

Administrative Review Report

Islamic Society Milwaukee dba Salam

Commendations:

Thank you to the staff at Islamic Society Milwaukee dba Salam for being very friendly, accommodating, and hospitable to the state agency staff during this review. The meals were fresh with a beautiful salad bar including many different fruit and vegetable options. Thank you for serving healthy, nutritious meals to your students, many of them partook in the school nutrition program, which is a testament to an excellent program.

Recommendations:

- a. The DPI SNT has many training opportunities now and will have additional in person and virtual trainings this summer. The following will help the school nutrition professionals have a better understanding of our programs and regulations. [School Nutrition Online Learning Library | Wisconsin Department of Public Instruction](#) this link will take you to the school nutrition team online learning.
 - i. [Dietary Specifications](#)
 - ii. [Food Components](#)
 - iii. [Meal Pattern](#)
 - iv. [Weight versus Volume](#)
 - v. [Production Records](#)
 - vi. [Product Formulation Statements \(PFS\)](#)
 - vii. [Standardized Recipes](#)
 - viii. [Offer versus Serve \(OVS\)](#)
- b. Complete and document your time spent watching and completing these online learning videos. Your staff will also need to watch some of these videos, most importantly Offer versus Serve.
- c. Civil Rights [Overview](#) webpage. This page contains trains and information on the *Non-discrimination Statement*.

Administrative Review Report

Islamic Society Milwaukee dba Salam

Findings and Corrective Action:

Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Corrective Action History		<p><u>Finding:</u> On the Annual Financial Report, all of the revenues and expenses were not broken out by program and expense category (7 CFR 210.19).</p> <p><u>Corrective Action:</u></p> <ul style="list-style-type: none"> - Review the Annual Financial Report webcast or manual on the DPI website. 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 by the DPI accountant.
Form Name	Revenue From Non-Program Foods (709 - 711)	
Corrective Action History		<p><u>Finding 1:</u> All revenue from nonprogram foods (cold lunch milk, adult meals, extra milk) did not accrue to the SFA nonprofit school food service account (7 CFR 210.14).</p> <p><u>Corrective Action 1:</u> Adults are able to purchase a breakfast for \$3.00 and a lunch for \$4.50. An adult meal must be the same size as the highest student grade's portion sizes, nothing larger. Per the vendor agreement for the 22-23 SY, the SFA must pay the vendor \$2.67 per breakfast and \$4.43 per lunch ordered or served, regardless of it being a student meal or adult meal. The difference is accrued as revenue for the SFA (Islamic Society).</p> <p><u>Finding 2:</u> There is no price for a carton of milk listed on the vendor agreement charged by the vendor.</p> <p><u>Corrective Action 2:</u> Extra milk and cold lunch milk must be charged separately by the vendor at a price that covers their cost, such as 5 cents more than the raw food cost of a pint of milk. In turn, the SFA must charge 5-10 more cent than the price per pint of milk listed on the vendor agreement. Update the vendor agreement to include the price that the vendor will charge for a pint of milk.</p> <ul style="list-style-type: none"> - Upload the new vendor agreement plus the restaurant license into the online contract. Submit a statement via email this has been completed.
Form Name	Civil Rights (800 - 807)	
Corrective Action History		<p><u>Finding:</u> The SFA does not have procedures for handling discrimination complaints specific for the school meal programs (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u></p> <p>Create a school meal program civil rights complaint policy or use the DPI's template civil rights complaints procedure, which was also emailed to the food service director. It is recommended to post the civil rights complaints procedure to the school website. Submit a statement when the civil rights complaint procedure will be implemented.</p>
Form Name	Civil Rights (800 - 807)	
Corrective Action History		<p><u>Finding:</u> Civil Rights training did not occur, or documentation was not available to support that this training was provided to all staff who interact with program participants in the current school year (FNS Instruction 113-1).</p> <p><u>Corrective Action:</u></p> <ul style="list-style-type: none"> - Provide the civil rights training to all staff that interact with the School Nutrition Programs found on the DPI website. - Upload the sign in sheet with the names and date(s) the training was provided.
Form Name	Local School Wellness (1000 - 1006)	
Corrective Action History		<p><u>Finding 1:</u> Current Local Wellness Policy (LWP) does not include all of the required content. (7 CFR 210.31) Specifically, the LWP does not mention:</p> <ul style="list-style-type: none"> - Public involvement/Stakeholders - Food sold outside the meal programs - Foods provided not sold - Food and beverage marketing - Physical activity - Triennial assessment.

Administrative Review Report

Islamic Society Milwaukee dba Salam

		<p><u>Corrective Action 1:</u> Use the Wellness Policy Builder to create a Local Wellness Policy that meets all of the criteria listed above. Post a copy of the Local Wellness Policy to the school website. Provide the link or submit a copy of the Local Wellness Policy in SNACS.</p> <p><u>Finding 2:</u> The Triennial Assessment of the Local Wellness Policy was not completed in the last three years.</p> <p><u>Corrective Action 2:</u> The Triennial Assessment of the Local Wellness Policy must be completed within the next three years, following the creation of a new Local Wellness Policy (as mentioned in Finding 1 above). To complete the Triennial Assessment, use the Report Card and then post the results of the Report Card on the school website. Submit a statement in SNACS of when you will complete the Triennial Assessment of the Local Wellness Policy.</p>
Form Name	Meal Counting and Claiming (314 - 316)	
Corrective Action History		<p><u>Finding:</u> The October 2022 NSLP and SBP claims resulted in an overclaim. As a result, the September and August 2022 NSLP and SBP claims also resulted in an overclaim. The overclaim is a systemic error due to the SFA using manual check off sheets and not having an organized manner to keep track of how many reimbursable meals were served. Moving forward the SFA will use a computer software for the point of sale to electronically track reimbursable meals.</p> <p><u>Corrective Action:</u> Continue to use the computer software to track reimbursable meals served.</p> <ul style="list-style-type: none"> - Submit the daily count sheets for Breakfast and Lunch for the Elementary school and the Middle School/High School for the months of November 2022 and December 2022. - Submit the edit check sheets for the November 2022 and December 2022 Breakfast and Lunch claims. - Submit the monthly lunch count report and monthly breakfast count report from the point-of-sale software for November 2022 and December 2022. <p>Fiscal action will be applied to the School Breakfast Program and National School Lunch Program. If \$600 or less is owed per program, this will be disregarded. If \$600 or more is owed, the total amount will be paid back to DPI.</p>
Form Name	Professional Standards (1210 - 1219)	
Corrective Action History		<p><u>Finding:</u> 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><u>Corrective Action:</u> Include all training hours completed this school year for each school food service employee (anyone with responsibility for the School Nutrition Programs) onto the DPI professional standards training tracking tool and upload into SNACS. Submit a completed copy in SNACS.</p>
Form Name	Food Safety & Buy American (1400 - 1403)	
Corrective Action History		<p><u>Finding 1:</u> The SFA did not have a copy of the food safety plan at each school that was site specific.</p> <p>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) which are the site specific Standard Operating Procedures (SOPs), equipment list, and list of Process 1, 2, and 3 foods. 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><u>Corrective Action 1:</u> Download, print and fill out the food safety plan to be specific for each participating school in the SFA, ensure a copy is provided to each school and upload the updated food safety plan(s) into SNACS.</p> <p><u>Finding 2:</u> The food safety plan is missing the employee reporting agreements for each staff member preparing the food for the school nutrition programs.</p> <p><u>Corrective Action 2:</u> Have all employees that are preparing the food, sign off on the Employee Reporting Agreement. Keep the signed copies in the food safety manual. Have employees sign this form annually and keep on file.</p>
Site Name	Salam School	

Administrative Review Report

Islamic Society Milwaukee dba Salam

Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
Corrective Action History		<p>Finding: Students at Salam School were not consistently offered/served milk at breakfast. Administration of the school requested that milk not always be served at breakfast. Meal preparer was unfamiliar with the regulations.</p> <p>Students must be offered a variety of milk, at least two allowable milk types at lunch and breakfast. Allowable milk types in USDA School Meals Programs are low-fat and fat-free flavored or unflavored milk and lactose-free or lactose-reduced fat-free or low-fat milk.</p> <p>Corrective Action: Please be sure the milk usage is properly documented on the two weeks of production records required, found under question #410.</p>
Site Name	Salam School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
Corrective Action History		<p>Finding: Signage was not posted at breakfast or lunch to show students what makes up a reimbursable meal.</p> <p>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.</p> <p>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 (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage)</p> <p>Corrective Action: Submit a picture of completed signage posted near the beginning of the lunch and breakfast service lines.</p>
Site Name	Salam School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
Corrective Action History		<p>Finding: The same meal pattern is used for grades 6-12. 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>Corrective Action: Submit a statement explaining how a separate 6-8 and 9-12 meal pattern will be followed going forward. Separate production records will help identify the differences between the two groups.</p>
Site Name	Salam School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
Corrective Action History		<p>Finding: There were no production records on file for the week of review.</p> <p>Production records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components; without production records, there is no way to prove that reimbursable meals were served. Fiscal action may be assessed for the review month.</p> <p>Corrective Action:</p> <ul style="list-style-type: none"> - Submit 2 weeks completed production records. - Additionally, complete additional production record training and submit documentation showing completion <p>SNT Production Records e-learning courses can be found at https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns:~:text=Production%20Records%20Standardized%20Recipes</p>
Site Name	Salam School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	

Administrative Review Report

Islamic Society Milwaukee dba Salam

Corrective Action History		<p><u>Finding:</u> Documentation was missing, unable to credit many items. Missing meal pattern understanding due to lack of experience, but not lack of desire to learn. During the week of review, daily and weekly quantity shortages were found.</p> <p>For the 6 - 8 grade students, weekly shortage:</p> <ul style="list-style-type: none"> - Dark green vegetables were not offered over the course of the week. - 80% Whole-grain rich not met, only 47.06% grains were whole grain rich. <p>For 9-12 grade students, daily and weekly shortages:</p> <ul style="list-style-type: none"> - Dark green vegetables were not offered over the course of the week. - Daily and weekly grain shortage, 80% Whole-grain rich not met, only 64.71% grains were whole grain rich. - Daily fruit shortage - Daily vegetable shortage <p><u>Corrective Action:</u> Please complete and submit a Menu Planning Worksheet for each of the meal services and age/grade groups listed below. Each Menu Planning Worksheet should address the errors noted for the week of review, bringing it into compliance. Please submit Menu Planning Worksheets based on the menu served rather than the planned menu so that compliance errors for the served menu can be addressed. Be sure to include all Alternate Entrees.</p> <ol style="list-style-type: none"> 1. Breakfast, K-12, October 3-7, 2022 2. Lunch, K-8, October 3-7, 2022 3. Lunch, 9-12, October 3-7, 2022
Site Name	Salam School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	
Corrective Action History		<p><u>Finding:</u> Acceptable crediting documentation was not available for the items offered and served during the week of review. Processed foods that are not listed in the Food Buying Guide (FBG) must be accompanied by a Product Formulation Statement (PFS) or Child Nutrition (CN) label to sufficiently document meal component crediting.</p> <p>All foods offered/served in child nutrition programs must have Nutrition Facts labels, Child Nutrition (CN) labels, and/or 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. Crediting documentation should be updated at least twice per year and as new products are purchased or substituted.</p> <p><u>Corrective action:</u> Submit acceptable crediting documentation for all items offered during the week of review, that matches the production records requirement in #410.</p>
Site Name	Salam School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	435	
Corrective Action History		<p><u>Finding:</u> Standardized recipes are required for all menu items made in-house with more than one ingredient. There was no standardized recipe for the following:</p> <ul style="list-style-type: none"> - Mashed Potatoes - Turkey Sandwich - Salad <p><u>Corrective Action:</u> Submit a standardized recipe for the previously listed. Be sure to include all requirements of a standardized recipe, including serving size and yield.</p> <p>Templates and other resources can be found on the Standardized Recipes webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/recipes)</p>
Site Name	Salam School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
Corrective Action History		<p><u>Finding:</u> School nutrition professionals were unclear about offer versus serve (OVS) requirements for breakfast and lunch. Although all students observed took a reimbursable meal, it is important for all staff to understand the OVS requirements.</p>

Administrative Review Report

Islamic Society Milwaukee dba Salam

	<p>OVS resources on WI DPI's menu planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)</p> <p>The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy,-Meal%20Patterns,-Title%20/%20Description)</p> <p><u>Corrective action:</u> All school nutrition staff and anyone else who works with the child nutrition programs, whether or not they are currently responsible for determining reimbursable meals, must attend training on OVS. - Submit details regarding when and where the training was held, who attended (printed names and signatures) and how the training was conducted.</p>
Site Name	Salam School
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1405
Corrective Action History	<p><u>Finding:</u> 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 and does not have documentation on file indicating that two inspections were requested from the local regulatory authority.</p> <p><u>Corrective Action:</u> Contact the local regulatory authority to request two food safety inspections. Submit and retain documentation of this communication.</p>
Site Name	Salam School
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1406
Corrective Action History	<p><u>Finding:</u> The most recent food safety inspection report was not posted in a publicly visible location.</p> <p><u>Corrective Action:</u> Provide a statement and/or photo 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>
Site Name	Salam School
Form Name	Food Safety, Storage and Buy American (1404-1411)
Question #	1407
Corrective Action History	<p><u>Finding:</u> At the middle school/high school breakfast and lunch service, milk was not temperature controlled using a refrigerated cooler, ice packs, or ice. It is simply placed in a crate. The milk temperature is not monitored and recorded upon return to the kitchen. This practice does not adhere to the Time as a Public Health Control SOP in the food safety plan.</p> <p><u>Corrective Action:</u> 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 procedure. 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"> 1. Utilize time as a public health control (TPHC) procedure. 2. Utilize ice-lined milk bags, barrels, or containers so that temperature control is used, along with monitoring of temperatures. 3. 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. <p>- Submit a statement describing how TCS food items held outside of temperature control during service will be handled going forward. It is recommended to consult with the local sanitarian to establish procedures for appropriately saving these leftover, unserved items. If any SOPs are updated or modified, please submit these as part of the corrective action. Communications with the sanitarian (if applicable) may also be submitted as part of corrective action.</p>
Site Name	Salam School
Form Name	Food Safety, Storage and Buy American (1404-1411)

Administrative Review Report

Islamic Society Milwaukee dba Salam

Question #	1410
Corrective Action History	<p>Finding: Non-compliant food items are not being tracked and documented. Items in both storage areas were found to be non-compliant with the Buy American provision.</p> <p>The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).</p> <p>Corrective action: Begin tracking non-domestic products, which may include Buy American information from the vendor or distributor's website. If no country of origin is identified on the label, then the SFA must get documentation/certification from the distributor or supplier. Provide a copy of the form(s) that will be used and include any non-compliant products.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone
01/19/2023	2706		Administrative Review		FSD		
Comments							
<p>All SFAs participating in USDA School Meals Programs are required to submit a food service Annual Financial Report (AFR) each year. The report categorizes food service revenues and expenditures by program for July 1 through June 30, which is the school fiscal year. The AFR is due annually by August 31, this report was not submitted by the SFA prior to the November review.</p> <p>The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR.</p>							
01/19/2023	2705		Administrative Review		FSD		
Comments							
<p>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 NSLP and SBP, with further flexibilities for directors hired after April 29, 2019, in SFAs with under 2500 enrollment.</p> <p>The Hiring Standards for New SFA directors are based on the size of the SFA and includes education, school nutrition and/or relevant food service or school nutrition experience, and food safety training. It is recommended that when hiring a new director, the SFA allows time for overlap to train a new FSD. These requirements are listed in a summary document called "In a Nutshell- Hiring Requirements".</p> <p>Additional resources may be found on the Professional Standards webpage.</p>							
12/22/2022	2689	410	Administrative Review	Salam School	Salam School		
Comments							
<p>Monthly Menu for families - Does not require the complete USDA statement. The only statement required at the bottom of the sheet: "This institution is an equal opportunity provider." (Without the quotes)</p>							
12/22/2022	2688	1410	Administrative Review	Salam School	Salam School		
Comments							
<p>The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands). The following information must be recorded on a Buy American Non-Compliant Product List:</p> <ol style="list-style-type: none"> 1. Date 2. Name of product 3. Country of origin 4. Reason <ol style="list-style-type: none"> a. Cost analysis b. Seasonality c. Availability d. Substitution e. Distribution f. Other <p>A suggested Buy American - Non-Compliant Product List template can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american)</p>							

Administrative Review Report

Islamic Society Milwaukee dba Salam

12/01/2022	2532		Administrative Review		FSD		
Comments							
<p>Time as Public Health Control Time/temperature control for safety (TCS) foods may be held without temperature control if specific conditions are met under a practice called "Time as a Public Health Control."</p> <p>To utilize "Time as a Public Health Control," the school must have a corresponding SOP in the site-specific food safety plan. Template SOPs are available on the SNT Food Safety Webpage.</p> <p>If any TCS food is held without temperature control during service, including TCS foods on garden bars, all leftover TCS food must be discarded. Please refer to the Wisconsin Food Code Fact Sheet: Time as a Public Health Control for detailed procedures.</p> <p>TCS foods include:</p> <ul style="list-style-type: none"> - Milk and dairy products - Shell eggs - Meat (beef, pork, and lamb) - Poultry - Fish - Shellfish and crustaceans - Baked potatoes - Heat-treated plant food, such as cooked rice, beans, and vegetables - Tofu and other soy protein - Sprouts and seeds sprouts - Sliced melons - Cut tomatoes - Cut leafy greens - Untreated garlic-and-oil mixtures - Synthetic ingredients, such as textured soy - Protein in meat alternatives 							
11/30/2022	2527		Administrative Review		FSD		
Comments							
<p>Breakfast is offered before school begins. The location the point of service is operated in is slightly congested, possibly deterring students from participating in breakfast. It is suggested that the breakfast program be operated in the kitchen and cafeteria to decrease congestion and increase participation.</p> <p>Additionally, it is optional to offer breakfast mid-morning, having students come to the cafeteria to get their breakfast, eat there, or take it back to their classroom. If possible, the daily schedule could allow 10-20 minutes for students to grab breakfast and consume it mid-morning. This may increase participation in the breakfast program.</p>							
11/30/2022	2526		Administrative Review		Food Service Director		
Comments							
<p>All food substitutions made outside of the meal pattern must be supported by a signed medical statement from a licensed medical professional and include:</p> <ul style="list-style-type: none"> - The child's physical or mental impairment and how it restricts the child's diet - Accommodations needed - Foods to omit and recommended alternatives. <p>Food service staff may make food substitutions, at their discretion, to accommodate children without a signed medical statement. 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. (7 CFR 210.10(m)(1) and 7 CFR 210.10(m)(2)).</p>							
11/30/2022	2525		Administrative Review		Food Service Director		
Comments							
<p>All individuals operating the Point of Service meal counts must receive training on what a reimbursable meal looks like with offer versus serve and that students may only have access to one breakfast and lunch per day.</p>							
11/30/2022	2524	810	Administrative Review	ALL	FSD		
Comments							
<p>The non-discrimination must be included on letters, menus, website, and other documents used to convey program information to the public. The current 2022 NDS statement must be used (https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs).</p> <p>When space is very limited, (printed menus or low balance notices,) the abbreviated statement may be used, "This institution is an equal opportunity provider." Either of these statements must be in the same size font as the other text in the document. The full statement must be included on outreach materials when notifying households of benefits.</p> <p>Private Religious SFAs utilizing the exemption may continue to use the 2015 version of the NDS. Any documents from DPI have the most current Non-discrimination statement. If needing the 2015 version of the NDS, you will need to update your program materials with the 2015 version of the NDS.</p>							

Administrative Review Report

Islamic Society Milwaukee dba Salam

11/30/2022	2521	700	Administrative Review	ALL	Food Service Director			
Comments								
<p>The Supply Chain Assistance (SCA) Funds may only be used towards domestic unprocessed or minimally processed food items foods within the lunch and breakfast programs. The items that the SCA funds are allocated towards must be tracked by the SFA. We suggest using our template SCA funds tracker and applying the funds towards your milk cost to make tracking easier. More information on these funds are available on the SCA Funds Nutshell.</p> <p>It is recommended to keep track of the number of milks served throughout the year and record the cost of those milks on the template SCA funds tracker. Another option is to get our own milk vendor, rather than go through your meal vendor. This will decrease cost within the meal programs and will allow easier tracking of how much money is spent on milk.</p>								
11/30/2022	2519	801	Administrative Review	ALL	FSD			
Comments								
<p>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.</p> <p>SFAs must annually distribute the Public Release to three locations:</p> <ul style="list-style-type: none"> - Local news media - Grassroots organizations - Local unemployment office - Libraries - Post office - Boys and Girls Club, as applicable. <p>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.</p>								
11/30/2022	2518		Administrative Review		Food Service Director			
Comments								
<p>The NSLP Equipment Assistance Grant is available for all SFAs participating in our programs to apply for. Funds from this grant can be used to purchase equipment to support the school meal programs. More information on this grant opportunity is available on the USDA NSLP Equipment Grant Webpage: https://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant</p>								
11/30/2022	2517		Administrative Review		Food Service Director			
Comments								
<p>Each SFA with more than one school operating the NSLP must perform at least one on-site review by February 1 of each school year. On-site monitoring is required to be completed at all sites participating in NSLP, and 50% of the sites participating in SBP. A minimum of 50 percent of schools operating SBP must be monitored at least once every two years (7 CFR 210.8(a)(1)).</p>								
11/30/2022	2516	705	Administrative Review	ALL	FSD			
Comments								
<p>USDA Community Eligibility Provision guidance has been expanded in memo SP 54-2016 to note the usage of an alternative household income form to be used in CEP schools to gather income data for educational funding with other programs. This memo clearly outlines the requirement to cost-allocate expenses back to the district for processing and distributing the alternative household income forms in CEP schools. Labor hours involved with distributing and processing these forms cannot be paid for from the nonprofit school food service account. Therefore, it is not necessary to distribute the USDA Free and Reduced Meal Application while participating in CEP.</p>								
11/30/2022	2515		Administrative Review		Food Service Director			
Comments								
<p>All program records related to the school nutrition programs must be kept for a period of three years after submission of the final claim for reimbursement for the fiscal year. If audit findings have not been resolved, the three-year period is extended as long as required for resolution of audit issues. Refer to 7 CFR 210.23 (c) and 7 CFR 210.15 (b). This includes free, reduced-price, and denied applications, DC documents, and verification documents.</p> <p>Other examples of program records that must be kept for three years plus the current year are:</p> <ul style="list-style-type: none"> - Claims for Reimbursement (including supporting documentation, such as point-of-service benefit issuance rosters) - Meal count participation data by school - Documentation of edit checks, on-site reviews, internal controls, October enrollment, free and reduced-price eligible data 								

Administrative Review Report

Islamic Society Milwaukee dba Salam

- If applicable, currently approved and denied certification documentation for free and reduced-price lunches and a description of the verification activities
- Records to demonstrate the school food authority's compliance with the professional standards for school nutrition program directors, managers and personnel established
- Agreements and free and reduced-price policy statements
- Approved and denied free and reduced-price meal applications
- Procedures and documentation for direct certification for free meals, if applicable
- Procedures for alternate point-of-service meal counts, if applicable
- Menu and food production records and, if applicable, nutrient analysis records
- All documentation provided in support of the Resource Management Section (including appropriate records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements)
- Documentation associated with the local school wellness policy
- Number of food safety inspections obtained per school year by each school
- Records from the food safety program for a period of 6 months following a month's temperature records. If temperature records are on production records, then keep for 3 years plus current year
- Records from the most recent food safety inspection
- Documents demonstrating compliance with Civil Rights requirements
- Audit reports and written responses and any related corrective action

11/30/2022	2511	107	Administrative Review	ALL	FSD			
Comments								
Annually, the SFA must mail a copy of the CEP Notification Letter to all families of enrolled students in the schools participating in CEP. This must be completed at the prior to or at the beginning of the school year.								
11/30/2022	2504	207	Administrative Review	ALL	FSD			Jessica Lessner
Comments								
The Verification process does not need to be completed since the SFA operates CEP at both sites. However, an abbreviation of the Verification Collection Report (VCR) needs to be completed annually. Technical assistance was provided on site and a copy of the VCR with the highlighted sections to complete was provided. The SFA re-submitted the VCR on-site.								
11/29/2022	2645	409	Administrative Review	Salam School	Taqwa			
Comments								
There were no breakfast or lunch production records on file for the week of review. Production records are required as documentation that your school is serving reimbursable meals that contain all required meal pattern components; without production records, there is no way to prove that reimbursable meals were served.								
Fiscal action will be assessed for the review month and corrective action will be assigned. In order to ensure proper menu planning and understanding of the federally funded child nutrition programs, additional technical assistance and corrective action will be assigned.								