

# Administrative Review Report

Institute of Technology and Academics

## Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	12/15/2022	02/06/2023
On-Site Review	02/14/2023	02/15/2023
Site Selection Worksheet	12/15/2022	12/16/2022
Entrance Conference	02/14/2023	02/14/2023
Exit Conference	02/15/2023	02/15/2023

## Commendations:

Our sincere thanks to the administration and school nutrition staff of the Institute of Technology and Academics. 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. We enjoyed seeing the middle school students and staff excited for their Valentine's Day dance and watching the PK-2nd graders eat in their classrooms. 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>).

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## 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 02/13/2023 10:20 AM</p>	<p>Finding: On the Annual Financial Report, all of the expenses were not broken out by expense category (7 CFR 210.19).</p> <p>CA #1: Review the Annual Financial Report webcast or manual on the DPI website. CA #2: Manually update the 2021-22 Annual Financial Report with expenses broken out by category. Upload the corrected AFR into SNACS. If after December 31, the DPI accountant will manually make any adjustments.</p>
<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	702	
<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 02/15/2023 03:25 PM</p>	<p>Finding: SFA does not have adequate internal controls to maintain oversight of federal funds. An unallowable fund transfer from the nonprofit school food service account was made for non-school food service activities (2 CFR 200.302).</p> <p>CA: A refund to the nonprofit school food service account for the full amount of the transfer out of the nonprofit school food service account for non-school food service activities from SY 2021-22 must be made. Upload a copy to SNACS of the nonfederal deposit showing \$1499 plus shipping and handling, if applicable, into the nonprofit school account (must include copy of withdrawal from general fund or check written to food service account).</p>
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (800 - 807)	
<b>Question #</b>	801	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged 02/14/2023 03:02 PM	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.
<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>	Flagged 02/15/2023 04:12 PM	Finding: Current Local Wellness Policy (LWP) does not include all of the required content (missing language on informing and updating the public) (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.
<b>Site Name</b>		
<b>Form Name</b>	Local School Wellness (1000 - 1006)	
<b>Question #</b>	1005	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/13/2023 11:20 AM	Finding: SFA has not completed the assessment of the Local Wellness Policy within the last three years.  CA: Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into SNACs or provide a link to this document on the district website.
<b>Site Name</b>		
<b>Form Name</b>	Civil Rights (809 - 810)	
<b>Question #</b>	810	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/13/2023 09:53 AM	Finding #1: The correct non-discrimination statement was not included on the Public Release posted to website.  CA #1: Update program materials to include the correct non-discrimination statement. Upload into SNACS a copy of materials updated.

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		<p>Finding #2: The non-discrimination statement was not included on all required program materials (shortened statement not on menu and full statement not included in handbook where National School Lunch Program referenced).</p> <p>CA #2: Add the Nondiscrimination statement to required program materials and upload updated materials into SNACS.</p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1400	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/15/2023 04:09 PM</p>	<p>Finding: The SFA's food safety plan at each school and/or did not contain the required elements. Each school within the SFA must have a written site-specific food safety plan, including the required elements, for compliance with Hazard Analysis Critical Control Points (HACCP). The food safety plan should cover any facility where food is stored, prepared, or served for purposes of NSLP, SBP, or other FNS programs (7 CFR 210.13).</p> <p>CA: Update the food safety plan to include a Process 1-2-3 list of menu items served for each participating school in the SFA, ensure a copy is provided to each school and upload the updated food safety plan sheets into SNACS. <b>Corrected on-site; no further action needed.</b></p>
Site Name		
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>02/15/2023 08:56 AM</p>	<p>Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Pineapple Tidbits (Indonesia)</p> <p>Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic product. 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>
Site Name	Institute of Technology and Academics	

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Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/15/2023 03:56 PM</p>	<p>Finding: SFA does not have internal controls to ensure the accuracy of meal counts prior to the submission of the monthly claim for reimbursement per 7 CFR 210.8. Meal counts by eligibility category were not correctly reported on the monthly claim.</p> <p>CA: Upload the month-of-onsite (<b>February</b>) monthly edit check and count sheets into SNACS. <b>These will need to be reviewed before the February claim is submitted.</b></p>
Site Name	Institute of Technology and Academics	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/14/2023 10:31 AM</p>	<p>Finding : The SFA is not currently following the preschool meal pattern for K-4 students for breakfast or lunch even though all K-4 students eat each meal in their classroom. The preschool meal pattern is required to be served to all students in K-4 or below.</p> <p>Corrective Action: This finding was discussed in detail on site with FSD. Upload new production record template into SNACS to show how preschool meals will be tracked moving forward.</p>
Site Name	Institute of Technology and Academics	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 02/15/2023 08:07 AM</p>	<p>Finding: The daily minimum requirement for vegetables was not met for for lunch on Thursday during the review period. The following represent the planned portion sizes: - Thursday: Green beans, 1/2 cup The daily minimum requirement for vegetables for K-8 is 3/4 cup.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage (e.g. portion sizes</p>

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		increased or decreased, additional menu items, product replacements, etc.).
<b>Site Name</b>	Institute of Technology and Academics	
<b>Form Name</b>	Meal Components and Quantities - Review Period (409-412, 430-437)	
<b>Question #</b>	411	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/15/2023 08:09 AM	<p>Finding : The shortened non-discrimination statement was not legible on the monthly menus.</p> <p>Corrective Action: Revise the monthly menu with a legible non-discrimination statement and upload into SNACS.</p>
<b>Site Name</b>	Institute of Technology and Academics	
<b>Form Name</b>	Offer vs Serve (500-502)	
<b>Question #</b>	502	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 01:51 PM	<p>Finding: Signage was not posted at breakfast and 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. The lunch signage should list the five components and inform students that under Offer versus Serve (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 webpage (<a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage</a>).</p> <p>Corrective Action: Corrective Action: Submit a picture of completed signage posted near the service line.</p>
<b>Site Name</b>	Institute of Technology and Academics	
<b>Form Name</b>	Civil Rights (811-812)	
<b>Question #</b>	811	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 02:32 PM	<p>Finding: The nondiscrimination “And Justice for All” poster is not located in the meal service area and/or not visible to students (FNS Instruction 113). The old poster and an</p>

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		incorrectly sized new poster is posted at lower campus. The old poster is posted at the upper campus.  <b>CA: Corrected while onsite, no further action required.</b>
<b>Site Name</b>	Institute of Technology and Academics	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1405	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 03:39 PM	Finding: Every school operating USDA School Child Nutrition Programs must have two food safety inspections during each school year (7 CFR 210.13). The SFA did not receive two food safety inspections in the current or prior school year (no inspections at PK-2 <sup>nd</sup> grade site) and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.  CA: Contact the local regulatory authority to request two food safety inspections. Submit and retain documentation of this communication.
<b>Site Name</b>	Institute of Technology and Academics	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1406	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/14/2023 03:33 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location.  CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public.
<b>Site Name</b>	Institute of Technology and Academics	
<b>Form Name</b>	Food Safety, Storage and Buy American (1404-1411)	
<b>Question #</b>	1407	
<b>TA Log #</b>	No TA Log# found	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged 02/15/2023 11:01 AM	Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with what is outlined in the site-specific SOP's for (#10, 16, 17, 19 holding foods at

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proper temps and date-marking) and there is no SOP for Sharing and No-Thank You tables.

CA: Modify and/or add the SOP so that it aligns with actual practices or adjust practices to align with the SOP as written. Submit a copy of the updated SOP or a statement describing how practices will be adjusted to be compliant with the established SOP.

## Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
02/15/2023	2892		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
Production records are intended to be useful tools to record production information. The breakfast production records currently are not being thoroughly filled out. A copy of the Production Record Requirements and templates may be found on our webpage ( <a href="https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records">https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records</a> ).								
2/15/2023 10:37:09 AM								
02/15/2023	2891		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
Although the students have multiple Breakfast Kit options available daily, there is very little variety offered at breakfast. Having the same menu daily is not best practice in the USDA Child Nutrition Programs. It is suggested that the menu planner tries to incorporate new food items and new varieties of fruit at breakfast to provide better customer service to the students.								
2/15/2023 10:35:01 AM								
02/14/2023	2893		Administrative Review		FSD			
<b>Comments</b>								
						<b>Created By</b>	<b>Created Date</b>	
While Offer Versus Serve (OVS) is not required for grades K-8, it is encouraged in order to reduce food waste and develop skills in making healthy meal choices. Without OVS in place, students in grades K-8 must be served $\frac{3}{4}$ cup vegetable and $\frac{1}{2}$ cup fruit to create a reimbursable meal, in addition to the other full components. If OVS is implemented, then students can choose three of the five components offered, including $\frac{1}{2}$ cup of fruit and/or vegetable, to create a reimbursable meal.								
2/15/2023 10:37:49 AM								