

## BLK HRS PIKE RG BD OF ED-00700390 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	TRITON HIGH	410	03/04/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 03/20/2019 11:45 AM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 03/13/2019 03:07 PM	Managers will contact the vendor and request CN labels and or Product Formulation Statements for all items determined to not meet required crediting information. Any item that we are unable to receive the required information will no longer be used. This procedure became effective 2/28/19.			
	CAP Rejected Amy Martin 03/13/2019 02:18 PM	per our discussion			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:19 AM	<p>Managers will contact the vendor and request CN labels and or Product Formulation Statements for all items determined to not meet required crediting information. Any item that we are unable to receive the required information will no longer be used.</p> <p>Additional grain product will be added to the smoothie entree to meet the 2 oz daily minimum requirement.</p> <p>Staff has been instructed to make sure the appropriate quantity is available to the student. In this case, the staff would serve the students two 1/2 cups are served to meet the 1 cup requirement.</p>			
	Flagged Amy Martin 01/31/2019 02:14 PM	<p>Many of the products served did not have the proper crediting information (CN label or Product Formulation statement). These items include the Meatballs, Chicken steak, pork rib, cheese sauce for nachos, ham deli meat). From looking at the ingredients and recipes, it can be determined that the meal component is present, but in unable to decipher if the appropriate quantities are met.</p> <p>In addition, the smoothie entree did not meet the minimum daily requirement for grain (only provide 1 oz equivalent of the required daily minimum of 2 oz equivalents).</p> <p>At breakfast on Monday, Dec 10th only 1/2 cup applesauce was offered, which does not meet the daily required 1 cup.</p> <p>Explain in detail, how this issue was rectified and indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	TRITON HIGH	502	03/04/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Amy Martin 03/13/2019 02:13 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:19 AM	Signage ( form 300 and 185) have been posted at the beginning of each serving line.  Food Service staff and cashiers will receive training oh how to accurately recognize a reimbursable meal under offer vs serve by the cafeteria managers.			
	Flagged Amy Martin 01/31/2019 02:15 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agricultures Form website. 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	Food Safety, Storage and Buy American		1403	03/04/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 03/13/2019 02:13 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:20 AM	The Cafeteria Manager will review inventory items to determine those that fail to meet USDA by American requirements. Items that fail USDA requirements will be placed on NO BUY schedule until documentation is received from the vendor for appropriate exemption.			
	Flagged Amy Martin 01/31/2019 02:16 PM	Two products in the storage area did not comply with the Buy American provision: Harvest Value-Diced Beets are a product of Canada and the Water Chestnuts are a product of the Peoples Republic of China. Exemption documentation was not available for foods that did not meet the Buy American provision. In addition, all products must be checked to ensure they meet the Buy American requirements or that exemption documentation is received. 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	TRITON HIGH	407	03/04/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Amy Martin 03/13/2019 02:13 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:20 AM	Retain a production record at each location that is customized for the actual items that are available at the specific location. These will be checked to make certain all components are present, the correct portion size is offered and if and when substitutions are made they are from the same subgroup ensuring all minimum weekly vegetable subgroups are met in all serving areas.			
	Flagged Amy Martin 01/31/2019 02:15 PM	When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements. On the day of review, the menu stated that the vegetables of the day were french fries and green beans, In the main cafeteria (2 lines), tator tots and green beans were offered (which is acceptable). However at the kiosk in the cafeteria, only 1 cup of broccoli was offered and in the Corner Cafe only 1/2 cup celery was offered, In the library, 1/2 cup potato salad and 1/2 cup broccoli was offered. When substitutions are made, it must be from the same subgroup to ensure that all minimum weekly vegetable subgroups are met in all serving areas. 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	TRITON HIGH	409	03/04/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 03/13/2019 02:12 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:20 AM	Production records will be at all serving locations containing the information needed to make certain all meal components quantities are being met. Production records will reflect those items being served at each individual location.			
	Flagged Amy Martin 01/31/2019 02:15 PM	Production records were not filled out for each serving location at lunch. Instead, one master production record was completed. In addition the production records did not contain the vital information needed to ensure all meal component quantities are being met, including alternate serving location vegetable subgroups (observation shows that the vegetables offered differ from the main cafeteria). Therefore, it is unable to be determined that all vegetable subgroups were met in all serving locations. Explain in detail, how the findings 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	Meal Components and Quantities - Day of Review	TRITON HIGH	404	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/13/2019 02:12 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:20 AM	Menu Boards will be at each location that will identify the meals being offered. In addition, form 300 and 185 will be displayed at every serving location. These forms show what components make up reimbursable meals. There will also be training giving by the cafeteria managers to refresh staff on that makes up reimbursable meals and to make sure students take all components. The staff will communicate the information to the students to help them make appropriate choices.			
	Flagged Amy Martin 01/31/2019 02:15 PM	Signage must be posted at or near the beginning of the serving line/serving area (of all serving areas, including the alternate sites) identifying the components of the reimbursable breakfast and reimbursable lunch. Posting only a menu does not meet this requirement. 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	Offer vs Serve - Day of Review	TRITON HIGH	500	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/13/2019 02:12 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:20 AM	Staff instruction of proper protocol for serving has been conducted by the cafeteria managers. Students will be given the opportunity to choose and decline meal components and charged accordingly ( Reimbursable Meal vs Ala Carte). Signage has been installed that indicates what the meal components are and the staff has been communicating this to the students.			
	Flagged Amy Martin 01/31/2019 02:15 PM	At breakfast and lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. Meals can not be pre-plated for the students. They must be given the opportunity to choose and decline meal components. 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	TRITON HIGH	402	03/04/2019	CAP Accepted

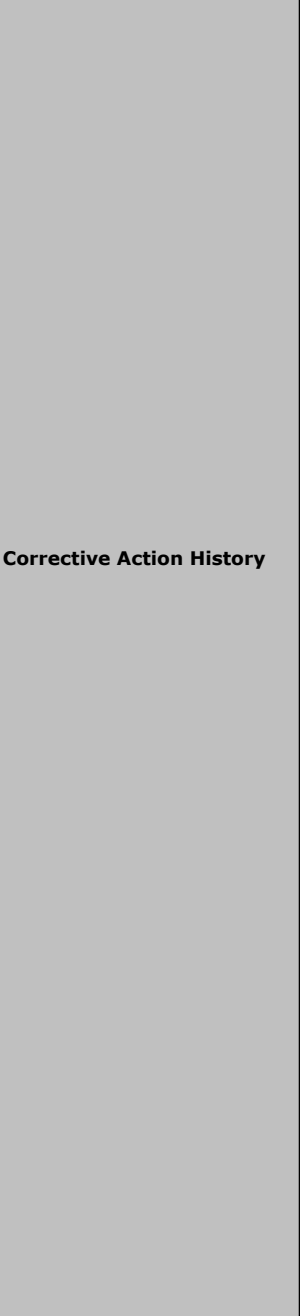
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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Amy Martin 03/13/2019 02:11 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:20 AM	<p>Production records will be at each location with details of the lunch components. The cafeteria managers will ensure that the cafeteria staff provides the appropriate serving size to meet the meal requirements.</p> <p>The Forms listed below have been distributed to the cafeteria managers to assist them in making the corrections needed.</p> <p>Form 198 - Lunch Meal Pattern ( Five-Day Week) - Shows the required components and amounts for Grades 9-12</p> <p>Form 153 - Evaluating A Manufactures Product Formulation Statement</p> <p>Form 154 - Accepting Processed Product Documentation</p> <p>Form 300 - Offer verses Serve - The 5 Meal Components for School Lunch</p> <p>The Cafeteria Managers will ensure that only those items with CN labels or Signed Manufactures Product Formulation Statements are served.</p>			
	Flagged Amy Martin 01/31/2019 02:18 PM	<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group. At one of the lunch serving locations (the Corner Cafe), only 1/2 c celery was offered, which does not meet the daily one cup vegetable requirement. In addition, the deli ham did not have a CN label or PFS, therefore it is unable to be determined if the deli ham and cheese sandwich met the daily 2 oz meat/meat alternate requirement. 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.</p>			
On-Site Assessment Tool	Verification		209	03/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 03/13/2019 02:11 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:21 AM	<p>Application 58 - Form 255 was mailed on 1/23/2019 indicating that their benefits would be going from "reduced" to "paid" on 2/7/19. Confirmed that this change did start on 2/7/19.</p> <p>Application 90- Form 255 was mailed on 1/23/2019 indicating that their benefits would be going from "free" to "reduced " on 2/7/19. Family completed a new application with updated wages ( pay stubs were also attached). Based on the new application the benefit stayed at "reduced".</p> <p>Webinar on the Verification process will be viewed every year prior the to opening of Verification to ensure this will not occur again and to implement any changes or new procedures.</p> <p>Business Administrator conducted a meeting with all school representatives to review application procedures and regulations.</p>			
	Flagged Amy Martin 01/31/2019 02:16 PM	Two applications chosen for Verification must have status changes (one from free to reduced and the other from reduced to paid) after their income/pay stubs were collected and re-determined based on income and household size. Both these applications were determined as No Change in Benefit per the Verification Officer. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/13/2019 02:11 PM	CAP Accepted			
	CAP Submitted NICOLE BELFIORE-RACIOPPO 02/28/2019 10:21 AM	<p>Iseha Thomas - #533 Corrected on 2/4/19</p> <p>Breanna Loney - #566 Corrected on 2/5/19</p> <p>Dajon Hirschfeld-London - #515 Corrected 2/5/19</p> <p>KySyrah Robinson - # 467 Corrected on 2/4/19</p> <p>Jason Dorsey - #383 Corrected on 2/4/19</p> <p>Destinee Brodie - #370 Corrected on 2/4/19</p>			


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**Corrective Action History**

Hamza Altayib - # 328 Corrected on 2/5/19  
Flor DeMaria Giron - #308 Corrected on 2/4/19  
Mackenzie McMahon - #252 Corrected on 2/4/19  
Jasmin Portal - #169 Corrected 2/4/19  
Joshua Cunningham - #56 Corrected 1/28/19  
Ethan and Ryan Tinder - # 58 Corrected on 1/23/19  
Sammy and Adam Soliman - # 122 Corrected on 1/31/19

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	Flagged Amy Martin 01/31/2019 02:16 PM	13 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.