

LAWNSIDE BD OF ED-00702560 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	LAWNSIDE PUBLIC	325	12/06/2018	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 11/28/2018 02:50 PM	CAP Accepted			
	CAP Submitted JACKIE HOLMES 11/17/2018 08:03 AM	<p>On 11-6-18 all student were required to stop at the POS to enter their pin number giving the cashier ample time to check the trays before entering the meal as reimbursable.</p> <p>On 11-13-18 a second POS station was added and another cashier giving the students another location to stop and have their trays checked before entering as a reimbursable meal.</p>			
	Flagged Amy Martin 11/05/2018 01:14 PM	<p>Lunch counts by category must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. For review month (Sept), the meal ordering form was used by the food service staff to enter the meals into the register, which generated the edit check worksheet and claim for reimbursement. Meal counts must be counted after the student had the option to select all the components and it can be determined that a reimbursable meal was taken. The use of the meal ordering form is not allowed as it is in the beginning of the line prior to component selection. The state agency has determined that the inaccurate method counting, combining, and recording of meals for 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.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	LAWNSIDE PUBLIC	401	12/06/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 11/28/2018 02:50 PM	CAP Accepted			
	CAP Submitted JACKIE HOLMES 11/17/2018 08:01 AM	<p>On 11-6-18 all cashiers had a refresher course on Offer vx Serve.</p> <p>On 11-6-18 all student were required to stop at the POS to enter their pin number giving the cashier ample time to check the trays before entering the meal as reimbursable.</p> <p>On 11-13-18 a second POS station was added and another cashier giving the students another location to stop and have their trays checked before entering as a reimbursable meal.</p>			
	Flagged Amy Martin 11/05/2018 01:13 PM	<p>Students must take the required number of components for 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 components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. the day of review, two (2) meals did not contain the required fruit/vegetable component. 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	Professional Standards		1219	12/06/2018	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 11/28/2018 02:50 PM	CAP Accepted			
	CAP Submitted JACKIE HOLMES 11/27/2018 07:53 AM	On 11/26/18 Cheryle Randolph-Sharpe who runs the YMCA After School Program was trained on Civil Rights. The training was recorded in the Team Work section of SOARS			
	Flagged Amy Martin 11/05/2018 01:13 PM	Administrative, office and/or other school staff working less than 20 hours per week are required to complete at least 4 hours of training, including annual Civil Rights 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	LAWNSIDE PUBLIC	318	12/06/2018	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 11/28/2018 02:49 PM	CAP Accepted			
	CAP Submitted JACKIE HOLMES 11/17/2018 07:54 AM	On 11/6/2018 all students entered their personal pin number and the reimbursable meal was recorded in the POS that is used to fill in the Edit Checks. On 11/13/18 a second POS and Pin Pad were added to the line allowing the students to enter their PIN numbers at two Registers with 2 Cashiers.			
	Flagged Amy Martin 11/05/2018 01:12 PM	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. On the day of review at lunch, the k-8 students were fed in the café. At the beginning of the line, the meal ordering form was used by the FSW to determine what meal was pre-ordered. The FSW then checked off the students name on the meal order form signifying that they were picking up their meal. The student then proceeded to select all the components. At the end of the line, an additional FSW, checked the completed meals to be sure they were reimbursable & used a tally sheet. After meal service, the names from the meal ordering sheets were put into the POS register&that's how the ECW&claim for reimbursement were generated. The tally sheet was not used for any other purpose. In addition, it should be noted that they numbers on the Meal Order form &tally sheet did not match. Explain, in detail how the finding will be corrected &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 lunch is an ongoing systemic problem. The meal counting system must be corrected. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool	Civil Rights		810	12/06/2018	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 11/28/2018 02:49 PM				CAP Accepted
	CAP Submitted JACKIE HOLMES 11/17/2018 07:54 AM				ON 11-6 the 3 Signs that had This Institution is an equal opportunity provider and employer were replaced with signs that had This Institution is an equal opportunity provider
	Flagged Amy Martin 11/05/2018 01:12 PM				The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . On the day of review, The posted Daily Breakfast Menu as well as the Rise and Shine with Nutriserve flyer contained the incorrect shortened non-discrimination statement. 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.