

AUDUBON BD OF ED-00700150 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	MANSION AVE	410	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 02/20/2019 10:34 AM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIOUS 02/08/2019 07:30 AM	The menu correction was completed on 1/2/19			
	CAP Rejected Amy Martin 02/06/2019 11:33 AM	Please provide me the date the menus were corrected to ensure all meal components in proper quantities for age/grade grouping were provided. Since this is a meal component/quantity issue, I must have a concrete fix date. This is a potential repeat violate and tied to fiscal if not corrected properly.			
	CAP Submitted KIMBERLY VENCIOUS 02/01/2019 02:47 PM	<p>When planning menus,the Food Service Director will refer to the Lunch Meal Pattern Charts for specific component and minimum quantity requirements. The menus will be reviewed in order to ensure that all components are met and if any components are changed that they are replaced with an adequate substitution in order to meet the daily and weekly minimum requirements.</p> <p>Production records will be reviewed daily by the food service director to ensure that all credible information is correct and that the recipes are followed and match the items on the menu and production records.</p>			
	Flagged Amy Martin 01/04/2019 10:23 AM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. The weekly requirements were not met for the:</p> <p>Grain component-daily PB&J (5oz eq/week), daily salad offering (appears (~5oz eq/week, but difficult to ascertain due to changes in recipes), daily cereal bag offering (5oz eq/week).</p> <p>Meat/Meat Alternate component-daily PB&J (5oz eq/week)</p> <p>Production records contained the incorrect crediting information and corporate recipes were not followed at the SFA level.</p> <p>When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific component and minimum quantity 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.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	MANSION AVE	402	02/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 02/20/2019 10:34 AM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIUS 02/08/2019 07:32 AM	The minimum daily and weekly components and quantities were completed remedied on 1/2/19			
	CAP Rejected Amy Martin 02/06/2019 11:30 AM	The issue must be remedied immediately. The minimum daily and weekly meal components and quantities MUST BE corrected. Please tell me when and how this was rectified. Regulations mandate that all menus MUST be meal pattern requirements.			
	CAP Submitted KIMBERLY VENCIUS 02/01/2019 02:52 PM	The food service director was hired in September 2018. She will continue to train and view webinars on meal patterns throughout the year. In August 2019 she will attend Nutri-Serve three day training that will include production records, meal planning and creditable amounts.			
	Flagged Amy Martin 01/04/2019 10:24 AM	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). The planned lunch menu for the day of review included a Chef salad with 0.5oz goldfish. The recipe provided was modified by the food service (changes made to egg-> using refrigerated egg and eliminating croutons) and only provided 0.5oz eq of grain, which does not meet the daily requirement of 1 oz equivalent. Prior to lunch service the State Agency reviewer explained the issue to the FSD and had the food service add 2-0.5oz goldfish crackers. This allowed the daily 1 oz equivalent grain component to be met. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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	Certification and Benefit Issuance		126	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 02/06/2019 12:01 PM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 07:45 AM	Done			
	Flagged Amy Martin 01/04/2019 10:24 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. One application, containing one student, was incorrectly determined as reduced based on household and income. Application should have been determined as free. The error was recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The application was corrected while SA was onsite (12/18/2018) and benefits were immediately upgraded to free, Notification letter was sent to the household on 12/18/18. No further corrective action is required.			
On-Site Assessment Tool	Verification		214	02/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 02/06/2019 12:01 PM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 10:04 AM	Effective 1/9/2019, any households for whom benefits are reduced and/or terminated, will be given 10 calendar days written advance notice of the change. Michele archiano will watch the Verification webinar next year.			
	Flagged Amy Martin 01/04/2019 10:23 AM	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. Two households had benefits downgraded as a result of verification and were provided only five calendar days. 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	Meal Counting and Claiming		305	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 02/06/2019 12:01 PM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIUS 02/01/2019 02:45 PM	Effective 1/4/19 the Food Service Director has been instructed to send out the charge letters weekly. If there is no payment made within 30 days, the principals will make contact with the parent. The Charge Policy will be updated for the 2019-20 school year to reflect this change.			
	Flagged Amy Martin 01/04/2019 10:23 AM	Although, there is a charge policy at the SFA. There is no monetary threshold for the first notice to be sent to the household. In addition, letters were sent home to the households with charges once this year, but no follow up has been documented. There is some question as who is responsible for this policy as it states "the Principal or designee," however the Principal at the reviewed school did not have any understanding or knowledge of the SFA's charge policy. Please explain in detail how this issue was rectified and indicate the date of implementation.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	MANSION AVE	501	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 02/06/2019 12:00 PM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIUS 02/01/2019 02:46 PM	Effective 1/4/19 the Food Service Director retrained the cafeteria staff on the Offer Vs. Policy and reimbursable meal standards for breakfast and lunch. . All cafeteria employees will be trained on the Offer Vs. Serve policy and reimbursable meal standards for breakfast and lunch at the beginning of each school year prior to the first serving day. Any new employee hired will be trained on the Offer Vs. Serve policy and reimbursable meal standards for breakfast and lunch prior to their first serving day.			
	Flagged Amy Martin 01/04/2019 10:23 AM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	MANSION AVE	401	02/04/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 02/06/2019 12:00 PM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIUS 02/01/2019 02:53 PM	Effective 1/4/19 the Food Service Director retrained the cafeteria staff on the Offer Vs. Policy and reimbursable meal standards for breakfast and lunch. . All cafeteria employees will be trained on the Offer Vs. Serve policy and reimbursable meal standards for breakfast and lunch at the beginning of each school year prior to the first serving day. Any new employee hired will be trained on the Offer Vs. Serve policy and reimbursable meal standards for breakfast and lunch prior to their first serving day.			
	Flagged Amy Martin 01/04/2019 10:24 AM	Students must take the required number of components for breakfast and lunch in order for their meals to be claimed for reimbursement. Since the SFA has offer versus serve, students must select at least 3 food items in the proper quantities at breakfast. One item selected must be ½ cup fruit and/or vegetable. At lunch, students must again select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. At breakfast, two meals were claimed for reimbursement that did not have the required fruit (or veggie) component. At lunch, four meals were claimed for reimbursement that did not have the required fruit or vegetable component. In addition, two meals claimed for reimbursement only contained 3/8 c of the fruit/or vegetable component. These two students only took one 1.6oz bag of baby carrots, which did not meet the 1/2 c requirement. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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 - Review Period	MANSION AVE	411	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 02/06/2019 11:30 AM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIUS 02/01/2019 02:44 PM	On 12-21 the Food Service Director was given a refresher course on how to make substitutions to menued items that will comply with a Reimbursable Meal. Operations Manager, Bill McCumber will follow up weekly to insure she is complying. Michelle was also shown where to find the training webinars in SNEARS.			
	CAP Rejected Amy Martin 01/09/2019 11:16 AM	per your request			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 10:57 AM	On 12-24 the Food Service Director was given a refresher course on how to make substitutions to menued items that will comply with a Reimbursable Meal. Operations Manager, Bill McCumber will follow up weekly to insure she is complying. Michelle was also shown where to find the training webinars in SNEARS.			
	Flagged Amy Martin 01/04/2019 10:23 AM	When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Although it appears as though the planned menu was offered, corporate recipes were not followed by the SFA, so some changes do exist and were observed on review. The USDA menu worksheet was completed by a FSMC employee other than the FSD, therefore the menu worksheet does not accurately reflect what was offered at the SFA level. Many undocumented substitutions and eliminations were made to the production records and recipes. In addition, different product were served than those provided as backing to the menu worksheet. (ie different hummus, changes to PB&J meal, salad ingredients, cereal bag ingredients, etc.) Substitutions made for vegetables must still meet the weekly sub group 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.			

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Corrective Action History	CAP Accepted Amy Martin 02/06/2019 11:30 AM	CAP Accepted			
	CAP Submitted KIMBERLY VENCIOUS 02/01/2019 02:49 PM	Along with the offer Vs. Serve that was held on 1/4/19, All cashiers are being spot checked weekly by Bill McCumber, Operations Manager. Signage has been relocated for students to see more clearly.			
	Flagged Amy Martin 01/04/2019 10:24 AM	At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. Nine meals claimed for reimbursement at breakfast during the review month did not contain the required fruit component. November 26th, nine meals were claimed, but only six fruits served per production records (=three non-reimbursable). November 28th, 12 meals were claimed, but only nine fruits served per production records (=three non-reimbursable). November 29th, seven meals were claimed, but only three fruits served per production records (=four non-reimbursable). 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.			