

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

Agency Code: 40-1572

June 28, 2011

Dear Ms. Monroe:

This letter is in response to a written complaint we received at the Department of Public Instruction – School Nutrition Team (DPI-SNT) regarding the administration of the National School Lunch Program (NSLP) and the meals served at LifeSkills Academy.

Several allegations have been brought to our attention, which include the following:

- Falsification of applications (parent signatures and dates) by both you and Pastor Rodney,
- Food being served as part of the National School Lunch Program is coming from pantries and is expired,
- The breakfasts and lunches served do not meet the component requirements to be considered a reimbursable meal (kids have been given Ramen noodles with hot sauce and a cup of water for lunch),
- Whole milk is being “cut” with water.
- Accurate points of service (POS) are not being kept for breakfast or lunch (all students are counted if they are present for meals or not),
- Serving KoolAid in place of juice,
- Serving moldy apple juice, and
- Repeated issues with bats.

The above concerns are unacceptable and, if validated, are out of compliance with the federal and state regulations that govern the National School Lunch Program, to which you agree to when you accept the terms of the Agreement/Policy Statement (when completing your online contract), specifically:

- 7 CFR 210.13(a) Health standards: The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.
- 7 CFR 210.13(c) Storage: The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated (commodity) foods shall be such as to properly safeguard against theft, spoilage and other loss.
- Wisconsin Food Code § 3-201.11-3-201.17: food shall be obtained from an approved food source
  - Food Banks: According to the Department of Health Services’ analysis of the Wisconsin Food Code, food banks or other agencies that receive salvaged food

are not considered an approved food source. Thus, any items obtained from a food bank or licensed warehouse where salvaged items are stored may not be served to students as part of reimbursable meals including lunches, breakfasts, and afterschool snacks.

In addition to the concerns about food safety, when you agreed to the terms of the Agreement/Policy Statement, you agreed to serve meals that meet the U.S. Department of Agriculture (USDA) meal patterns requirements as outlined on pages 6-13 of the Agreement/Policy, depending on the menu planning and Offer vs Serve options you have chosen.

Falsification of application documents is grounds for fiscal action and we will take back federal funds, if applications are falsified. Applications need to be filled out by households on a yearly basis unless students are deemed eligible for free meals through the direct certification process.

Finally, an accurate daily POS is required for each meal and/or snack served. 7 CFR 201.7 outlines the regulations related to the point of service. An inaccurate POS or lack thereof may also lead to fiscal action, including taking back federal funds.

In response to this complaint, you will need to provide me with the following items by November 1, 2011:

- Menus from August, September, and October 2011
- Food invoices that correspond to your menus for August, September, and October
- A written description of your application approval process
- Your food safety plan that discusses all food safety related issues mentioned above
- POS records from August, September, and October 2011

Given these complaints, you may be subject to an unannounced Management Review by the DPI-School Nutrition Team during the 2011-2012 school year.

You will remain in claims withholding until the requested documentation is provided and is approved as satisfactory. While you are in claims withholding, please fax paper claims to Jacque Jordee at (608) 267-9207 in accordance with the claiming deadlines. You can download and print a copy of the claim form at <http://dpi.wi.gov/forms/doc/pod1409.doc>. Appeals procedures are enclosed, should you wish to appeal our decision to put Lifeskills Academy in claims withholding.

If you have any questions, you may contact me at [jessica.sharkus@dpi.wi.gov](mailto:jessica.sharkus@dpi.wi.gov) or 608-266-2416.

Sincerely,



Jessica Sharkus, RD, CD  
Assistant Director-School Nutrition Team

Cc: Helene Pesche, Nutrition Program Consultant  
Jacque Jordee, Accountant  
Agency File