

## RIVERTON BD OF ED-00504460 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	RIVERTON	318	07/06/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 06/18/2018 12:41 PM	CAP Accepted			
			CAP Submitted JONATHAN YATES 06/18/2018 09:31 AM	Moving forward all meals will be provided to Kindergarten students prior to their name(s) being checked off on the corresponding roster. In addition, there will be a designated staff member and alternate who will be responsible for this process and task. All members of the cafeteria staff will be trained on this process and any related processes. This will be implemented prior to the first lunch being served to students on 9/5/18.			
			Flagged Amy Martin 06/05/2018 10:43 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. Although no disallowed meals were observed on the day of review, the kindergarten roster was checked off for some student's prior to them receiving their meal. Kindergarten meals are delivered to their table and a roster is checked once the student is present. However on the day of review, a substitute was at the table and had checked off a few of the student's name prior to the students being present. Technical assistance was provided on-site to the staff that the meal may not be checked until the student is present and it is identified that they received a complete meal. 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	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	RIVERTON	410	07/06/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 07/03/2018 10:41 AM	CAP Accepted			
			CAP Submitted JONATHAN YATES 06/26/2018 11:24 AM	We have obtained a detailed standardized recipe. In the future, if pizza is serve from a local pizza shop, we will have a formulation statement or detailed standardized recipe obtained ahead of serving the pizza to students.			
			Flagged Amy Martin 06/05/2018 10:43 AM	At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. On Friday, April 20, 2018, a local pizza was served and credited as the meat/meat alternate and grain components. Although we know that the pizza did contain both components there was no valid documentation (Product formulation statement or detailed standardized recipe) that shows the appropriate amount of credit meat/meat alternate and grain products that the pizza provided. Therefore either a manufacturer signed product formulation statement or detailed standardized recipe must be obtained from the vendor, which shows that the product contains the appropriate amounts of these components or the product can not count towards the meal pattern requirements. 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	On-Site Assessment Tool	Professional Standards		1221	07/06/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Amy Martin 06/18/2018 12:41 PM	CAP Accepted		
			CAP Submitted JONATHAN YATES 06/18/2018 09:30 AM	Prior to the students first lunch on 9/5/18 for SY 18-19, all administrative, office, and/or other school staff who regularly work on National School Lunch related activities will receive annual training on Offer vs. Serve. This will occur over the summer or when staff arrive before students for professional development days. This will occur as an in-person training/workshop.		
			Flagged Amy Martin 06/05/2018 10:43 AM	Administrative, office and/or other school staff who regularly work on National School Lunch related activities throughout the school year must meet training requirements, including annual Offer vs. Serve training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. 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	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	02/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 02/20/2018 10:20 AM	CAP Accepted		
			CAP Submitted JONATHAN YATES 02/20/2018 10:19 AM	Going forward the school district will properly complete the Non-Program Food Revenue Tool annually. We will ensure that the NPFRT will match the figures to our exhibit B-5, and include all other non-program revenues and costs in it's calculation. The SFA's revenues ratio via the tool will equal or exceed the SFA food cost ratio. We will increase revenues on adult prices to be sufficient to cover the costs. This will be monitored by Jonathan Yates, School Business Administrator, beginning September 2018.		
			CAP Rejected Lisa Garland 02/20/2018 10:02 AM	Your CAP did NOT address the finding as indicated in the letter sent in SOARS on 2/15/18. Please include the following information: Your Corrective Action, Method of Implementation, Person Responsible for Implementation, and Date of Implementation.		
			CAP Submitted JONATHAN YATES 02/19/2018 10:18 AM	I have watched the NPFRT webinar in SNEARS.		
			Flagged Lisa Garland 02/15/2018 09:37 AM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT include all of its nonprogram revenues in its calculation. In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f). Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.		