

# BELLEVILLE BD OF ED-01300250 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification		202	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:12 PM	CAP Accepted		
			CAP Accepted Erlisa Levin 06/27/2018 12:12 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/24/2018 08:56 AM	For the upcoming school year the confirming official will be the Assistant Business Administrator		
			Flagged Erlisa Levin 05/01/2018 10:49 PM	The confirming official must be an individual who did not make the original eligibility determination on the applications. 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. A confirmation review was not conducted. Each application selected for verification must have a confirmation review to ensure the initial determination was correct prior to notifying households. 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	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	BELLEVILLE MIDDLE	901	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 11:59 AM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/08/2018 10:59 AM	Moving forward the District will ensure the completion of both breakfast and lunch onsite reviews and will be completed by February 1 deadline. The BA and food service director will communicate monthly and set reminders to ensure the deadlines are met. Date of Implementation: Between September 2018-January 2019		
			Flagged Erlisa Levin 05/01/2018 10:45 PM	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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 SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. 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	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	NUMBER 5	901	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:00 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/08/2018 10:59 AM	No an extension was not requested for the breakfast on-site review. Moving forward the District will request an extension if the deadline date of February 1st can not be met.		
			Flagged Erlisa Levin 05/01/2018 10:45 PM			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	05/29/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:04 PM	CAP Accepted			
			CAP Submitted MATTHEW PALADINO 05/24/2018 12:37 PM	All applications sampled that were incorrectly approved or were approved with missing information, have been changed to Denied and the parents will be notified.			
			Flagged Erlisa Levin 05/01/2018 10:47 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	05/29/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:10 PM	CAP Accepted			
			CAP Submitted MATTHEW PALADINO 05/08/2018 11:02 AM	Once a new procedure is established by the District for reviewing the meal applications, a confirmation review will be part of the process including initialing and dating the applications by both the determining official and confirming official.			
			Flagged Erlisa Levin 05/01/2018 10:51 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	05/29/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:08 PM	CAP Accepted			
			CAP Submitted MATTHEW PALADINO 05/08/2018 11:01 AM	Need to correct the verification process starting with the person responsible for handling the verification process by attending or viewing the trainings offered by the State. They will be encouraged to ask questions of the State agency if something is not clear. The Business Administrator will communicate weekly with the person handling the verifications to ensure that the process is done correctly and in a timely manner.			
			Flagged Erlisa Levin 05/01/2018 10:51 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Verification		215	05/29/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 11:57 AM	CAP Accepted			
			CAP Submitted MATTHEW PALADINO 05/24/2018 08:48 AM	The SFA for the 18-19 school year will work on training all employees to so that everyone knows the verification process and when everything should be completed			
			Flagged Erlisa Levin 05/01/2018 10:44 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	BELLEVILLE MIDDLE	502	05/29/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:05 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/03/2018 09:49 AM	New signage will be posted May 7th indicating half cup portion of fruit or vegetable		
			Flagged Erlisa Levin 05/01/2018 10:47 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) 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 Agriculture's 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 - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	NUMBER 5	502	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:07 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/03/2018 09:53 AM	New signage will be posted May 7th indicating what constitutes a half cup portion of fruit or vegetable		
			Flagged Erlisa Levin 05/01/2018 10:51 PM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	BELLEVILLE MIDDLE	1403	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:01 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/03/2018 09:43 AM	New HACCP books were distributed to all school sites April 27th.		
			Flagged Erlisa Levin 05/01/2018 10:45 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	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUMBER 5	1403	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:01 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/03/2018 09:44 AM	New HACCP books were distributed to all sites on April 27th		
			Flagged Erlisa Levin 05/01/2018 10:46 PM			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	BELLEVILLE MIDDLE	1406	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:02 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/08/2018 11:00 AM	New HACCP books were distributed to all sites on April 27th		
			Flagged Erlisa Levin 05/01/2018 10:47 PM	SFA has a written food safety plan, but was not available at each school food preparation site and/or documented standard operating procedures (SOPs) were either not developed or were not site specific. 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	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	BELLEVILLE MIDDLE	404	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:10 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/03/2018 09:50 AM	New signage will be posted effective May 7th indicating half cup portion of fruit or vegetable.		
			Flagged Erlisa Levin 05/01/2018 10:50 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and 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	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 5	404	05/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 06/27/2018 12:11 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 05/03/2018 09:51 AM	New signage will be posted May 7th indicating what constitutes a reimbursable breakfast and reimbursable lunch for all students		
			Flagged Erlisa Levin 05/01/2018 10:50 PM			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	02/16/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 02/09/2018 02:18 PM	CAP Accepted		
			CAP Submitted MATTHEW PALADINO 02/09/2018 02:17 PM	Going forward the school district will ensure that the Non-program Revenue tool will match the figures to our exhibit B-5 and include all of its non-program food revenues and costs and its calculation. This will be monitored by our Business Administrator, Matthew Paladino, beginning July 1, 2018.		
			Flagged Lisa Garland 02/09/2018 12:47 PM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation. Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.		

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