chocolate milk recorded; need a variety).

A sample transport production record template can be found on our [Production Records](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records) webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records).

Filling out Production Records

Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with all staff members to record everything sent from the vendor as well as leftovers. Even though King’s Academy receives their food from a vendor (MPS), it is still important to record leftovers to aid in forecasting, ordering, and reducing food waste.

Be specific about the identity, brand, and description of the items served. Instead of “Breakfast Kits,” list exactly which kind and their specific product code, as there is a wide variation in the formulation of these products. Fruit sizes (e.g. case count) should also be recorded. Make sure all record all special diets on production records. Instead of “2-meat” include exactly what was offered and their serving sizes.

During the week of review, a variety of milk was not recorded for lunch. The current templates have only chocolate milk filled out, even though in practice 1% white and skim white are also offered. The variety should be included on the template and needs to be recorded by type. During some days of the review period, fruit cups (offered for breakfast) were written at the bottom of the production sheet (e.g. fruit cups - 2 cases). This should be recorded at the top of the production record under breakfast, alongside the typed out “fruit cup.” That way it shows that it was offered at breakfast.

Meal Pattern Documentation

Current nutrition facts labels, Child Nutrition (CN) labels, and/or manufacturer's product formulation statements (PFS) clearly outlining dietary specifications (calories, saturated fat, sodium) and crediting information must be available onsite where meals are served, even if meals are prepared offsite. This requirement is outlined in the vended meals agreement template, part B.3.d. :“The Vendor agrees to maintain full and accurate records that document providing the SFA with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and *supporting documentation for contribution.*”

This requirement is outlined in the joint agreement template, #12: “The Seller shall comply with all other requirements of their DPI agreement/application as it produces and makes available meals to the Purchaser, including providing the Purchaser with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and *supporting documentation for contribution.*”

Offer versus Serve (OVS) at Breakfast

Under OVS for the breakfast meal pattern, four food items must be offered from the three components (grain [and optional meat/meat alternate], fruit/vegetable, and milk). An item is defined as 1.0 cup of milk; ½ cup of fruit and/or vegetable; and 1.0-ounce equivalent (oz. eq) of grain (and optional meat/meat alternate). The menu is set up so that a breakfast kit is offered, which includes cereal (1.0

oz. eq grain), graham crackers (1.0 oz. eq grain), and ½ cup juice (or other ½ cup fruit option). This breakfast kit is also offered with a ½-cup fruit option and a 1.0-cup milk variety. From this menu, students must select at least three food items, one of which is ½-cup fruit and/or vegetable.

During the day of onsite review, students were made to select everything, but had the option to decline the fruit cup. This is not true OVS, which states students must select at least three food items, one of which is ½-cup fruit and/or vegetable. Under OVS, students must not be required to select milk. Technical assistance was provided onsite; it was decided to do OVS at breakfast going forward.

Visit the [Breakfast Menu Planning](https://dpi.wi.gov/school-nutrition/school-breakfast-program/menu-planning) webpage, under the OVS heading for additional guidance (<https://dpi.wi.gov/school-nutrition/school-breakfast-program/menu-planning>).

Corrective Action: Meal Pattern

One student at King's Academy selected a non-reimbursable meal during lunch meal observation on 2/19/19. The student's meal contained the calzone, lettuce, blueberries, Jonny Pop, milk, and marinara sauce. There was no kiwi (¼ cup) and the school has no OVS at lunch, meaning students must select one of every planned menu item. Incomplete meals claimed for reimbursement on the day of onsite review will be subject to fiscal action.

Finding #1: Production Records

The current transport sheets have missing, required information, including:

- Crediting of each menu item for their serving size (e.g. Breakfast Kit...2.0 oz. eq grain, ½ cup fruit [juice]),
- The number of meals actually served. Currently there is just a total count of what was received,
- Temperatures for all hot food and cold Time/Temperature Control for Safety (TCS) food at arrival to King's Academy,
- Leftovers (how much of each menu items remained after meal service), and
- Milk usage by type at lunch (currently only chocolate milk recorded; need a variety).

Corrective Action #1: Submit one week of completed production records that include the items listed above.

Finding #2: OVS is not properly implemented at breakfast. Students are made to take everything, but given a choice to decline the second fruit option, which is not true OVS.

Corrective Action #2: Submit a statement explaining how OVS will be corrected going forward. Options were discussed onsite, including making breakfast OVS and lunch no OVS. If the plan is to allow OVS at breakfast, please include language as to what the breakfast OVS requirements are.

Finding #3: Signage was not posted at breakfast 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. The lunch signage should list the five components and inform students that under OVS, they must select at least three full components, one of which must be at least ½-cup fruit and/or vegetable, or a combination. Signage examples can be found on our [Signage](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage) webpage (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage>). You may also order a poster from the [Wisconsin Team Nutrition Resource Order Form](https://dpi.wi.gov/team-nutrition) (<https://dpi.wi.gov/team-nutrition>).

Corrective Action #3: Submit a picture of complete signage posted near the breakfast service line.

Finding #4: During the week of review, breakfast kits were recorded on transport sheets, but the numbers planned and numbers served were not. Upon discussing with the food service director, breakfast kits were not delivered because many were left over from the week that there was no school due to weather. Check off sheets prove breakfasts were served these days.

Corrective Action #4: Submit a statement of understanding that all menu items planned and served with breakfast will be recorded on production records, no matter if they were received from Vincent High School or not. Recording on production records proves reimbursable meals were offered and served.

Buy American

Technical Assistance and Program Requirement Reminders: Buy American

The USDA requires that a SFA purchase, to the maximum extent practicable, domestic commodities or products. Using food products from local sources supports the local economy, farmers, and provides healthy choices for children in the USDA School Meal Programs. The Buy American provision is required whether food products are purchased by SFAs or entities that are purchasing on their behalf.

Labels should indicate if the product is grown, processed, and packaged in the continental U.S. or any U.S. Territory. If the label indicates that the product is distributed by, manufactured by, or packed in, the U.S, but the country of origin is not listed, this product requires additional information from the distributor on where the product is originally from.

More information on this new requirement, including a tool to assist with tracking noncompliant products, can be found on the SNT [Procurement](http://dpi.wi.gov/school-nutrition/procurement/buy-american) webpage (<http://dpi.wi.gov/school-nutrition/procurement/buy-american>).

Smart Snacks

Technical Assistance and Program Requirement Reminders: Smart Snacks

Fundraisers

There are two situations by which an organization may sell foods and beverages to students during the school day.

1. If they are selling foods or beverages that **meet** the Smart Snacks standards:
 - a. These foods or beverages may be sold at any time and in any location.
 - b. The organization must keep documentation on file that proves the compliance of the items. This may include nutrition facts labels for purchased foods or beverages, or recipes for anything that is made from scratch. It is also helpful to keep printouts of the results page from the Smart Snacks calculator.
2. If they are selling foods or beverages that **do not meet** the Smart Snacks standards:
 - a. These are considered exempt fundraisers. Each student organization may hold two exempt fundraisers per school per school year. Each exempt fundraiser may be no longer than two consecutive weeks in length.
 - b. Exempt fundraisers cannot occur in the meal service area during meal times.
 - c. Someone in the school must keep track of the exempt fundraisers. Tracking exempt fundraisers is crucial to ensuring that each student organization holding fundraisers that comply with the rule. The process of tracking fundraisers simply means keeping a list of each student organization that has had a fundraiser, noting the length of time and location

of the fundraiser, and ensuring that no organization has more than two fundraisers and that each fundraiser is not more than two consecutive weeks.

Templates, such as the Exempt Fundraiser Tracking Tool, are available on the [Smart Snacks](https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks) webpage, under the resources heading (<https://dpi.wi.gov/school-nutrition/national-school-lunch-program/smart-snacks>).

Smart Snacks Calculator

We recommend using the [Alliance for a Healthier Generation Smart Snacks Product Calculator](https://foodplanner.healthiergeneration.org/calculator/) to assess product compliance (<https://foodplanner.healthiergeneration.org/calculator/>). Simply answer a series of questions to see if the general and nutrition standards are met, then save and print the results for your records.

Corrective Action: Smart Snacks

Finding #1: The Student Council held a candy gram fundraiser during the school year, however there were no labels provided nor was this food fundraisers tracked. Therefore, smart snack compliance could not be assessed.

Corrective Action #1: Submit a plan of action for how fundraisers will be tracked going forward. With this plan, submit a template or example of the tracking sheet (may use Excel, Google Sheets, a sheet of paper, etc.).

3. RESOURCE MANAGEMENT

Nonprofit School Food Service Account

Commendations/Comments/Technical Assistance/Compliance Reminders

The school financial manager does an excellent job of maintaining the nonprofit food service account for the school. She is to be commended for her commitment to ensuring the financial stability of the nutrition program at King's Academy.

Findings and Corrective Action Needed: Nonprofit School Food Service Account

Finding #1: There was a small error in reporting on the annual financial report as the result of an oversight. Revenues and Expenditures were all reported correctly with the exception of the "purchased services" category that should have included the annual food inspections.

Corrective Action #1: The annual financial report was corrected and submitted to DPI during the review process. No further corrective action is required. Thank you for your prompt attention to this corrective action requirement.

Revenue from Nonprogram Foods

Commendations/Comments/Technical Assistance/Compliance Reminders

The only non-program foods sold in the program are adult meals. The SFA is charging an amount for adult meals that is consistent with USDA regulations.

Findings and Corrective Action Needed: Revenue From Nonprogram Foods

No corrective Action needed.

4. GENERAL PROGRAM COMPLIANCE

Civil Rights

Commendations/Comments/Technical Assistance/Compliance Reminders

Special Dietary Needs Technical Assistance

- All food substitutions made outside of the meal pattern requirements must be supported by a signed medical statement from a licensed medical professional. SFAs may use the [prototype Medical Statement](#) for Special Dietary Needs posted on the DPI website, which is also available in Spanish and Hmong (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). Meals served to students with special dietary needs with the signed medical statement do not need to meet meal pattern requirements. Additional information on [special dietary needs](#) can be found on the DPI School Nutrition Team website (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>). This [flow chart](#) gives guidance on special dietary needs, as well (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sdn-flowchart.pdf>)
- School food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement from a licensed medical practitioner. It is highly recommended that the SFA have a completed medical statement on file from a medical authority (which could be the school nurse) to support the request. These accommodations made for students must meet the USDA meal pattern requirements in order for the meals to be reimbursable. It is recommended that the SFA develop a policy for handling these types of accommodations to ensure that requests are equitable for everyone.
- Juice may not be substituted for fluid milk unless juice is specified as a substitution on a medical statement signed by a licensed medical practitioner. Water is available to all students, but an SFA may choose to offer lactose free milk or provide a fluid milk substitute that meets the nutritional requirements set forth by USDA. Nutrition information for a fluid milk substitute the SFA wishes to provide for students must be approved by the SNT office. For more information on [fluid milk substitutes](#), please see our Special Dietary Needs webpage (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>).
- Fluid milk substitution rules apply to all federal school nutrition programs, including the National School Lunch Program, School Breakfast, and After School Snack Program, but do not apply to the Wisconsin School Day Milk Program. WSDMP allows juice as a milk substitution and is reimbursable. SFAs may offer lactose-free milk to children who have lactose intolerance without requiring DPI pre-approval for use.

Local Wellness Policy

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is

placed at the local level, so the unique needs of each school under the LEA's jurisdiction can be addressed. Requirements for the local wellness policy include:

- Nutrition education (Recommended goals related to nutrition education include integrating into other core subjects or offering as a stand-alone course for all grade levels.)
- Nutrition promotion (At a minimum SFAs must review smarter lunchroom tools and strategies. Additional promotional activities include contests, surveys, food demonstrations, taste testing, and farm to school programming.)
- Physical activity (Recommended that SFAs offer time for students to meet the 60 minute goal, this could include recess, classroom physical activity breaks, and opportunities for physical activity before and after school.)
- Guidelines for all foods and beverages sold on the school campus during the school day (The LWP must contain guidelines for Federal school meal requirements and competitive food standards [Smart Snacks]).
- Guidelines for all foods and beverages provided on the school campus during the school day (SFAs must develop standards for foods provided to students, this includes classroom parties, schools celebrations, food offered as rewards/incentives.)
- Guidelines for food and beverage marketing (At a minimum, SFAs must restrict marketing to food and beverages that meet competitive food standards on the school campus during the school day.)
- Public involvement and committee leadership (SFAs must invite and allow for a diverse group of stakeholders to participate in the development, implantation, review, and updating of the LWP. SFAs must also identify the official responsible for oversight of the LWP to ensure school compliance.)
- Implementation, assessment and update of policy (At a minimum, SFAs must notify the public about the content, implementation of, and updates to the LWP. SFAs must complete a triennial assessment to evaluate compliance with the LWP, how the LWP compares to model wellness policies, and progress made in attaining the goals of the LWP).

The [Wellness Policy Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf) is a valuable tool to assist schools in developing policies that meet the criteria set forth in the final rule (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/local-wellness-policy-checklist.pdf>). Additionally the [Wellness Policy Builder tool](https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1) is a terrific resource for schools to use to ensure compliance with wellness policy regulations (<https://docs.google.com/forms/d/e/1FAIpQLSdNbAMtuMKDdn3O2fPHfdGbeNUdSdG70oLyN0CRD8SteFNmyA/viewform?c=0&w=1>).

Findings and Corrective Action Needed: Local Wellness Policy

□ Finding #1: The Local Wellness Policy at King's Academy does not address all of the requirements on the Wellness Policy Checklist.

Corrective Action #1: Please provide a detailed timeline for bringing the LWP into compliance using the checklist document as a guide.

Professional Standards

Commendations/Comments/Technical Assistance/Compliance Reminders

- The Professional Standards regulations in 7 CFR 210.30 established hiring standards for new school nutrition program directors, hired on or after July 1, 2015, that manage and operate the National School Lunch and School Breakfast Programs. In addition, the regulations established annual training standards for all school nutrition program directors, managers, and staff, which must be tracked.

Professional Standards: Training Requirements

- Annual training must be job-specific and intended to help employees perform their duties well. The required annual training hours vary according to the employee's role in the management and operation of the school nutrition program.
- Trainings can be provided in a variety of formats (online, in person, webinars) and through various providers (DPI, USDA, in-house, etc.).
- SFAs should clearly document all required training information and maintain that file including the name of staff person, date hired, title/position, brief list of core duties/responsibilities, status (full, part-time, substitute, volunteer, etc.), professional standards position (director, manager or staff). Learning codes are not required, but encouraged. A template-tracking tool is posted to our [Professional Standards](http://dpi.wi.gov/school-nutrition/training/professional-standards) webpage (<http://dpi.wi.gov/school-nutrition/training/professional-standards>).
- Technical assistance was provided during the onsite visit on the new [USDA Professional Standards tracking tool](https://pstrainingtracker.fns.usda.gov/) (<https://pstrainingtracker.fns.usda.gov/>).

Findings and Corrective Action Needed: Professional Standards

Finding #1: Professional standards training is not being tracked according to USDA regulations.

Corrective Action #1: Submit a training tracker that includes employee name, date of hire, position, date of training with training codes.

Food Safety

Commendations/Comments/Technical Assistance/Compliance Reminders

Food Employee Reporting Agreements

- All food service employees must have a signed [Food Employee Reporting Agreement](https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf) on file (<https://datcp.wi.gov/Documents/foodemployee-reporting-agreements-supplement.pdf>).
- Employees must sign a new Food Employee Reporting Agreement form if changes are made to the document. While there are no requirements as to how frequently food service employees must sign a Food Employee Reporting Agreement form, it is the best practice for each food service employee to annually review and sign an agreement to reinforce the information contained in the document.

Storage

- SFAs are required to ensure that facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss (7 CFR 210.13(d)).
- The on-site and/or off-site storage areas were reviewed, including freezers, refrigerators, dry good storage rooms and other areas.

Findings and Corrective Action Needed: Food Safety and Buy American

Finding #1: Missing Food Employee Reporting Agreements.

Corrective Action #1: Complete all missing agreements. Submit copies of completed agreements as an attachment to assigned DPI Nutrition Program Consultant via email.

Finding #2: Standard operating procedures (SOPs) procedure #10 is not being followed.

Corrective Action #2: Remove or adapt SOPs to reflect specific procedures. Submit updated SOPs as attachments to assigned DPI Nutrition Program Consultant via email.

Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach

Commendations/Comments/Technical Assistance/Compliance Reminders

Summer Meals

A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. Even though a summer feeding program is not operated at King's Academy, USDA requires all SFAs to inform families of where their students can receive a free meal in the summer months. SFAs can inform families of summer meals via the following methods:

- Promotion of the [summer meals locator](https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site) on the DPI Summer Meals webpage (<https://dpi.wi.gov/community-nutrition/sfsp/find-summer-meals-site>)
- Promotion of calling 211 to locate meals in the area
- Promotion of the ability to text 'food' to 877-877 to locate meals in the area
- Promotion of the USDA [Summer Food](http://www.fns.usda.gov/summerfoodrocks) website (<http://www.fns.usda.gov/summerfoodrocks>)

Resources:

- To access an inclusive map of all potential participating sites in your area, see the [interactive map](http://www.fns.usda.gov/capacitybuilder) on the SFSP website (<http://www.fns.usda.gov/capacitybuilder>).
- For more information on Summer Feeding option contact:
Amy J. Kolano, RD, CD, Summer Food Service Program Coordinator
Phone: 608.266.7124; e-mail: amy.kolano@dpi.wi.gov

Findings and Corrective Action Needed: SFSP and SBP Outreach

Finding #1: Summer meals outreach was not completed per USDA regulatory guidance.

Corrective Action #1: Please submit a detailed statement outlining the steps King's Academy will take to ensure that households of enrolled children are aware of the availability of summer meals.

"The Wisconsin Department of Public Instruction has a vision that every student will graduate prepared for college and career. Goals are for students to have the knowledge, skills, and habits that will allow them to succeed in life after high school. Access to quality nutrition plays a major role in developing those life-long habits.

The School Nutrition Team believes that what school nutrition programs do every day plays a very important part in the success of every child being able to graduate. We all know that well-nourished children are ready to learn. Thank you for all you do to ensure your students' success.

For more information on this initiative, please visit the Wisconsin DPI [Every Child a Graduate](https://dpi.wi.gov/statesupt/every-child-graduate) webpage (<https://dpi.wi.gov/statesupt/every-child-graduate>).”

