

BANCROFT NEUROHEALTH-00808734 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Lebensfeld	409	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/03/2019 11:50 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 08/15/2018 01:28 PM	All the necessary revisions have been made. Please see the attachment above for all the revised documentation. Thank you.			
	CAP Rejected Lea Berry 07/25/2018 12:09 PM	The corrective action is not accepted. The week that was supposed to be done was June 4-8, 2018. Production records meal counts do not add up. The count at the top of the production record is not what is in the body of the production record . Standardized recipes are not being used for everything. For example I have no idea how many portions the pizza or the tossed salad recipes make. A new week of August 6-10, 2018 must be completed for the menu worksheet for both breakfast and lunch. The completed menu worksheet and all supporting documentation (Product Formulation statements, CN labels, recipes, ingredient list, and product labels (including bread products), etc must be uploaded to the "Documents" tab in SOARS by August 24th. The districts reimbursement will be put on hold until this is completed and approved.			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 02:00 PM	The menu worksheet has been uploaded above.			
	Flagged Lea Berry 05/16/2018 03:50 PM	Menu worksheet was completed for 2017 in error. At that time, breakfast was not even being served so no breakfast worksheet was completed. Therefore a menu worksheet must be completed for both breakfast and lunch for the week of June 4th-8th, 2018. The completed menu worksheet and all supporting documentation (Product Formulation statements, CN labels, recipes, ingredient list, and product labels (including bread products), etc must be uploaded to the "Documents" tab in SOARS by June 22, 2018.			
On-Site Assessment Tool	Professional Standards		1214	06/18/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 06/21/2018 11:12 AM				CAP Accepted
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 02:14 PM				Please see below the uploaded documents. All professional standards will be stored electronically as back up on the school's server.
	Flagged Lea Berry 05/16/2018 03:50 PM				<p>School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/.</p> <p>Documentation was not kept for training. Please upload documentation to prove that the Director met at least 12 hours of training this school year.</p> <p>Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>
On-Site Assessment Tool	Reporting and Recordkeeping		1501	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 11:12 AM				CAP Accepted
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 02:11 PM				Effective June 1, the administrative assistant has been instructed by the school business manager to maintain a binder that will be stored in the school business office. All prior year documentations will be scanned and save on the school's google drive which is also backed up.
	Flagged Lea Berry 05/16/2018 03:50 PM				<p>SFA must retain program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings.</p> <p>Program records were lost during the SFA changing locations.</p> <p>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	Professional Standards		1217	06/18/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 06/21/2018 11:12 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 02:08 PM	The documentations have been uploaded above. An electronic copy of all professional standards will be maintained as backup on the school server.			
	Flagged Lea Berry 05/16/2018 03:50 PM	<p>Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields.</p> <p>Documentation was not available to support that professional standard training was completed. Please upload the documentation for professional standards in the documents tab.</p> <p>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		136	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 11:03 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 02:01 PM	As previous statement, the pre-order form has been eliminated and will no longer be utilized. Furthermore, the status of students will not be shared with teachers or staff members.			
	Flagged Lea Berry 05/16/2018 03:50 PM	<p>Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits.</p> <p>The classroom/attendance sheets have the students eligibility status. If these sheets are going to continue to be used as an order form then the students status must be removed.</p> <p>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>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		137	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:53 AM		CAP Accepted		
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:55 PM		The errors were corrected on May 29th. The administrative assistant will get re trained on the POS system to ensure that the informations are transferred accurately.		
	Flagged Lea Berry 05/16/2018 03:49 PM		<p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly.</p> <p>All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.</p> <p>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	Lebensfeld	401	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:52 AM		CAP Accepted		
	CAP Submitted EMMANUEL ODUBOTE 06/08/2018 10:42 AM		The food service director and the school principal has instructed school staff to start providing all required components to students effective May 17th. A training was provided on June 7th to all school staff. Please see the uploaded document above. Staff were trained on June 7th on meal patterns and required number of components. Please see the documents attached above		
	Flagged Lea Berry 05/16/2018 03:49 PM		Students must take the required number of components in the required quantities for breakfast in order for their meals to be claimed for reimbursement. Since the SFA does not have offer versus serve, students must take all 3 components in the proper quantities, including fruit in the 1 (one) cup portion. Food service staff/cashiers 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.		
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	Lebensfeld	320	06/18/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:51 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:43 PM	The POS system will continue to be updated in real time to reflect all students' current status. The staff were trained on May 16 on the new procedure for point of sale and the date of correct was May 17, 2018. Teacher will now be required to maintain in their possession their students lunch cards. Upon delivering the breakfast or lunch to the student and student accepting/receiving the meal, the teacher will then pull the lunch cards of only the students that accept the meal and bring the lunch cards to the cashier(admin assist). The cashier(admin assist) will then scan the lunch card for count.			
	Flagged Lea Berry 05/16/2018 01:47 PM	Daily breakfast meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast is an ongoing systemic problem. The system of counting meals, must be corrected. At breakfast, the meal counts by category was incorrectly recorded. DOR SFA counts per ECW 7 Free, 1 Reduced, 3 Paid. Correct counts are 7 Free, 0 Reduced, and 4 Paid. 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. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	Lebensfeld	317	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:50 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:40 PM	The use of the pre order lunch form has be eliminated from the food service program. All of the students lunch status were removed from any distributed forms effective May 17.			
	Flagged Lea Berry 05/16/2018 03:48 PM	SFAs are required to protect the identity of students receiving free or reduced meal benefits when breakfast and lunches are served. Rosters cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. 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		134	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:49 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:39 PM	The school business manager and administrative assistant supporting the food service will ensure that all four direct certification done in a timely manner. The administrative assistant will put together the required document to be uploaded and work with the school business manager to upload the document when the DC reports are due. This has also been added to the school business manager's work calendar.			
	Flagged Lea Berry 05/16/2018 03:48 PM	The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63). 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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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Lebensfeld	1405	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:48 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:37 PM	Camden County was contacted and they responded that the site should and will be monitored. They will monitor prior to the end of the school year and will have two inspections per school year going forward. I would also like a copy of the email uploaded into the documents tab in SOARS. Please see the uploaded documents above.			
	Flagged Lea Berry 05/16/2018 03:48 PM	SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. If the DOH declines inspection due to satellite/size of facility, you must obtain written documentation. Describe in the corrective action how this will be corrected.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Lebensfeld	403	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:48 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:34 PM	The milk choices will be included on the pre-order email sent to kitchen. The students will be utilizing a choice board with pictures of the variety of milk to pick what type milk they want. The kitchen will make sure that the milk options are included in the breakfast and lunch orders before delivering the food. The school staff were trained and provided with means of help students determine the choice of milk he or she wants. Please see the document uploaded above.			
	Flagged Lea Berry 05/16/2018 03:48 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. At breakfast, students do not have a choice of milk. 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	Verification		209	06/18/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:40 AM				CAP Accepted
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:30 PM				A notification letter was sent home on May 21 requesting additional documents. Mom only sent us one paid stub with a note stating that was her last paid stub dating back to February. A phone call and voice message was left for mom on May 23 to send us her social security benefit statement for 2018. Another request was sent home on May 24th, there was no response from mom. The students status was changed from free to paid effective May 29th. The school business manager and administrative assistant watched the webinar on May 24th. The supporting documents are uploaded above.
	Flagged Lea Berry 05/16/2018 03:47 PM				<p>The SFA must use gross income when verifying pay stubs. Also, all income on the application must be verified. Follow up with the Burke family to get all of the pay stubs for the Mother for a month, since she only works sporadically. Re-determine the application using the Father's gross SSI and the Mother's income for a month.</p> <p>Explain what happened with the verified application and it is suggested to watch the verification webinar/training this Summer.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:38 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/13/2018 11:08 AM	The HACCP food safety plan was updated and modified to be site specific. A copy of the safety plan was delivered to the school on May 30th. The food safety plan will be reviewed on an annual basis to ensure that all necessary updated information are included. Please see the document attached below. Please see attached above a copy of the plan and the training documents that was provided to all staff.			
	Flagged Lea Berry 05/16/2018 03:47 PM	<p>The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. E</p> <p>A copy of the written HACCP food safety plan must be available at each school.</p> <p>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	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:37 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 05/23/2018 12:43 PM	All impacted applications were sent a notice via mail and with the student on May 17. All corrections were made effective May 29.			
	Flagged Lea Berry 05/16/2018 03:36 PM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>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.</p>			
Off-Site Assessment Tool	Civil Rights		806	06/18/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:06 AM				CAP Accepted
	CAP Submitted EMMANUEL ODUBOTE 05/23/2018 12:22 PM				Please see the uploaded document above. The staff had to be retrained due to the missing documentation from our move from our old facility to the new facility. The food service director will now be required to maintain electronic copies of all training documentation as backup.
	Flagged Lea Berry 05/16/2018 03:36 PM				Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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	Professional Standards		1219	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 10:05 AM				CAP Accepted
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:26 PM				All Administrative, office and/or other school staff including teachers serving were trained on how to properly count the meals. Additional training has been scheduled for teachers in regards to serving the meal to ensure that all the students are receiving the required components of their meal and meeting the required number of training. Please see the documents uploads for all the training materials and sign in sheets of Staff working on School Nutrition program related activities. The food service director will make sure to have an electronic copy of all of the profession standards to ensure that no paperwork is misplaced or missing.
	Flagged Lea Berry 05/16/2018 03:37 PM				Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . 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 Counting and Claiming - Day of Review	Lebensfeld	318	06/18/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 09:42 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:23 PM	The use of the pre-order form has been eliminated from count of reimbursable meals. The POS system will continue to be update in realtime to reflect all students' current status. The staff were trained on May 16 on the new procedure for point of sale and the date of correct was May 17, 2018. Teacher will now be required to maintain in their possession their students lunch cards. Upon delivering the breakfast or lunch to the student and student accepting/receiving the meal, the teacher will then pull the lunch cards of only the students that accept the meal and bring the lunch cards to the cashier (admin assist). The cashier(admin assist) will then scan the lunch card for count of reimbursement meals.			
	Flagged Lea Berry 05/16/2018 03:36 PM	An accurate count of reimbursable meals served must be taken at the point of service for both breakfast and 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. Currently lunch and breakfast pre-order forms are used as POS counts, which is not allowed. The lunch for the day and breakfast for the following day are ordered from the main campus using the order form. Shanique (Admin Asst) then pulls the student's scan card and charges them at the cash register. No actual point of service meal count is taken in any of the 6 (six) classrooms once the student receives the 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. The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Lebensfeld	1404	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/21/2018 09:41 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/13/2018 11:06 AM	The food safety plan has been updated and modified to be site specific. A copy of the safety plan was delivered to the school on May 30th. The food safety plan will be reviewed on an annual basis to ensure that all necessary updated information are included. Please see the document attached below. Please see attached above a copy of the plan and the training documents that was provided to all staff.			
	Flagged Lea Berry 05/16/2018 03:35 PM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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 Counting and Claiming - Review Period	Lebensfeld	325	06/18/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/20/2018 10:40 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:22 PM	The use of the lunch form has be eliminated in counting claims or for any other related food service function. The POS system will continue to be updated in realtime to reflect all students' current status. The staff were trained on May 16 on the new procedure for point of sale and the date of correct was May 17, 2018. Teacher will now be required to maintain in their possession their students lunch cards. Upon delivering the breakfast or lunch to the student and student accepting/receiving the meal, the teacher will then pull the lunch cards of only the students that accept the meal and bring the lunch cards to the cashier(admin assist). The cashier(admin assist) will then scan the lunch card for count.			
	Flagged Lea Berry 05/16/2018 03:35 PM	Lunch 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Lebensfeld	402	06/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/20/2018 10:36 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:20 PM	The food service manager has will the kitchen staff on minimum daily quantity requirements and how to follow the meal pattern charts. Furthermore, the food service manager will check the production records on a daily basis to ensure that all the minimum daily quantity requirements are included in the meal prior to the meal been delivered.			
	Flagged Lea Berry 05/16/2018 03:34 PM	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). 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. The vegetables offered at lunch on the day of onsite, was lettuce and tomato and the vegetables in the pasta salad, which totaled 1/2 cup. Minimum daily requirement for k-5 age/grade group is 3/4 cup, therefore minimum daily requirement not met. 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	Verification		215	06/18/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/20/2018 10:35 AM	CAP Accepted			
	CAP Submitted EMMANUEL ODUBOTE 06/01/2018 01:16 PM	The School Business manager will work closely with the administrative assistant supporting the food service program to make sure the the verification process is started in a timely manner in order to meet the November 15th deadline. The School business manager will start working on the process as soon as the verification collection report is open in October. Further, the due date will be put on the School Business Manager work calendar to serve as a reminder and also give the School Business Manage enough time to complete the process.			
	Flagged Lea Berry 05/16/2018 03:34 PM	<p>The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline.</p> <p>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	Food Safety, Storage and Buy American	Lebensfeld	1410	06/18/2018	CAP Removed
Corrective Action History	CAP Removed Amy Martin 05/15/2018 03:26 PM	CAP Removed			
	Flagged Amy Martin 05/15/2018 12:42 PM	The review of products at off-site storage facilities indicated violations with Buy American. Chili sauce from Thailand. 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.			
S-1	S-1	Lebensfeld	2f	06/18/2018	CAP Removed
Corrective Action History	CAP Removed Amy Martin 05/15/2018 01:15 PM	CAP Removed			
	Flagged Amy Martin 05/15/2018 11:01 AM	Menu worksheet completed in error for 2017, therefore as part of the Corrective Action plan a new Review Week will be selected in which a menu worksheet must be completed and submitted. Therefore status (high risk/low risk to be determined at a later date).			