

March 1, 2012

Taron Monroe  
School Administrator  
LifeSkills Academy  
3434 N. 38<sup>th</sup> Street  
Milwaukee, WI 53216

Agency Code: # 40-1572

Dear Ms. Monroe:

This letter is to formally notify you that LifeSkills Academy will remain in withholding as a result of insufficient corrective action response for review findings based on the on-site review of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) on January 4-5, 2012 by Katherine Pike and me. After discussion with our supervisor, Jessica Sharkus, it has also been decided that due to the concerns outlined in red in the attachment, claims for reimbursement will not be paid for September 2011 through February 2012.

Pursuant to 7 CFR § 210.9 (federal regulations), and according to the permanent agreement/policy statement (enclosed) that was agreed upon electronically through the submission of the online contract for the School Nutrition Programs, LifeSkills Academy agreed to maintain accurate and complete production records and to submit claims based on an accurate meal counting and claiming system. A copy of the Permanent Agreement/Policy Statement, with highlighted areas of concern relevant to this review was included with the letter we sent January 9, 2012.

On February 6, 2012 we mailed you the Administrative Evaluation Report, outlining our findings during the on-site review and emphasized the various areas of corrective action needed to show compliance. During the exit conference on January 5, 2012, Katherine Pike and I thoroughly reviewed and left you with a preliminary list of corrective action needed on the CRE Corrective Action Summary, which was signed by yourself.

As noted on the Administrative Evaluation Report mailed and e-mailed to you, the following corrective action documentation should have been submitted to Katherine and me for review:

- One month (at a minimum) of menus indicating reimbursable meals were served;
- Completed production records for January 5-February 10, 2012 reflecting what was actually prepared and served; and
- A copy of daily meal counts and corresponding monthly reimbursement claim
- Written responses to all review findings as indicated in the report

We received and reviewed the materials submitted to us on February 16, 2012 from LifeSkills Academy. After evaluating the documentation sent as corrective action, we have determined that LifeSkills Academy is noncompliant with federal regulations due to: inaccurate claiming based

on continued benefit issuance errors, incomplete production records, non-reimbursable meals served for NSLP and SBP shown on monthly menus and production records, and falsifying documentation of actual meals served. Lifeskills Academy will also remain in withholding until all requested corrective action is completed, and one month of complete and correct documentation is sent verifying accurate counting and claiming, and service of reimbursable meals that meet the meal pattern requirements. We will request that you submit another month of menus, production records, and daily meal counts with the corresponding monthly claim for NSLP and SBP, along with additional responses to findings as indicated in the report and in the attachment. If this documentation does not support compliance with the Permanent Agreement/Policy Statement, we will not reimburse for that month's payment, and will request three months of documentation be sent to us for review.

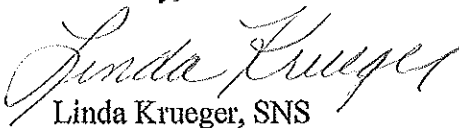
You may request an appeal of this denial of payments in accordance with the enclosed appeal procedures.

DPI staff provides training and technical assistance through a variety of methods, including mailings, online trainings, and group classes. Be sure to check our website (<http://dpi.wi.gov/fns/index.html>) frequently to stay informed of updates and new training opportunities. We will continue to be available for assistance as you work to demonstrate program compliance.

If you have any questions or concerns, please feel free to contact either Katherine or me by telephone or email as noted below:

- Katherine Pike 608-266-2410 · [katherine.pike@dpi.wi.gov](mailto:katherine.pike@dpi.wi.gov)
- Linda Krueger 6098-267-9128 · [linda.krueger@dpi.wi.gov](mailto:linda.krueger@dpi.wi.gov)

Sincerely,



Linda Krueger, SNS  
Nutrition Program Consultant  
School Nutrition Team



Katherine Pike, RD, CD  
Nutrition Program Consultant  
School Nutrition Team

Enclosures

Cc: Jessica Sharkus, Assistant Director, School Nutrition Team  
Jacque Jordee, Grant Accountant  
Tricia Collins, Consultant  
Kathryn Guralski, School Finance Auditor  
Latoya Holiday, Consultant  
Molly Koranda, Consultant  
Andrea Kratz, School Finance Auditor  
Loretta Langlois, Financial Specialist  
Bob Soldner, Director, School Management Services Team