

Administrative Review Report

PHOENIX CENTER - 014-09786 - Essex County

Findings and Corrective Action:

Site Name	The Phoenix Center	
Form Name	Off-Site Assessment Tool	
Question #	1601	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 10:02 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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.
Site Name	The Phoenix Center	
Form Name	On-Site Assessment Tool	
Question #	215	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:05 AM	The SFA must complete the Verification Process that includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.
Site Name	The Phoenix Center	
Form Name	On-Site Assessment Tool	
Question #	810	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:08 AM	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 . 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.
Site Name	The Phoenix Center	
Form Name	On-Site Assessment Tool - Site	
Question #	400	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:06 AM	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of 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.
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Administrative Review Report

PHOENIX CENTER - 014-09786 - Essex County

Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:06 AM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If 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. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.
Site Name	The Phoenix Center	
Form Name	On-Site Assessment Tool - Site	
Question #	402	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:07 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). 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.
Site Name	The Phoenix Center	
Form Name	On-Site Assessment Tool - Site	
Question #	409	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:07 AM	At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components 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. 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.
Site Name	The Phoenix Center	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/22/2017 11:08 AM	At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. Explain in detail, how the finding will be corrected and

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		the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
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