

Administrative Review Report

Academy of Excellence

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/06/2023	11/06/2023
On-Site Review	11/07/2023	11/08/2023
Site Selection Worksheet	10/25/2023	11/05/2023
Entrance Conference	11/07/2023	11/07/2023
Exit Conference	11/08/2023	11/08/2023

Commendations:

- Great job on Local Wellness Policy requirements and keeping logs of wellness committee meetings and wellness activities, especially the "You Are What You Eat" food demonstration.
- Thank you for sending documentation and completing the off-site questions in advance. The food service and administrative staff members were very friendly and welcoming to the review team and willing to answer questions.
- The food service staff provide excellent customer service to the students and engaged with them very positively. They help students build complete and customized meals. Thank you for giving students the opportunity to learn how to make their own choices.
- The food service staff maintain high food safety standards with a very clean and pleasant environment. They clearly take a lot of pride in their work.
- Thank you to the school staff members for being welcoming during the review. Thank you for being available throughout the on-site visit to answer questions. The food service director was doing an excellent job, and is also very receptive to feedback and eager to learn.

Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/30/2023 10:59 AM</p>	<p>Finding: To complete the comprehensive resource management portion of the review, several financial documents were requested. Some paper copies were presented during the onsite review, but the reviewer did not receive a paper copy to keep with the review files nor was the document sent to the reviewer electronically as requested.</p> <p>Onsite review of the food service balance sheet showed that the total revenues, total expenditures, and operating transfer of funds from a non-food service account into the food service account to cover a food service deficit did not match what was submitted on the Child Nutrition Program Annual Financial Report (AFR) for July 1, 2022-June 30, 2023. The beginning and ending fund balances on the food service balance sheet must also match the Child Nutrition Program AFR. The SFA attempted to contact the accountant responsible for the food service account during the onsite review to figure out why there were discrepancies, however an explanation could not be obtained at the time.</p> <p>What must be submitted for corrective action is:</p> <ul style="list-style-type: none"> • A 2022-23 school year statement of revenues and expenses for the food service account. This may also be called a food service account balance sheet. • An explanation of why the food service account balance sheet from the 2022-23 school year does not match the Annual Financial Report totals (beginning fund balance, total revenues, total expenditures, ending fund balance). • A copy of a detailed expense report from the food service account for one month including several categories (labor, food, equipment, supplies, and purchased services) during the 2022-23 school year. The reviewer looked at a copy of this onsite but a copy is needed for the reviewer to file. • A copy of the ledger entry showing a transfer was made from a non-federal fund into the food service account to bring it up to \$0.00 for the 2022-23 school year.

Administrative Review Report

Academy of Excellence

		<p>Corrective Action: Upload the documents listed in the four bullet points above into SNACS.</p> <p>After receipt of this documentation, the resource management review will be completed by the reviewer. Additional corrective action may be needed, depending on what the review of the financial statements reveals.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	704	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/30/2023 11:29 AM</p>	<p>Finding: The 2022-23 Annual Financial Report (AFR) totals for the Child Nutrition Programs do not match the food service account balance sheet.</p> <p>Further, the fund transfer made should be recorded under NSL Revenues Operating Transfer from Non-Food Service Account.</p> <p>On the AFR, record USDA Foods entitlement value of USDA Foods under both NSL Food Revenue and NSL Food Expenditure. The entitlement value received is found in the USDA Foods Ordering System under the Commodities Allocation and Receipt Report. The total for the SFA for the 22-23 school year should be reported as \$57,233.03.</p> <p>Record USDA Foods processing and handling charges as an expenditure in Purchased Services under National School Lunch (NSL). Agencies purchasing meals from a vendor or another school should report the total cost of the meals purchased in the appropriate lines on the screen. Cash refunds and rebates for food received during the school year should be subtracted as a negative food expenditure before entering food costs on this screen.</p> <p>Corrective Action: Review the Annual Financial Report webcast or manual on the DPI website. Print a copy of the 2022-23 Annual Financial Report and notate the updates required as described above. Please ensure the report aligns with the food service account balance sheet and any other information obtained from the accountants. Upload the manually corrected AFR document into SNACS. Once approved, the report will need to be updated in the online portal. If after December 31, the DPI accountant will make the adjustments in the system.</p>
Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705, 777)	
Question #	705	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/30/2023 10:08 AM</p>	<p>Finding: The documentation reviewed during the on-site visit indicates that the SFA was not credited the appropriate amount for USDA Foods received by their vendor in the 2022-23 school year. The Commodity Allocation Receipt Summary (CARS) Report for the SFA shows that \$57,233.03 is the total USDA Foods entitlement value received by the SFA in the 2022-23 school year (22-23 SY). The vendor invoices the SFA provided for review from the 22-23 SY show the SFA was credited back only \$49,260.90 by the vendor, which is \$7,972.13 less than what is should have been. It is required that the vendor credit the SFA back the full amount of the USDA Foods Entitlement.</p> <p>Further, the SFA had \$4,861.10 in "Commodity Charges Recovered" (i.e. USDA Foods Handling Fees) by DPI in the 22-23 SY. The vendor invoices the SFA provided for review from the 22-23 SY show the SFA was credited back only \$3,610.48 by the vendor for USDA Foods Handling Fees, which is \$1,250.62 less than what is should have been.</p> <p>Please see the corresponding technical assistance section of this report for more important information.</p> <p>Corrective Action: Contact the vendor that was used in the 22-23 SY and request</p>

Administrative Review Report

Academy of Excellence

		<p>that the USDA Foods credits from the 22-23 SY be reviewed and reconciled. The vendor must credit the SFA the full USDA Foods Entitlement value of \$57,233.03, and should also credit the SFA the full USDA Foods Shipping and Handling fees of \$4,861.10.</p> <p>To satisfy the corrective action item, the SFA must provide documentation to DPI showing that it received the appropriate amount of USDA Foods credit back from the vendor for the 22-23 SY. If there was a year-end reconciliation between the SFA and the vendor that was outside of the monthly invoices that fully reconciled the USDA Foods credits that was not provided to DPI during the review, please provide that documentation as part of the corrective action.</p> <p>The SFA must also provide a written statement detailing how it will handle USDA Foods reconciliations with the vendor in the future.</p>
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	801	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged</p> <p>11/07/2023 07:32 PM</p>	<p>Finding: The Public Release was not distributed to the required locations including the media, local unemployment office, grassroots organizations and any major employers contemplating large layoffs in the area (7 CFR 245.5(a)(2)). The SFA sent the public release to several grassroots organizations (local church and El Rey grocery market) but not to any media outlets.</p> <p>Corrective Action: Upload into SNACS the names of 2-3 organizations that the public release will be sent in the following school year. Please be specific about how the requirement to send to a media outlet will be met going forward.</p>
Site Name		
Form Name	Local School Wellness (1000 - 1006)	
Question #	1000	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged</p> <p>11/07/2023 07:44 PM</p>	<p>Finding: Current Local Wellness Policy (LWP) does not include all of the required content (7 CFR 210.31). The content areas that are lacking are:</p> <ul style="list-style-type: none"> Foods sold outside of school meal programs -- The policy mentions, "all foods offered on the school campus will meet or exceed the School nutrition standards." However, this does not completely fulfill the USDA requirement that SFAs state in their policy that any foods sold outside will adhere to the USDA Smart Snacks standards. Some language on this topic must be included even if SFAs do not sell any foods outside of the school meal programs. Food and beverage marketing -- The policy has a section related to marketing, which is excellent. However, this section does not meet the USDA requirement that SFAs state in their policy that they will only market products that adhere to Smart Snacks guidelines during the school day. Please note, SFAs may develop guidelines related to food marketing that are stricter than the Smart Snacks guidelines (such as not permitting any food or beverage marketing during the school day). Full USDA non-discrimination statement. <p>Corrective Action: 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.</p>
Site Name		
Form Name	Community Eligibility Provision (2109 - 2110)	
Question #	2110	

Administrative Review Report

Academy of Excellence

TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 11/07/2023 07:30 PM</p>	<p>Finding: The SFA did not distribute the CEP notification letter to households to families. Instead, the CEP Public Release was sent to all households. The CEP letter should be sent to all households annually, and the Public Release should be sent to the required media and grassroots organizations. The Public Release is not intended to be sent to households.</p> <p>Corrective Action: Submit a statement explaining the plan to ensure that the CEP notification letter is sent to all households annually.</p>
Site Name	South Campus AOE	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/21/2023 08:49 AM</p>	<p>Schools must offer students a variety (at least two different options) of fluid milk at lunch and breakfast each day. All milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk with higher fat content is not allowed. Low-fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered. Milk may be unflavored or flavored, provided that unflavored milk is offered at each meal service.</p> <p>Finding: During the onsite lunch observation, before the fourth group of students (6th – 8th graders), only one milk type was available. All K-12 students must be offered a milk variety of at least two different types at both breakfast and lunch.</p> <p>Corrective Action: Please submit a week of breakfast and lunch production records documenting milk usage to show that a milk variety is offered.</p> <p>**Fiscal action could be required for a repeat missing milk variety violation on the next Administrative Review.</p>
Site Name	South Campus AOE	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/21/2023 10:57 AM</p>	<p>Finding: Fiscal action is required for any repeat fruit daily shortage violations from the previous Administrative Review. Therefore, fiscal action will be assessed on Friday October 20 during the week of review (the day with the insufficient fruit quantity), as only 1/2 cup of fruit was offered/served to students that day.</p> <p>Finding: Students at the Academy of Excellence were only offered one milk type at lunch on Thursday October 19, as well as at breakfast on Thursday October 19 and Friday October 20 during the week of review. Grades K-8 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 submit a week of breakfast and lunch production records documenting milk usage to show that a milk variety is offered.</p> <p>**Fiscal action could be required for a repeat missing milk variety violation on the next Administrative Review.</p>

Administrative Review Report

Academy of Excellence

Site Name	South Campus AOE	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 11/21/2023 08:45 AM</p>	<p>During the lunch service on the day of onsite observation Tuesday November 7th, 2023, classroom teachers were observed requiring students to take a milk.</p> <p>Finding: Although no non-reimbursable meals were observed during the days of onsite review, the Offer versus Serve (OVS) requirements are not fully understood by the school staff at the point of service. If teachers are going to be at the point of service, then they must also take the training so that they understand how Offer versus Serve is to implemented.</p> <p>OVS resources on WI DPI's Menu Planning webpage may be used as training resources. The Meal Pattern e-learning resources may also be helpful.</p> <p>Corrective Action: Have all staff responsible for determining reimbursable meals and classroom teachers attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	South Campus AOE	
Form Name	Civil Rights (811-812)	
Question #	811	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 11/07/2023 07:19 PM</p>	<p>Finding: The most current version of non-discrimination "And Justice for All" poster is not located in the meal service area and/or not visible to students (FNS Instruction 113). The version posted in the cafeteria was the outdated version and not the 2019 version. Further, it could only be read if standing behind the serving line.</p> <p>Corrective Action: Hang the most current USDA nondiscrimination "And Justice for All" poster in a prominent location in the meal service area. Corrected while onsite, no further action required.</p>
Site Name	South Campus AOE	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>Flagged 11/07/2023 07:21 PM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location. While the most recent inspection report was posted, it was behind the meal service line and thus only readable by staff members standing behind the meal service line.</p> <p>Corrective Action: 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>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
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Administrative Review Report

Academy of Excellence

11/30/2023	3814		Administrative Review	FSD			
Comments							
USDA Foods Credits On Invoices				Created By	Created Date		
<p>It is not recommended that vendors estimate the USDA Foods entitlement credit on each invoice as this can result in an incorrect amount credited each month. For the 22-23 SY invoices, on each invoice the vendor typically credited the SFA \$3,284.00 for USDA Foods entitlement, though it is not clear how this value was determined as it is not based on actual monthly values from the USDA Foods Ordering System.</p> <p>When SFAs use a vendor for meals, it is important that they carefully review the USDA Foods credits received from the vendor to ensure they receive the correct amounts. It is recommended to use the Crediting of USDA Foods Value guide (found on USDA Foods: Product Values and Fees webpage) and focus on the sections related to vended meal agreements. It is crucial that the SFA and the vendor are in communication at the end of each school year to ensure a correct USDA Foods reconciliation.</p> <p>Please contact a DPI School Nutrition Team USDA Foods Specialist with any future questions about USDA Foods, including USDA Foods crediting by the vendor.</p>					11/30/2023 10:09:16 AM		
11/27/2023	3782		Administrative Review	FSD			
Comments							
Vendors and Program Oversight				Created By	Created Date		
<p>Vended meals agreements can be great ways for SFAs to procure meals for their Child Nutrition Programs. However, it is important to remember that the SFA must retain program oversight and is ultimately responsible for ensuring all program requirements are met. When entering into a vended meals agreement, both the SFA and then vendor must ensure they can sufficiently fulfill the duties outlined in the agreement.</p> <p>Please also note that DPI does not approve or endorse vendors. A list of known vendors is posted on the Vended Meals Agreement webpage as a service to SFAs. This list does not imply certification or approval to do business under the National School Lunch Program (NSLP) or another Child Nutrition Program (CNP).</p>					11/27/2023 11:59:43 AM		
11/27/2023	3781		Administrative Review	FSD			
Comments							
Grant Opportunities				Created By	Created Date		
<p>To be informed on grant opportunities, the SFA may periodically check the postings on the Grant Opportunities webpage. There are many opportunities from various sponsors, many of which are ongoing depending on funding. When new grant opportunities are made known to the DPI School Nutrition Team (SNT), information is often included in the emailed bulletins and newsletters. Please be sure to read all emails received from DPI SNT so the SFA is aware of new grant opportunities and other important updates.</p>					11/27/2023 11:51:22 AM		
11/27/2023	3780		Administrative Review	FSD			
Comments							
Fresh Fruit and Vegetable Program				Created By	Created Date		
<p>The SFA participated the Fresh Fruit and Vegetable Program (FFVP) in the past, but faced some challenges. The SFA is encouraged to look more into this program and consider applying again in the future. The FFVP application period for the 2023-24 school year is already closed. Please watch for emails later in the school year regarding the application period for the 2024-25 school year. SFAs must apply for and be approved to participate in FFVP, as there are eligibility requirements.</p> <p>There are very specific requirements for receiving reimbursement in FFVP for operating costs and administrative costs. Operating costs can cover fruits, vegetables, low-fat or non-fat dip (for vegetables only), and non-food items such as napkins, paper plates, serving bowls and trays, cleaning supplies, trash bags, and delivery charges. Operating labor includes salaries and fringe benefits for employees who prepare and serve FFVP snacks. Administrative costs may cover large equipment >\$250 that has been approved using the Equipment Justification Form may be covered. Administrative labor includes salaries and fringe benefits for employees who perform administrative tasks for the program, such as planning and ordering.</p> <p>The FFVP requires that budgets be submitted for each allocation period. Schools receive their FFVP sub awards in two parts, or allocations: Allocation A – July 1st to September 30th; and Allocation B – October 1st to June 30th. Monthly claims are submitted for the FFVP. Schools have 60 calendar days after the last day of the claim month to complete and submit their monthly FFVP reimbursement claim. Only costs related to FFVP should be included. Schools are responsible for ensuring that all claims are correct and appropriate.</p>					11/27/2023 11:46:58 AM		

Administrative Review Report

Academy of Excellence

If the SFA has questions about the FFVP in the future, please contact an FFVP specialist for assistance.									
11/27/2023	3779		Administrative Review		FSD				
Comments									
Equipment Grants					Created By		Created Date		
<p>The SFA may be interested in applying for future USDA Equipment Grants. If awarded, these funds allow the SFA to purchase equipment that supports the service of healthier meals that meet the updated meal patterns (with emphasis on more fruits and vegetables in school meals), improve food safety, and expand access. Grants are awarded by the state agency through a competitive grant process with priority given to high-need schools.</p> <p>The application for the FY 2023 NSLP Equipment Assistance Grant is now open and closes on January 12, 2024. SFAs should review the resources provided on the Equipment Grant webpage prior to completing their application.</p>							11/27/2023 11:35:05 AM		
11/21/2023	3760		Administrative Review		FSD				
Comments									
Production Records					Created By		Created Date		
<p>Production records are required by the USDA to document that food meeting the meal pattern was served in the appropriate serving sizes. Continue to work with staff to record the food items served on the daily production records. If items are sent back to the vendor, that information could be documented somewhere else. Thorough, accurate production records provided information to the menu planner and the state agency that reimbursable meals were served as well as aid the menu planner with forecasting, ordering, menu planning, and reducing food waste.</p>							11/21/2023 1:33:52 PM		
11/21/2023	3759		Administrative Review		FSD				
Comments									
Meal Signage					Created By		Created Date		
<p>The National School Lunch Program (NSLP) regulation at 7 CFR 210.10(a)(2) requires that schools identify, near or at the beginning of serving lines, what constitutes the unit priced reimbursable meals at breakfast and lunch. Samples of signage that can be printed or updated and implemented in your school can be found on the Signage web page. Adequate signage helps ensure that students accurately select reimbursable meals. Signage was available however; it is recommended to reposition the signage lower in the meal service area to accommodate all students.</p>							11/21/2023 1:25:40 PM		
11/08/2023	3674	1211	Administrative Review	ALL	FSD				
Comments									
Professional Standards					Created By		Created Date		
<p>For professional standards purposes, staff that work 20 or more hours in school nutrition each week are "full time." Staff that work less than 20 hours each week in school nutrition are "part time."</p> <p>Full time staff need 6 hours of annual training, and part time staff need 4 hours of annual training. For staff hired January 1 or later, only half of the required annual hours are needed during the first school year of employment.</p> <p>SFA's may use their discretion when determining which (if any) food service staff will be considered "managers." Staff that are considered "managers" must complete 10 hours of professional standards training annually.</p> <p>While all SFAs must have someone designated as "director," there is no requirement that SFAs designate managers in the Child Nutrition Programs. Please refer to the USDA Professional Standards guide for more details on what may classify someone as "manager."</p>							11/8/2023 10:36:18 AM		
11/07/2023	3673		Administrative Review		FSD				

Administrative Review Report

Academy of Excellence

Comments									
Direct Certification – Full Enrollment Runs					Created By	Created Date			
<p>The SFA is not correctly using the "full run" and "partial run" designation when completing direct certification (DC). The SFA is currently listing every run in the DC portal as "full enrollment" even when it only contains student information for one site.</p> <p>Per the DC user guide, select "Full Enrollment Run" ONLY when the DC student input file is a list of all the students in your district or School Food Authority (SFA) with access to at least one meal service (lunch and/or breakfast). All other student input files are "Partial Enrollment Run." Please review the user guide and ensure full enrollment runs in DC are completed correctly going forward.</p> <p>For Academy of Excellence, a full enrollment run should include all students at South, North, and Windlake enrolled at the time the DC run is completed who also have meal access. The students must have the correct school code assigned to them in the correct column when the student file is uploaded to the system. AOE Online should be run through DC by itself and listed as a "partial run" since AOE Online students do not have meal access.</p>						11/7/2023 8:32:12 PM			
11/07/2023	3672	1601	Administrative Review	ALL	FSD				
Comments									
Summer Food Service Program Outreach					Created By	Created Date			
<p>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 are required to inform families where to find free summer meals. Academy of Excellence fulfilled this requirement by sharing the poster promoting summer meals at their location(s).</p> <p>It is recommended to also share the following in an end of year newsletter and on the SFA website to further assist families in finding free summer meals:</p> <ul style="list-style-type: none"> To find free summer meal locations: <ul style="list-style-type: none"> Call 211 to locate meals in the area Text 'food' (in English or Spanish) to 304-304 Check the Summer Meals Site Finder Map on the Find a Summer Meals Site webpage 						11/7/2023 8:20:10 PM			
11/07/2023	3671	806	Administrative Review	ALL	FSD				
Comments									
Civil Rights Training					Created By	Created Date			
<p>All staff completed the civil rights training as required. It is recommended to have this completed before the school year begins, instead of in September or later.</p>						11/7/2023 8:17:56 PM			
11/07/2023	3670	1400	Administrative Review	ALL	FSD				
Comments									
Sharing Tables to Reduce Food Waste					Created By	Created Date			
<p>Both sharing tables and no thank you tables are permitted in Wisconsin and do not require approval from the DPI SNT. However, there are considerations for School Food Authorities (SFAs) and Local Educational Agencies (LEAs) that must be followed to safely and responsibly implement each type of table. Refer to the Sharing and No Thank You Tables Toolkit for a comprehensive guide including standard operating procedures.</p>						11/7/2023 8:15:23 PM			
11/07/2023	3669	807	Administrative Review	ALL	FSD				
Comments									
Civil Rights Compliance Self-Evaluation					Created By	Created Date			
<p>When completing the civil rights self-evaluation (PI-1441 form), please note that the form can be completed at the SFA-level to reflect all schools. A separate form is not needed for each individual school.</p>						11/7/2023 8:11:39 PM			
11/07/2023	3668	901	Administrative Review	South Campus AOE	FSD				

Administrative Review Report

Academy of Excellence

Comments									
On-Site Monitoring					Created By			Created Date	
When completing the on-site monitoring forms each year, be sure that all questions are answered completely and any questions indicating non-compliance are addressed through corrective action as directed on the form.								11/7/2023 8:09:38 PM	
11/07/2023	3667	1409	Administrative Review	South Campus AOE	FSD				
Comments									
Food Storage					Created By			Created Date	
During inspection of the cooler, it was noted there is a shelf used for personal or other non-food service food items. This shelf is segregated somewhat from the food in the cooler used for program food for the Child Nutrition Programs, but it is still above some other boxes of program food. The personal or other non-food service items could potentially contaminate program foods with the current setup. Please consider rearranging the cooler and further separating these foods items to ensure program foods are adequately protected from contamination.								11/7/2023 8:06:12 PM	
11/07/2023	3666	1409	Administrative Review	South Campus AOE	FSD				
Comments									
Food Protection and Security					Created By			Created Date	
SFA's 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)).								11/7/2023 7:57:09 PM	
There is room for improvement in food security at AOE-South. The Food Service Director (FSD) stated the coolers are locked when not in use. However, the dry storage rack is not locked or sufficiently protected from theft or tampering.									
Please consider how all of the food items may be further safeguarded, such as stored in a locked area at non-meal service times. The SFA may consider purchasing a metal security rack or "cage" in which dry goods can be stored safely and locked when not in use.									
11/07/2023	3665	805	Administrative Review	ALL	FSD				
Comments									
Special Dietary Needs Policy					Created By			Created Date	
The SFA utilizes the DPI template policy for handling Special Dietary Needs , which is excellent. However, the sections where the SFA is intended to choose the applicable statements were not completed by the SFA. This means that the policy currently contains conflicting statements. It is recommended that the SFA thoroughly review and modify the policy to fit the needs of the agency. Please pay particular attention to the sections for fluid milk substitution, religious reasons, and personal preference.								11/7/2023 7:53:18 PM	
Comments									
Annual Financial Report					Created By			Created Date	
The Annual Financial Report Manual is located on the DPI website to assist you with completing the AFR.								12/1/2023 2:19:51 PM	
All revenues (reimbursements and student payments) and expenses (including food, labor, equipment, purchased services, and the other category) need to be separated into each program.									
The ending balance on June 30 from the previous year needs to be the beginning balance on July 1 for the current year. The ending balance, on June 30, can never be a negative balance. A transfer must be made from non-federal funds to bring the ending balance to \$0.00.									
The categories of the AFR that should be addressed when tracking revenues and expenditures include:									
<ul style="list-style-type: none"> 'Labor' is expenses for all direct food service labor including both wages and fringe benefit costs. 'Other' is expenses for paper supplies, chemicals, equipment under \$5000 (or your SFA's capitalization threshold), etc. 'Food' is expenses for edible food items and beverages. 'Equipment' is expenses for equipment purchases over \$5000 or your SFA's capitalization threshold. 									

Administrative Review Report

Academy of Excellence

- 'Purchased Services' is for services you pay someone to provide such as equipment repair, health inspections, etc.
- 'Nonprogram Foods' is expenses for any food items served that are not claimed as part of the reimbursable meal. This would include adult meals, a la carte, and caterings.

When revenues are recorded from the federal reimbursement payments, record the full reimbursement based on the printed claim form and not what is deposited into your account. As you will note on the claim, there may be money deducted from shipping, handling, and processing fees for USDA Foods. The amount deducted from your revenue should be reported as an NSLP food expenditure for private schools and a purchased service for public schools.