

BUENA REG BD OF ED-00100590 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	BUENA REGIONAL MIDDLE SCHOOL	325	03/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/28/2019 11:36 AM	CAP Accepted			
	CAP Submitted TOMMI-LYNN SAWYER 02/27/2019 09:18 AM	<p>Upon review, reimbursement claim errors were found in the month of January 2019 for the Buena Regional Middle School <i>Breakfast in the Classroom</i> program. After determining the errors, the food service director re-counted the breakfast participation for the month of January 2019 using the classroom rosters. It was determined that the following breakfast meals were not accounted for:</p> <p>7 FREE</p> <p>15 REDUCED</p> <p>5 PAID</p> <p>Upon finding the errors, an immediate staff meeting was held on Friday, February 8, 2019. As a corrective action, one associate will enter the breakfast meals into the POS system based on the classroom rosters, while the school lead will re-count the meals to make sure that they were correctly accounted for. Additionally, the food service director has submitted a revised claim for the Buena Regional Middle School January 2019 breakfast reimbursement on February 26 ,2019.</p>			
	Flagged Lorena Paredes 02/26/2019 12:00 PM	Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	BUENA REGIONAL MIDDLE SCHOOL	401	03/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/28/2019 11:35 AM	CAP Accepted			
	CAP Submitted TOMMI-LYNN SAWYER 02/27/2019 09:26 AM	<p>The Buena Regional Middle School operates the <i>Breakfast in the Classroom</i> program as Serve. In order to ensure proper implementation of the program, we are now placing all components into one sealed cello bag, including milk, fruit, grain and M/MA. The wrapped bag, with all components, allows the students and teachers to properly participate in the program, while eliminating common errors such as not taking the proper selections. This process was implemented during on February 5, 2019.</p>			
	Flagged Lorena Paredes 02/19/2019 06:48 AM	<p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. Because the SFA does not have offer versus serve, students must take all components in the proper quantities. Teachers should receive training on how to accurately recognize a reimbursable breakfast. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/19/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 02/28/2019 11:35 AM	CAP Accepted			
	CAP Submitted TOMMI-LYNN SAWYER 02/27/2019 09:27 AM	Please see corrective actions on SFA-1 and SFA-2.			
	Flagged Lorena Paredes 02/18/2019 11:25 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	BUENA REGIONAL MIDDLE SCHOOL	317	03/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/28/2019 11:34 AM	CAP Accepted			
	CAP Submitted TOMMI-LYNN SAWYER 02/27/2019 01:57 PM	On February 8, 2019, the Food Service Director issued a written memorandum to the lead cafeteria managers of Cleary Elementary School and Buena Regional Middle School, the two schools that participate in the <i>Breakfast in the Classroom program</i> , directing that any classroom that does not pick up their pre-packed breakfast bag to document the classroom number, teacher's name and date on their daily shift report. The daily shift report is to be submitted daily to the Food Service Director. Any <i>Breakfast in the Classroom</i> non-participation findings will be reported to the building Principal immediately. Additionally, District Administration directed the Principal of the Middle School to investigate further and take appropriate action necessary involving personnel who failed to maintain compliance with the School Breakfast Program regulations.			
	Flagged Lorena Paredes 02/19/2019 06:55 AM	Three teachers were observed not picking up breakfast bags to bring back to classroom thus not allowing students access to breakfast meals. SFAs are prohibited from limiting access to reimbursable meals as part of the annual School Nutrition Programs School Food Authority (SFA) Agreement. SFA must make the School Breakfast Program available to all students, encourage maximum participation, and serve free or reduced price breakfasts to eligible students according to 7 CFR Part 245. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Professional Standards		1206	03/19/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 02/14/2019 03:32 PM	CAP Removed			
	Flagged Lorena Paredes 02/07/2019 11:46 AM	All staff have completed and exceeded training hours by the time AR was conducted.			
On-Site Assessment Tool - Site	Dietary Specifications and Nutrient Analysis	BUENA REGIONAL MIDDLE SCHOOL	603	03/19/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 02/14/2019 02:27 PM	CAP Removed			
	Flagged Lorena Paredes 02/14/2019 02:27 PM	Technical assistance for areas of concern for breakfast is indicated on the On-Site Dietary Specifications Assessment Tool. Refer to the assessment tool for the specific information.			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	10/16/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lisa Garland 10/10/2018 02:15 PM	CAP Accepted			
	CAP Submitted TOMMI-LYNN SAWYER 10/10/2018 02:12 PM	Going forward the school district will properly complete the NPFR tool and will ensure that the NPFR tool will match the figures to our Exhibit B5 and include all of its Non Profit food revenues and costs in its calculation. Per the Business Administrator, Pasquale Yacovelli, this will be monitored by Tommi-Lynn Sawyer starting immediately.			
	Flagged Lisa Garland 10/09/2018 03:21 PM	<p>Finding: Revenue from Non-program Foods</p> <p>The NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation.</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p>			