

# Administrative Review Report

Atlas Preparatory Academy, Inc.

## **Commendations:**

Our sincere thanks to the administration and school nutrition staff Atlas Preparatory Academy, Inc. 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 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>).

## **Recommendations:**

It is recommended that the Food Service Director be named as the Authorized Representative on the annual Online Contract so that they receive the urgent and time sensitive communications distributed to the School Food Authorities (SFAs) operating the School Nutrition Programs. The DPI School Nutrition Team has recently transitioned to using Qualtrics to send communications. Unfortunately, when using Qualtrics, the software only allows one email address per SFA to receive the communications sent. The Online Contract may be updated at any point during the school year. However, for the remaining 22-23 SY, changes to the current contract must be made prior to March 31, 2023. Otherwise, the 23-24 SY Online Contract will be available in April.

# Administrative Review Report

Atlas Preparatory Academy, Inc.

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/02/2023 09:40 AM</p>	<p><b>Finding:</b> Supply Chain Assistance funds are not being tracked.</p> <p><b>Corrective Action:</b> Track the amount of milk served in the lunch and breakfast programs each month. Calculate the total cost of the milk served and track that amount on the <a href="#">Tracker Form</a>. Submit a statement how you plan to ensure all milk served is tracked.</p>
<b>Site Name</b>		
<b>Form Name</b>	Revenue From Non-Program Foods (709 - 711)	
<b>Question #</b>	709	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/02/2023 09:21 AM</p>	<p><b>Finding:</b> The SFA does not allow the sale of Nonprogram foods. However, on the day of review, two students were observed taking a non-reimbursable meal. It was corrected on-site so that the students took a reimbursable meal.</p> <p><b>Corrective Action:</b> Students must take a full reimbursable meal at a minimum which must consist of three components, with one of the components being a half cup of fruit and/or vegetable. Submit a statement of how you plan to ensure that each student, initially taking one or two components, receives a reimbursable meal.</p>
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1000	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/02/2023 09:57 AM</p>	<p><b>Finding:</b> Current Local Wellness Policy (LWP) does not include all of the required content and is outdated. (7 CFR 210.31).</p> <p><b>Corrective Action:</b> Using the <a href="#">Local Wellness Policy builder</a>, create a new policy. Submit a statement when this has been completed.</p>
<b>Site Name</b>		
<b>Form Name</b>	Professional Standards (1210 - 1219)	
<b>Question #</b>	1217	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/23/2023 11:24 AM</p>	<p><b>Finding:</b> Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p><b>Corrective Action:</b> Include all training hours completed this school year for each</p>

# Administrative Review Report

Atlas Preparatory Academy, Inc.

		school food service employee onto the USDA or <a href="#">DPI professional standards training tracking tool</a> and upload into SNACS.
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1400	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 03/02/2023 09:01 AM	<p><b>Finding:</b> At breakfast service, Temperature Control for Safety (TCS) foods such as milk, yogurt and cheese sticks were not temperature controlled using a refrigerated cooler, ice packs, or ice. This practice does not adhere to the Time as a Public Health Control standard operating procedure.</p> <p><b>Corrective Action:</b> Milk, cheese, and other dairy products are considered time/temperature control for safety (TCS) foods, and thus must be held under temperature control or be handled using time as a public health control procedures. Saving and re-servicing TCS foods held outside of temperature control is not allowable per the Wisconsin Food Code, although local enforcement by the sanitarian conducting food safety inspections may vary. Regardless of which option for serving TCS foods is used, a corresponding SOP must be included in the site-specific food safety plan and adhered to. Consider the following options to modify the current procedures:</p> <ol style="list-style-type: none"> <li>1. Utilize time as a public health control (TPHC) procedures.</li> <li>2. Utilize ice-lined containers, ice, or ice packs so that temperature control is used, along with monitoring of temperatures.</li> <li>3. Adapt and use the SOP for Monitoring of Temperature Option (for milk barrels). (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-barrels-monitoring-temperature.docx">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sop-milk-barrels-monitoring-temperature.docx</a>) Edit the SOP to remove language regarding milk barrels and add language pertaining to other TCS foods such as yogurt, cheese sticks, cut melon, cut leafy greens, etc.</li> <li>4. Work with local regulatory authority/sanitarian to develop an alternative, approved method for re-serving milk and other TCS foods that have been held outside of temperature control during meal service.</li> </ol> <p><b>Submit a statement describing how TCS food items held outside of temperature control during service will be handled going forward for breakfast and lunch service. Add the SOP for Monitoring of Temperature Option to the Food Safety Manual. Submit a statement this has been completed.</b></p>
<b>Site Name</b>		
<b>Form Name</b>	Food Safety & Buy American (1400 - 1403)	
<b>Question #</b>	1403	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/21/2023 09:40 AM	<p><b>Finding:</b> The following products were identified in the SFA's storage area as non-domestic and not documented: Mushrooms Pieces &amp; Stems (Netherlands) Green Beans (Poland)</p> <p><b>Corrective Action:</b> Complete and submit a Noncompliant Product List Form for the non-domestic products. Noncompliant Product List templates can be found on the Buy American webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american</a>).</p>
	Flagged 02/21/2023 09:40 AM	<p><b>Finding:</b> The following products were identified in the SFA's storage area as non-domestic and not documented: Mushrooms Pieces &amp; Stems (Netherlands) Green Beans (Poland)</p> <p><b>Corrective Action:</b> Complete and submit a Noncompliant Product List Form for the non-domestic products. Noncompliant Product List templates can be found on the Buy American webpage (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american">https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american</a>).</p>

# Administrative Review Report

Atlas Preparatory Academy, Inc.

<b>Site Name</b>	Atlas Preparatory Academy	
<b>Form Name</b>	Meal Components and Quantities - Day of Review (400-408)	
<b>Question #</b>	406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 02/21/2023 11:56 AM</p>	<p><b>Finding:</b> The same meal pattern is used for grades 7-12. Because there is no overlap with the dietary specifications for these age groups under the NSLP, a separate 6-8 and 9-12 meal pattern must be followed.</p> <p><b>Corrective Action:</b> Submit one full week of completed production records, showing how the two meal patterns will be tracked moving forward. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
<b>Site Name</b>	Atlas Preparatory Academy	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	410	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/02/2023 04:12 PM</p>	<p><b>Finding:</b> The daily minimum requirement for grains was not met for 9-12 grade group for lunch during the review period on two days which resulted in both daily and an overall weekly grain shortage for 9-12. The following represent the planned portion sizes: - Monday: Pancakes: 2 oz. eq. grains -Tuesday: Spaghetti: 2 oz. eq. grains -Wednesday: Tacos: 2 oz. eq. grains -Thursday: Dinner roll: 1 oz. eq. grains -Friday: Mozz sticks: 2 oz. eq. grains The daily minimum requirement for 9-12 is 2 oz. eq. The weekly minimum requirement is 10 oz. eq.</p> <p><b>Corrective Action:</b> Describe specifically how the daily and weekly minimum requirements for grains will be met for lunch during the review period (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
<b>Site Name</b>	Atlas Preparatory Academy	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	431	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 03/02/2023 04:17 PM</p>	<p><b>Finding:</b> The leftovers and total amount served were not consistently filled in daily on production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Review the Production Record Requirements (<a href="https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf">https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf</a>).</p> <p><b>Corrective Action:</b> Submit one full week of completed production records, including leftovers and total amount served for each grade group, recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.</p>
<b>Site Name</b>	Atlas Preparatory Academy	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	500	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		

# Administrative Review Report

Atlas Preparatory Academy, Inc.

<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/21/2023 11:51 AM	<p><b>Finding:</b> Food service staff are not implementing Offer Versus Serve (OVS) even though they serve high school students . Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (<a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</a>). The Meal Pattern e-learning resources may also be helpful (<a href="https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description">https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description</a>).</p> <p><b>Corrective Action:</b> Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted. Begin implementing offer versus serve as soon as all staff are trained.</p>

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/02/2023	3040	803	Administrative Review	ALL	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Make the Civil Rights Complaints Procedure template available to households. You may post it to the school website or make paper copies available.								
03/02/2023	3039	801	Administrative Review	ALL	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
All SFAs are required to distribute a Public Release before the start of the school year. The Public Release for CEP schools is different than for standard counting and claiming schools. Use the SFA-wide CEP Public Release moving forward. SFAs must annually distribute the Public Release to three locations: local news media, grassroots organizations, local unemployment office, libraries, post office, Boys and Girls Club, as applicable. SFAs are not required to pay to have the public release published but must maintain documentation of whom it was sent to along with the specific materials distributed.								
03/02/2023	3038	321	Administrative Review	Atlas Preparatory Academy	FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
Breakfast participation was very poor. Students are served breakfast very early in the morning starting at 6:30am. To increase participation at breakfast, it is suggested to move the service time of breakfast to a later time, when students are settled in for the day. One option would be to offer breakfast mid-morning between class periods, allowing the students to go to the cafeteria to grab a breakfast and consume it in the cafeteria or in their next classroom. Point of service would be taken in the cafeteria to ensure all reimbursable meals are counted.								
02/21/2023	2959		Administrative Review		FSD			
<b>Comments</b>								
							<b>Created By</b>	<b>Created Date</b>
If meals are provided to children on a field trip, they must meet daily meal pattern requirements. Specific procedures must be followed, including maintaining the temperature of time/temperature control for safety (TCS) food items, establishing a way to collect meal payments, and obtaining a count by eligibility category. Be sure to have a standard operating procedure in your food safety plan if you plan to serve field trip meals.								