

Administrative Review Report

Greater Holy Temple Christian Academy

Commendations:

Our sincere thanks to the administration and school nutrition staff of Greater Holy Temple Christian Academy. 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>).

Administrative Review Report

Greater Holy Temple Christian Academy

Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/02/2023 02:26 PM</p>	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category correctly (7 CFR 210.19).</p> <p>Corrective Action: Review the Annual Financial Report webcast on the DPI website then update the 2021-22 Annual Financial Report with revenues and expenses broken out by program and category. Email or 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.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	702	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 03/02/2023 11:38 AM</p>	<p>Finding: SFA is not tracking the use of the Supply Chain Assistance (SCA) funds.</p> <p>Corrective Action: Begin tracking the amount of money spent on unprocessed or minimally processed food/beverages within the National School Lunch Program and School Breakfast Program. It is recommended to track daily milk usage, multiply times the cost of a milk and allocate that cost to the SCA funds. Track the milk usage and total the funds used per year (July 1 - June 30). Use the tracker form or create your own. Submit a statement in writing of how you will track the funds.</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>Flagged 03/02/2023 11:41 AM</p>	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1).</p> <p>Corrective Action: Adapt the Civil Rights Complaints Procedure template for the SFA to use and post a copy on the school website and let households know it is available. Submit a statement this has been completed.</p>
Site Name		
Form Name	Meal Counting and Claiming (314 - 316)	
Question #	314	
TA Log #	No TA Log# found	
Due Date		

Administrative Review Report

Greater Holy Temple Christian Academy

Corrective Action Status	Flagged		
Corrective Action History	Flagged 03/02/2023 11:27 AM	<p>Finding: SFA is not following the current approved contract regarding point of service at breakfast. The contract states the SFA will take meal counts at the end of the line. Meal counts were observed as being taken at the beginning of the line.</p> <p>Corrective Action: Begin taking breakfast counts at the end of the line as each student takes a reimbursable breakfast to ensure accurate meal counting and claiming. Submit a statement of how this will be implemented.</p>	
Site Name			
Form Name	Professional Standards (1210 - 1219)		
Question #	1217		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 03/02/2023 10:22 AM	<p>Finding: 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>Corrective Action: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>	
Site Name	Greater Holy Temple Christian Academy		
Form Name	Meal Counting and Claiming - Day of Review (317-321)		
Question #	321		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 03/02/2023 11:09 AM	<p>Finding: At lunch, teachers are working the point of service and checking off student reimbursable meals on the check off sheets. Each teacher uses their own sheet. Each teacher checks off students in different locations of the cafeteria which is inconsistent with the contract. The contract states that meals are checked off at the end of the line.</p> <p>Corrective Action: Teacher(s) must stand at the end of the line, next to the milk cooler, watch each student take a reimbursable meal and check each student off on the check off sheet as the student receives the meal. Submit a statement of how you will ensure student reimbursable meals are checked off consistently at the end of the line.</p>	
Site Name	Greater Holy Temple Christian Academy		
Form Name	Food Safety, Storage and Buy American (1404-1411)		
Question #	1406		
TA Log #	No TA Log# found		
Due Date			
Corrective Action Status	Flagged		
Corrective Action History	Flagged 03/02/2023 11:17 AM	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>Corrective Action: Submit a statement of where the most recent food safety inspection report will be posted and visible to the public. If corrected onsite, no further action required.</p>	

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/02/2023	3047	700	Administrative Review	ALL	FSD			

Administrative Review Report

Greater Holy Temple Christian Academy

Comments										
					Created By	Created Date				
In order to effectively order the number of meals from the vendor that is needed for each school day's meal service, it is advised to review average daily attendance, the day's date, and the menu item to determine how many meals to order. This will help decrease food expenses and food waste.						3/2/2023 12:06:19 PM				
03/02/2023	3046	801	Administrative Review	ALL	FSD					
Comments										
					Created By	Created Date				
Public Release: All SFAs are required to distribute a Public Release before the start of the school year. The purpose is to inform the public that free and reduced-price meals (and where appropriate, free milk) are available. SFAs must annually distribute the Public Release to: <ul style="list-style-type: none"> o Local news media o Grassroots organizations (local organizations providing services to populations in need (e.g., food pantry, public library, post office, local church, etc.)) o Local employment office o Major employers contemplating or experiencing large layoffs • SFAs are allowed to, but 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.						3/2/2023 11:48:02 AM				
03/02/2023	3045	1601	Administrative Review	ALL	FSD					
Comments										
					Created By	Created Date				
Summer Food Service Program (SFSP) Outreach • A goal of USDA Child Nutrition Programs is to ensure all students have access to healthy and nutritious meals year-round. • The USDA requires all SFAs, regardless of whether the SFA serves summer meals, to inform families of where their students can receive a free meal in the summer months. • SFAs can inform families of summer meals by promoting the following methods: <ul style="list-style-type: none"> o Promotion of the Summer Meals Locator on the DPI Summer Meals webpage o Promotion of calling 211 to locate meals in the area o Promotion of the ability to text 'food' (in English or Spanish) to 304-304 o Promotion of visiting the Summer Food Service Program webpage 						3/2/2023 11:42:53 AM				
03/02/2023	3043	325	Administrative Review	Greater Holy Temple Christian Academy	FSD					
Comments										
					Created By	Created Date				
Currently, the CEP check off sheets are being utilized at the point of service by each teacher. Each teacher has their own check off sheet and gets a new check off sheet each week. This is unnecessary and cumbersome for the Food Service Director to have to collect and calculate the monthly claim from multiple check off sheets. There is one point of service. It is suggested to use one check off sheet per day at the end of the line by the milk cooler. The check off sheet can be on a communal clipboard. Each teacher can check off their students from their classroom or you can designate one person to handle checking the student reimbursable meals on the check off sheet.						3/2/2023 10:45:15 AM				
03/02/2023	3042	1501	Administrative Review	ALL	FSD					
Comments										
					Created By	Created Date				
As part of Records Retention, keep all documents pertaining to the school nutrition programs on file for as long as the SFA is participating in the Community Eligibility Provision (CEP). If the SFA ever discontinues participation in the school nutrition programs, then the SFA can discard documents four years after quitting CEP.						3/2/2023 10:27:18 AM				