

Administrative Review Report

Lincoln Academy (The)

Review Schedule:

Schedule Type	Start Date	End Date
On-Site Review	11/02/2022	11/03/2022
Entrance Conference	11/02/2022	11/02/2022
Exit Conference	11/03/2022	11/03/2022

Commendations:

The DPI review team would like to thank all school personnel for their time, before, during and after the onsite portion of the Administrative Review. We realize gathering documents and discussing content requires a lot. We would also like to recognize the attentiveness of all school staff, especially those working in the Child Nutrition Program. All were focused on feeding students and interacted with them with interest. The Lincoln Academy is a beautiful facility.

We would also like to thank the kitchen and support staff for their warm welcome as well as the care and attention they pay to their students. Students clearly receive more than meals in their lunchroom; they receive the support they need to bolster their days.

Again, thank you for your warm welcome and the time and effort spent preparing for this Administrative Review. Please reach out with any questions.

The week of January 16-20, 2023, join the SNT in celebrating diversity through globally inspired foods and flavors. Be a part of the goal of having 80 SFAs participating in Around the World in 80 Trays. [Take the pledge](#) to participate in any capacity, from adding a new dip or seasoning to showcasing new dishes. Visit the [Around the World in 80 Trays webpage](#) to take the pledge, find recipes, and more. After your event, send pictures, videos, sound clips, etc. to DPIFNS@dpi.wi.gov so we can share your success!

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Findings and Corrective Action:

Site Name		
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 11/08/2022 11:28 AM	<p>Finding: The SFA does not track and account for all revenues and expenditures for the nonprofit school food service account separately (7 CFR 210.19). All parts of the FSMC fixed meal price must be broken out into the expense categories: food, labor, equipment, other and purchased service (profit). CA 1: Update the 2021-22 AFR with all expenses allocated by category, resubmit online and upload corrected report to SNACS documents tab. CA 2: Submit a statement of understanding on tracking all revenues and expenses separately by program for the nonprofit school food service account.</p> <p>Finding: The 2021-22 Annual Financial Report reflected a negative fund balance in the nonprofit school food service account. CA: Reallocate expenses and revenues on the 2021-22 AFR, resubmit it online and upload to the SNACS document tab. (IF after reallocation of expenses and revenues, the nonprogram foods account is negative, a fund transfer from nonfederal funds must be made into the account to bring the account balance to zero. This account cannot operate with a negative balance. Upload a copy of the ledger entry into SNACS to show the fund transfer was made to cover the deficit.)</p>
	CAP Submitted 11/16/2022 10:35 AM	The Lincoln Academy received the correct meal breakout to be able to apply the nutrition program expenditures. The annual report has been re-submitted.
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	Flagged 11/09/2022 10:18 AM	<p>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.</p>
	CAP Submitted 11/22/2022 04:00 PM	The public release was sent to the Beloit Daily News.
Site Name		
Form Name	Civil Rights (800 - 807)	
Question #	803	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 11/09/2022 10:19 AM	<p>Finding: The SFA does not have procedures for handling discrimination complaints specific for the school meal program (FNS Instruction 113-1). CA: Provide a timeline for when a school meal program civil rights complaint policy will be put in place or included in an existing district policy. Provide the name and title of the SFA representative that will ensure compliance.</p>
	CAP Submitted 11/16/2022 10:40 AM	TLA created a procedure for receiving and processing complaints alleging civil right discrimination in the USDA child nutrition programs. CFO is the designated USDA Child Nutrition Program Civil Rights Coordinator.
Site Name		

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Form Name	Local School Wellness (1000 - 1006)	
Question #	1001	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 11/09/2022 10:56 AM	Finding: The SFA does not make the Local Wellness Policy (LWP) publicly available in accordance with 7 CFR 210.31. CA: Notify the public of the LWP and upload documentation for how the public was notified.
	CAP Submitted 11/22/2022 04:00 PM	The Lincoln Academy's Wellness Policy has been placed on the TLA website. https://www.thelincolnacadeymbeloit.com/menus-2
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1600	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 11/09/2022 11:28 AM	Finding: The SFA did not adequately inform households of the availability of the School Breakfast Program. At the beginning of the school year, the SFA must notify households of the availability of the School Breakfast Program (SBP) (7 CFR 210.12). CA: Submit a statement describing how households will be informed of the availability of the SBP. Please include the method of communication and time frame for distributing breakfast promotion materials.
	CAP Submitted 11/16/2022 10:52 AM	The Lincoln Academy will send out communication to all households informing them of our school breakfast program and CEP programs. This information will go to all households annually prior to school starting via electronic messaging. We included this information in our family newsletter dated 11/11/2022.
Site Name		
Form Name	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)	
Question #	1601	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 11/09/2022 11:28 AM	Finding: The SFA did not adequately inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP). CA: Provide a statement describing how households will be informed about the availability of SFSP for the upcoming summer and going forward. Please include the method of communication and time frame for distributing SFSP outreach materials.
	CAP Submitted 11/16/2022 10:49 AM	The Lincoln Academy will get free marketing resources from the SFSP website. These materials will then be given to scholars to take home with them along with sending information out about community locations in our family newsletter. This will be done in May/June 2023 and each year going forward.
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Counting and Claiming - Review Period (322-325)	
Question #	325	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	

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Corrective Action History	Flagged 11/14/2022 11:38 AM	Finding: SFA did not have claim for review period submitted before the onsite review for validation. CA: Submit Claim, edit check and all count sheets to consultant OR upload to SNACS.
	CAP Submitted 11/16/2022 10:43 AM	These documents were submitted to.
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	403	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/21/2022 10:40 AM	Finding: A milk variety was not offered at breakfast for the day of onsite observation (Thursday, 11/3/2022). Due to ordering and inventory tracking errors, one milk variety (flavored fat-free milk) was expired and could not be served, leaving only unflavored low-fat milk for service. Upon discussion with the FSD, this error is not due to inadequate supply from the milk supplier and one variety of fluid milk was still available, disqualifying this scenario from utilizing the Inadequate Fluid Milk Supply Request. Corrective Action Required: Please submit a statement detailing the changes to the milk ordering and inventory tracking systems to eliminate spoilage errors going forward. Additionally, SA will verify that at least two allowable milk varieties are served daily at breakfast and lunch on the production records CA requested for question #431 Product Record Requirements.
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/21/2022 10:45 AM	Finding: Generic signage does exist onsite and the daily menu is displayed electronically on TV monitors; however, signage was not posted at breakfast or lunch to specifically show students how planned menu items contribute towards food items and/or components and what makes up a reimbursable meal. Many students struggled to build reimbursable meals, further highlighting the need for additional signage. Corrective Action Required: Post signage that shows how the daily planned menu offerings contribute towards the breakfast and lunch meal patterns. Submit a picture of completed signage posted near the lunch and breakfast service line.
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	406	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 11/21/2022 10:48 AM	Finding: During week of review, the same lunch menu was planned and served to all students, grades K-12 on Monday, 10/17/2022. Per production records, portion sizes were not adjusted to comply with the meal pattern differences between the K-8 and the 9-12 age/grade groups. Corrective Action Required: Submit a statement explaining how a separate K-8 and 9-12 meal pattern will be planned for and followed going forward.
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	

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Question #	410	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/22/2022 04:06 PM</p>	<p>Findings: Daily and Weekly Quantity Shortages, abbreviated details below; extended details and specifics can be found in the PDF titled "Extended Meal Pattern Findings Week of Review_The Lincoln Academy_AR SY 2223" in the documents tab. <u>Please take the time to review that document thoroughly. Repeat violations during subsequent Administrative Reviews may result in fiscal action.</u></p> <ol style="list-style-type: none"> 1. Daily Meat/Meat Alternate Shortages, K-8 Lunch 2. Daily Grain Shortages, K-8 Lunch 3. Daily Vegetable Shortages, K-8 Lunch 4. Daily Meat/Meat Alternate Shortages, 9-12 Lunch 5. Daily Grain Shortages, 9-12 Lunch 6. Daily Vegetable Shortages, 9-12 Lunch 7. Weekly Grain Shortage, K-12 Breakfast 8. Weekly Meat/Meat Alternate Shortage, K-8 Lunch 9. Weekly Grain Shortage, K-8 Lunch 10. Weekly Vegetable Shortage, K-8 Lunch 11. Weekly Vegetable Subgroup Shortages, K-8 Lunch 12. Weekly Meat/Meat Alternate Shortage, 9-12 Lunch 13. Weekly Grain Shortage, 9-12 Lunch 14. Weekly Vegetable Shortage, 9-12 Lunch 15. Weekly Vegetable Subgroup Shortages, 9-12 <p>Lunch Corrective Action Required: 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. It should be noted that the menus served for the week of review drastically differed from the published pre-planned menu. 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 17-21, 2022 2. Lunch, K-8, October 17-21, 2022 3. Lunch, 9-12, October 17-21, 2022 <p>Menu planning worksheets can be found at: https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning</p>
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	411	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 11/21/2022 11:00 AM</p>	<p>Finding: Substitutions to the planned menu for week of review were not assessed for compliance and did not always meet daily and weekly meal pattern minimum requirements. This resulted in multiple meal pattern errors, including component shortages, as detailed in question 410 of this form.</p> <p>Corrective Action Required: Please submit a statement detailing how the SFA will assess substituted menu items for daily and weekly meal pattern compliance going forward. Be sure to address how weekly requirements, including vegetable subgroups, will be monitored and adjusted in the event of a substitution to the planned menu. Additionally, SA will verify that minimum meal pattern requirements are met for each age/grade group in the CA requested for question #410 Week of Review Meal Pattern Findings, which should address the shortcomings of items substituted during the week of review.</p>
Site Name	THE LINCOLN ACADEMY	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	433	
TA Log #	TA Log# exists	

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Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 11/21/2022 11:05 AM</p> <p>Finding: Missing, outdated, or inaccurate crediting documentation was provided to the SFA and SA from the corporate office; accurate, updated crediting documentation must be kept onsite at the SFA. Storage can be physical (such as a binder or filing cabinet) or virtual (such as a shared drive where pictures are uploaded as products change and/or are delivered). Corrective Action Required: Submit a written statement detailing how the SFA will ensure that the appropriate crediting documentation is maintained onsite going forward. Along with this statement, please provide a picture of the onsite crediting documentation storage.</p>
Site Name	THE LINCOLN ACADEMY
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)
Question #	435
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 11/21/2022 11:09 AM</p> <p>Finding: Standardized recipes are not updated to reflect current practices and products. Recipes provided for week of review and day of onsite review include generic ingredients that are non-reflective of the products currently in use. Corrective Action Required: Please update and submit the following recipes from the week of review to accurately reflect the current practices and products used in The Lincoln Academy kitchen:</p> <ul style="list-style-type: none"> • Eggs, Scrambled w/ Cheese • Chicken Nuggets •Chicken, Baja •Chicken, Beijing •Hamburger on a Bun •Hamburger on a Bun w/ Cheese •Pulled Pork Sandwich •Country Chicken Bowl •Pizza, 16" Pepperoni SS AP •Pizza, 16" Cheese SS AP •Chicken Patty on Bun •Egg and cheese sandwich (breakfast) •Bean and cheese burrito <p>Please ensure that all essential information is included in each standardized recipe. Review the Standardized Recipe Checklist for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/standardized-recipe-checklist.pdf).</p>
Site Name	THE LINCOLN ACADEMY
Form Name	Offer vs Serve (500-502)
Question #	501
TA Log #	TA Log# exists
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 11/21/2022 11:14 AM</p> <p>Finding: Food service staff were unclear about the OVS requirements, leading to confusion in the meal service line (where some Teacher Aides "serve" fruit to all while others "offer") and at the Point of Service (POS) where one (1) observed non-reimbursable lunch meal (student did not select the required number of full components). Corrective Action Required: Have all staff responsible for assisting with meal service and those determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.</p>
Site Name	THE LINCOLN ACADEMY
Form Name	Civil Rights (811-812)
Question #	811

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TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 11/09/2022 01:04 PM	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). CA: Provide a statement and or image of how this requirement will be met. Corrected while onsite, no further action required.
	CAP Submitted 11/22/2022 04:02 PM	Corrected onsite.
Site Name	THE LINCOLN ACADEMY	
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	Flagged 11/09/2022 01:07 PM	Finding: The most recent food safety inspection report was not posted in a publicly visible location. CA: Provide a photo of where the most recent food safety inspection report posted and visible to the public. Corrected onsite, no further action required.
	CAP Submitted 11/22/2022 04:01 PM	This was corrected onsite.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	Username
11/22/2022	2461	401	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
<p>It is strongly encouraged that the SFA explore using a tray for breakfast service. Alternatively, a disposable paper food boat could also be considered if there is neither the time nor the staff to wash trays between breakfast and lunch services. During breakfast service observation, students (particularly K4-5) struggled to hold all breakfast items in their hands. Beyond making breakfast a struggle for participants, this also led to OVS confusion at the POS. Several younger students were observed carrying only two (2) items through POS as they could not reasonably hold more, which required that they take their items past POS to their table and return for other items in order to build a reimbursable meal. This is too much for POS staff to track accurately and added significantly to the prolonged lines at POS, causing some students to have a very short consumption window. Also, some younger students spilled their food while struggling to hold their selected items. This created waste, mess, and, for those younger students who did not have the courage or time to return to the line, potentially hungry learners. A handful of older students were observed as trying to take more than one planned entrée option (cereal + the hot entrée, 2 hot entrées, etc.), which is easier to disguise without trays; items were tucked into pockets, underneath arms, and so forth. The hot entrée ran out prior to the end of breakfast service. The students who successfully snuck out multiple entrees likely contributed to some students not having access to the hot entrée that morning. Having some type of dishware (tray, paper boat, etc.) will help stem food waste, food cost, mess, and confusion all while helping with more accurate forecasting and POS. Additional TA and CA for the non-reimbursable meal are captured in the OVS portion of this report.</p>								
11/22/2022 4:17:37 PM								
11/22/2022	2460	410	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
<p>Note: Shortly after the AR onsite visit, the FSD and the FSMC parted ways. While the SA asked the FSD some clarifying questions about the week of review menu while onsite, there remained many gaps in documentation and production records at the time of the FSD's departure. As such, it is no longer possible to clarify some items. This impacted how the week of review menu was assessed for compliance. For example, many items served during the week of review did not have a serving size listed on production records. While onsite, the SA reviewed as many of these gap or questionable items as possible with the FSD; however, the FSD could not recall the portion size for some menu items served. Further complicating matters, crediting documentation was rendered to the SA well beyond the original due date, meaning that there were many items that could not be reviewed with the FSD prior to their departure from the company. Without firsthand account of the week of review daily meal service, the SA cannot reliably determine serving size for some menu items. The menu items listed as served on production records but without verifiable serving sizes are credited as being served in their lowest creditable amount for the food component/s in question meaning that, for these items, there is a finding of a shortage, not a finding of a missing component. The SA notes that the former FSD reported to a District Manager within the FSMC; however, this individual is not onsite daily and, as such, cannot reliably provide details (such as serving size) for items served.</p> <p>Technical Assistance: Thorough and accurate documentation is a hallmark of a successful school meals program. This includes, but is certainly not limited to, production records that are properly filled out as well as up to date crediting documentation. Continue to work with staff to properly record items on production records and maintain up to date crediting documentation onsite.</p>								
11/22/2022 4:04:06 PM								

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11/21/2022	2430	501	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
Food service staff and assisting Teachers' Aides did not have a clear understanding of the Offer Versus Serve (OVS) requirements for breakfast and lunch. Food service staff and assistants must understand OVS to ensure that all students select reimbursable meals. 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/offer-versus-serve).								
11/21/2022 11:13:52 AM								
11/21/2022	2429	435	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
Use of standardized recipes is an important part of USDA School Meals Programs. Any menu item that has more than one ingredient must have a standardized recipe. This is defined as one that has been tried, tested, evaluated, and adapted for use by your food service. It produces a consistent quality and yield every time when the exact procedures, equipment, and ingredients are used. This will be a continuous work in progress as you modify older recipes and update with current ingredients in stock. Currently, standardized recipes exist and are sent from the corporate office; however, these recipes do not accurately reflect the products currently in use in The Lincoln Academy kitchen. Tracking meal pattern contributions and compliance accurately is not possible without accurate and updated recipes. Furthermore, substitute staff and/or new staff cannot succeed in tracking meal pattern compliance without updated and accurate standardized recipes. Extensive verbal TA provided to FSD onsite regarding the recipe standardization process and requirements. Please see our Standardized Recipes webpage for a wealth of resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes).								
11/21/2022 11:08:02 AM								
11/21/2022	2428	433	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
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 prepared and served, even if meals are planned through the Food Service Management Company's (FSMC) corporate office. Crediting documentation should be updated at least twice per year and every time new products are purchased or substituted. Many labels and crediting documentation sheets provided for the week of review were from the corporate office and did not accurately represent the foods currently in use in The Lincoln Academy's kitchen. Please note that it is ultimately the responsibility of the SFA to ensure meal pattern compliance, which requires accurate and up to date crediting documentation onsite.								
11/21/2022 11:04:24 AM								
11/21/2022	2427	431	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
Production records are required to document that food meeting the meal pattern was served in the appropriate serving sizes. Thorough, accurate production records aid the menu planner with forecasting, ordering, menu planning, and reducing food waste. Be specific on production records about the identity, brand, portion size, and description of items served. Continue to work with staff to accurately record the following: menu items (with recipe name, reference number, and/or product name), planned serving size, planned/actual number of servings prepared, planned/ actual quantity prepared in purchase units, amount leftover, planned serving size and usage for condiments, number of reimbursable and non-reimbursable meals planned and served, substitutions made to original plans, and substitutions made for students with special dietary needs. Please review our Production Record Requirements list when completing production records (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf). Additionally, any items that credit towards the meal pattern must be accurately captured on production records. Production records must be kept for a garden or salad bar. Per onsite observation and discussion with the FSD, fruits, vegetables, and occasionally meat/meat alternates are set out on a self-serve salad bar daily. These items are not recorded on production records and, therefore, cannot be credited towards the meal pattern. Salad bar items can be recorded on the daily production record or on their own separate record. Examples of production record templates for garden bars and salad bars are available on our Production Records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). Extensive Technical Assistance was provided onsite on accurately filling out production records, which included: using specific brands and/or recipes, filling in all required information accurately, using volume measures to record portion sizes of fruits and vegetables, using weight measures to record portion sizes of meat/meat alternate and grain, and the difference between planned/actual servings prepared versus planned/actual quantity prepared in purchase units.								
11/21/2022 11:03:36 AM								
11/21/2022	2425	411	Administrative Review	THE LINCOLN ACADEMY	FSD			
Comments								
SA noted that significant substitutions to the planned menu happened daily during the week of review. While these changes were documented on production records, which is a production record requirement, the substituted items were not assessed for daily and weekly meal pattern minimum compliance requirements, contributing to component shortages for the week of review (further details can be found in question 410 of this same form). Any substitution should be a food that credits comparably to the original planned item and have a similar nutrition profile to the greatest extent practicable as both the daily and weekly minimum requirements must still be met, even when using substitutions. If substituted products are different from the usual products, it is important to evaluate how the substituted products credit and how meal pattern compliance will be impacted. Additionally, when a substitution is made to the vegetable component, it is important that the vegetable either belongs to the same vegetable subgroup or the weekly vegetable subgroups are reassessed for compliance and altered as necessary to meet all weekly vegetable subgroup requirements.								
11/21/2022 10:58:40 AM								
11/21/2022	2424	406	Administrative Review	THE LINCOLN ACADEMY	FSD			

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Comments							
There is no overlap in the requirements for food components and dietary specifications of the K-8 and 9-12 age/grade groups at lunch. Therefore, there is no K-12 overlapping lunch meal pattern. This means grades K-8 cannot follow the same meal pattern as grades 9-12. The menu must be planned to comply with, at a minimum, the K-8 and the 9-12 meal patterns separately. Please review the 2022-23 Lunch Meal Pattern Table (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/lunch-meal-pattern.pdf) .							
11/21/2022	2423	404	Administrative Review	THE LINCOLN ACADEMY	FSD		11/21/2022 10:47:43 AM
Comments							
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. Signage should be posted so that it is visible to all students and should indicate the offered components (or items) in each meal to aid students in selecting a reimbursable meal. The breakfast signage must list the three components and the four items offered and must communicate to students that under Offer versus Serve (OVS), they must select at least three food items, one of which must be at least ½ cup of fruit and/or vegetable, or a combination. The lunch signage should list the five components and inform students that under 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. Components (or food items) on self-service lines such as the garden bar or the alternate lunch entrée bar should have clear signage indicating the intended serving size for each menu item to both credit towards the meal pattern and to avoid confusion among students as they try to build reimbursable meals. Posting accurate, age-appropriate, and legible signage will help students build reimbursable meals and help eliminate confusion seen onsite when students did not understand what was available and what is required for a reimbursable meal. Samples of signage that can be printed or updated and implemented in your school can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage) .							
11/21/2022	2422	403	Administrative Review	THE LINCOLN ACADEMY	FSD		11/21/2022 10:43:37 AM
Comments							
A variety of milk, at least two allowable milk types, is required to be offered daily at lunch and breakfast. Allowable milk types in Child Nutrition Programs include fat-free (skim) flavored or unflavored, low-fat (1 percent) flavored or unflavored milk, and lactose-free or lactose-reduced fat-free or low-fat milk.							
11/10/2022	2366		Administrative Review		Authorized Representative		11/21/2022 10:37:44 AM
Comments							
SFAs are required to implement food safety programs based on Hazard Analysis Critical Control Point (HACCP) principles. This requirement covers any facility where food is stored, prepared, or served for the purposes of the NSLP, SBP, or other Child Nutrition Programs. All food service staff, student workers, volunteers, and other staff involved in the Child Nutrition Programs should follow the procedures detailed in the SOPs included in the site-specific food safety plan.							
11/10/2022	2365	1007	Administrative Review	ALL	Authorized Representative		11/10/2022 9:39:24 AM
Comments							
The district will actively inform families and the public about the content of and any updates to the policy through the school website and Board of Education meetings.							
11/09/2022	2361	318	Administrative Review	THE LINCOLN ACADEMY	Authorized Representative		11/10/2022 9:29:52 AM
Comments							
Computerized POS is slow. Lines form in serving area for both breakfast and lunch. Meal count by student is not required for CEP schools. The CEP count sheets on the DPI website are allowable and create faster 'check out.' When tally sheets are used, the marks made to identify reimbursable meals served should be simple and clear to reduce miscounted meals. A slash or check mark is sufficient.							
11/09/2022	2359	1204	Administrative Review	ALL	Authorized Representative		11/9/2022 12:42:44 PM
Comments							
A suggested list of training for FSDs new to the Child Nutrition Programs is included at the end of this report.							
							11/9/2022 11:20:59 AM

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11/09/2022	2357	1005	Administrative Review	ALL	Authorized Representative		
Comments							
<p>SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)).</p> <ul style="list-style-type: none"> •The SFA's first triennial assessment must be completed by June 30, 2020. or by the end of the third year participating in the NLSP and SBP when a new program. •The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. •FNS recommends the WellSAT • SFAs are required to complete an assessment of their local wellness policy (LWP) at least once every three years per 7 CFR 210.31(e)(2)). •The SFA's first triennial assessment must be completed by June 30, 2020. Programs new to the NSLP and SBP must complete the triennial assessment by the end of the third year participating in the Child Nutrition Programs. •The assessment must measure LWP compliance, goal and outcome progress, and how the policy compares to the model policy. •FNS recommends the WellSAT (https://www.wellsat.org/) Tool as a resource to conduct the LWP triennial assessment. •Assessment results and findings must be released to the public as a written report. There is no required template for this report. <p style="text-align: right;">11/9/2022 11:02:13 AM</p>							
11/09/2022	2355	900	Administrative Review	ALL	Authorized Representative		
Comments							
<p>Every school year, SFAs with more than one school must perform no less than one on-site review of the meal counting and claiming system and the readily observable general areas of review identified under 7 CFR 210.18(h) in each school operating the NSLP and 50% of schools operating the SBP. Monitoring is due by February 1.</p> <p style="text-align: right;">11/9/2022 10:25:13 AM</p>							
11/09/2022	2354	805	Administrative Review	ALL	Authorized Representative		
Comments							
<ul style="list-style-type: none"> •The USDA requires that schools participating in the National School Lunch Program and accepting federal dollars must accommodate all special dietary requests signed by a state authorized medical authority, written in an IEP and/or a 504 plan. •Policy Requirements- At a minimum School Food Authorities (SFAs) participating in the USDA Child Nutrition Programs must have procedural safeguards for meal accommodations that provide notice and information to parents and guardians regarding how to request a meal accommodation and their right to file a grievance and participate in the grievance process. However, we highly recommend School Districts develop a written meal accommodation policy to ensure clear communication, consistent decisions, and reduce the likelihood of receiving complaints of discrimination. The School Nutrition Team has created a Special Dietary Needs Policy template (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/special-dietary-accommodation-policy-template.docx) which can be modified to fit the needs of your school or district. If your district already has a policy in place, we recommend comparing it to this policy to ensure your policy includes all important information. <p style="text-align: right;">11/9/2022 10:22:33 AM</p>							
11/09/2022	2353	200	Administrative Review	ALL	Authorized Representative		
Comments							
<p>The verification process is only required when USDA meal applications are accepted and determined. In 100% CEP schools, verification of applications is not applicable. However, the Verification Collection Report is still required and due by 2/1. Please refer to the instructions on submitting the VCR (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/vcr-instructions.pdf).</p> <p style="text-align: right;">11/9/2022 10:15:50 AM</p>							
11/07/2022	2349	709	Administrative Review	ALL	Authorized Representative		
Comments							
<p>All costs associated with nonprogram foods, including food, labor, equipment, and purchased services, must be covered by revenues received from the sale of those foods. This ensures nonprogram foods are not supported by reimbursable meals. Additionally, when only parts of a reimbursable meal are served, (i.e., nonprogram foods or a la carte), those individual food items must be charged as nonprogram foods to the student. No non-reimbursable meals may pass the POS without a charge. The student must be charged or be required to get food items that make the meal reimbursable.</p> <p style="text-align: right;">11/8/2022 11:57:08 AM</p>							
11/07/2022	2348	305	Administrative Review	ALL	Authorized Representative		
Comments							
<p>Regarding POS and field trip meals. Just as when meals are counted in the cafeteria meal service line, federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record and claim the number of meals actually served to students by category, i.e., paid, reduced-price and free (not applicable in CEP schools). When meals are provided for field trips, the meal count/POS for field trip meals must be occur when the eligible student receives the reimbursable meal and not before (from something like an order or estimate).</p>							

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11/07/2022	2347	305	Administrative Review	ALL	Authorized Representative			
Comments								
<p>OVS applies to menu planning and meal service and allows students to decline some of the food offered in a reimbursable meal. At the point of service, cashiers must be trained and informed on what constitutes a reimbursable meal. This includes understanding foods and/or beverages that are a la carte and/or extras, which do not count under OVS. OVS is required for grades 9-12. OVS is not allowable for CACFP meal pattern (5 yrs. old and younger and not in kindergarten).</p>								

11/8/2022 10:43:06 AM

Additional Technical Assistance – New FSD Recommended Training

Name of Person that completed the training	Date Completed	Training Topic	Time	Documentation to provide for completion	Link to Training
Child Nutrition Program Basics					
		Seamless Summer Option (SSO)	Self-paced	No documentation to provide – self paced	https://rise.articulate.com/share/U748IHHiCVISVb6nLjbQVgMGmh5tWMkS#/
Meal Pattern Requirements					
		Lunch Meal Pattern	15 min.	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/lunch-meal-pattern/story.html
		Breakfast Meal Pattern	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/fns/breakfast-meal-pattern/story.html
		Administering the Breakfast Program	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/introduction-administering-the-school-breakfast-program/story.html
		Breakfast – Menu Planning	40 min	Complete quiz and provide email notification	http://media.dpi.wi.gov/school-nutrition/get-scoop-breakfast-part-3-menu-planning/story.html
		Vegetable component	15 min	Complete quiz and provide email notification	https://rise.articulate.com/share/t6pGV9bHJy8PfJeU72USo1vT-B3gkOCd#/
		Fruit component	15 min.	Complete quiz and provide email notification	https://rise.articulate.com/share/gpiXnwoTjF2n2QoEGLolowyTmHg9_7Hx
		Meat/Meat Alternate component	30 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/meat-meat-alternate/index.html#/

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		Grain component	15 min	Complete quiz and provide email notification	https://rise.articulate.com/share/FAXHefM41ZLhtBuFbFbp6tO6c7U_J9Bz
		Milk component	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/milk/index.html#/
		Offer vs Serve	60 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/offer-versus-serve/story.html
		Production Records	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/final-production-records/story_html5.html
		What's the Yield with Standardized Recipes	50 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/whats-yield-with-standardized-recipes/story_html5.html
		Product Formulation Statements	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/product-formulation-statements/story.html
		What's the Scoop on portion control?	15 min	Complete quiz and provide email notification	This course is currently being updated as of 3/7/2022.
		Crediting using the Food Buying Guide	2 hours	Complete quiz and provide email notification	This course is currently being updated as of 3/7/2022.
		Special Dietary Needs	25 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/special-dietary-needs/story.html
Student Meal Eligibility					
		Processing Applications and Direct Certification in Free/Reduced Price Meal Eligibility	30 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/processing-applications-direct-certification/story.html
		Direct Certification	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/direct-certification-training/story_html5.html
Financial Management					

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		Claim submission for the Seamless Summer Option	30 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/site-based-claiming-sso/story_html5.html
		Annual Financial Report	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/annual-food-service-financial-report/story.html
		Nonprogram Food Revenue	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/nonprogram-food-revenues/story.html
General Program Requirements					
		Smart Snacks	20 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/smart-snacks/story.html
		Local Wellness Policy	60 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/local-wellness-policy/story.html
		Civil Rights	30 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/civil-rights/story_html5.html
		Food Safety	15 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/food-safety-review/story.html
Procurement					
		Introduction to Procurement	15 min	Complete quiz and provide email notification	http://media.dpi.wi.gov/school-nutrition/introduction-to-procurement/story.html
		Informal Procurement Process	30 min	Complete quiz and provide email notification	https://media.dpi.wi.gov/school-nutrition/informal-procurement-process/story.html

Other Helpful Resources:

School Nutrition webpage	All program materials and resources, claiming and reporting portals.	https://dpi.wi.gov/school-nutrition - bookmark this page
USDA Child Nutrition Programs	Programs that are available in WI	https://dpi.wi.gov/school-nutrition/programs
Program Requirements	Links to program requirements	https://dpi.wi.gov/school-nutrition/program-requirements
Calendar of School Nutrition Program Requirements	A very helpful resource to track all reporting and program	https://dpi.wi.gov/school-nutrition/program-requirements/calendar-of-program-requirements

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	requirements, as they are due in the school year.	
Instruction manuals	Please refer to these resources to help with reporting requirements, monthly claim submission and annual contract renewals.	<p>Online Contract manual: https://dpi.wi.gov/school-nutrition/program-requirements/contracts</p> <p>Reimbursement Claim info and manual (for SSO): https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sso-claiming-manual.pdf</p> <p>Reporting manuals: https://dpi.wi.gov/school-nutrition/program-requirements/reporting</p>
Menu Planning	Resources, tools, sample menus, production record templates, and more.	https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning
Community Eligibility Provision (CEP)	More information on CEP for schools that may qualify	https://dpi.wi.gov/school-nutrition/community-eligibility-provision
USDA regulations and guidance		https://dpi.wi.gov/school-nutrition/regulations