

Sacred Heart School-00809744 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	12/31/2018	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/02/2019 10:23 AM	CAP Accepted			
	CAP Submitted JANET WILLIAMS 12/20/2018 01:43 PM	All applications that were found to be in error have been addressed. "Because of audit" letter was sent to each family on 12/12/18 and changes in eligibility for meal benefits will begin on 12/22/18.			
	Flagged Kate Marsh 11/29/2018 09:11 AM	<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.)</p> <p>The SFA must indicate the date of correction for all application errors.</p>			
On-Site Assessment Tool	Verification		209	12/31/2018	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/02/2019 10:22 AM	CAP Accepted			
	CAP Submitted JANET WILLIAMS 12/20/2018 01:43 PM	Parent declined to re-submit gross statements instead of net statements. "Because of audit" letter was sent on 12/12/18 and meal benefits will be discontinued on 12/22/18.			
	Flagged Kate Marsh 11/29/2018 09:11 AM	<p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</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		1214	12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 01/02/2019 10:21 AM	CAP Accepted			
	CAP Submitted JANET WILLIAMS 12/20/2018 01:43 PM	<p>Trainings completed thus far by the program director amount to 11 hours, 15 minutes and are as follows: Nutritional Development Services Training (8 hours), Civil Rights Webinar (2 hr), and SOARS (Soaring thru the Admin Review) (1 hr 15 min).</p> <p>Before March 1st, the director will complete 12 hours of training by reviewing the following webinar from SNEARS:</p> <p>1. Lunch Menu Planning 101 – 45 min</p>			
	Flagged Kate Marsh 11/29/2018 09:19 AM	<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>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	Professional Standards		1215	12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 01/02/2019 10:21 AM	CAP Accepted			
	CAP Submitted JANET WILLIAMS 12/20/2018 01:43 PM	<p>Trainings completed thus far by the program manager amount to 6 hours and 45 minutes and are as follows: Verification Webinar – Episode 1 (1.5 hr), Civil Rights Webinar (2 hr), Civil Rights in the SNP (1 hr), Verification Webinar – Episode 2 (1 hr), SOARS (Soaring thru the Admin Review) (1 hr 15 min).</p> <p>Before March 1st, the manager will complete 10 hours of training by reviewing these webinars from SNEARS:</p> <ol style="list-style-type: none"> 1. Direct Certification for SY 2018-2019 – 1.5 hr 2. Local Wellness Policy Updates – 15 min 3. Lunch Menu Planning 101 – 45 min 4. Procurement Review Process for SNP – 1.25 hr 			
	Flagged Kate Marsh 11/29/2018 09:18 AM	<p>School Nutrition Program managers are required to complete at least 10 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>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.</p> <p>Indicate the date of implementation.</p>			
On-Site Assessment Tool	Civil Rights		810	12/31/2018	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/02/2019 10:20 AM	CAP Accepted			
	CAP Submitted JANET WILLIAMS 12/20/2018 01:42 PM	The poster/statement on the school website is now updated. All "Justice for All Posters" are the most current version.			
	Flagged Kate Marsh 11/29/2018 09:12 AM	<p>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.</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	SFA/Sponsor On-Site Monitoring	Sacred Heart	901	12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 01/02/2019 10:19 AM	CAP Accepted			
	CAP Submitted JANET WILLIAMS 12/20/2018 01:42 PM	On Site Review was conducted 12/6/18. The review went very well and did not require any corrections to follow up on. Documentation of review is attached.			
	Flagged Kate Marsh 11/29/2018 09:12 AM	<p>All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.</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.</p> <p>Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Sacred Heart	409	12/31/2018	CAP Removed
Corrective Action History	CAP Removed Kate Marsh 12/13/2018 09:44 AM	CAP Removed			
	Flagged Kate Marsh 11/29/2018 09:12 AM	<p>At lunch, all required meal components and vegetable subgroups must be offered to students daily. When planning menus, the SFA must make sure that all 5 components and vegetable subgroups of the reimbursable lunch, 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.</p> <p>Review week did offer daily minimum vegetable component, however, there was no "other" vegetable subgroup served for the week. USDA menu worksheet completed by SFA counted the Calypso Crush vegetable juice as other subgroup. However, product formulation sheet indicates this juice credits as 1/2c Red/Orange vegetable. Therefore, the "Other" subgroup is missing.</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
Off-Site Assessment Tool	Professional Standards		1209	12/31/2018	CAP Removed
Corrective Action History	CAP Removed Kate Marsh 11/29/2018 09:19 AM	CAP Removed			
	Flagged JANET WILLIAMS 09/26/2018 10:58 AM				
Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	12/31/2018	CAP Removed
Corrective Action History	CAP Removed Kate Marsh 11/29/2018 08:41 AM	CAP Removed			
	Flagged Kate Marsh 11/27/2018 08:13 AM	<p>All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) must be used.</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>			