

## TRENTON CATHOLIC ACADEMY-02209678 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 02:59 PM	CAP Accepted			
			CAP Submitted DOROTHY PAYNE 03/27/2018 12:01 PM	Unsigned applications ... parents were notified that unsigned application must be signed immediately ... any application that remained unsigned was changed to "full price" as of March 5th. Applications needing "status" corrections : ... letters were sent informing families of need to change status ... all adjustments were completed as of March 1st. All of the above adjustments were made to the Genesis system which in turn updates the Point-of-Sale on the Lunch line.			
			Flagged Amy Martin 02/23/2018 10:43 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. 54 applications did not have an adult household member signature or printed name and an addition four (4) applications were determined incorrectly, totaling 58 application errors. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1) and SFA-2. The SFA must indicate the date of correction for all application errors. In addition, since the number of errors were >10%, an independent review must be completed for the 2018-2019 school years. More details will be provided later in the school year regarding the expectations and process for the independent review.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1215	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 10:04 AM	CAP Accepted			
			CAP Submitted DOROTHY PAYNE 03/08/2018 10:48 AM	Serve Safe Certificate will be mailed to Roxann. 2/26/18 - Serve Safe class taken 2/27/2018 - Serve Safe Test taken and Passed...Completed.			
			Flagged Amy Martin 02/23/2018 10:42 AM	The newly hired food service director (Roxann Pittman) is required to complete 8 hours of food safety training within 30 days of hire. The 30 day time period has currently lapsed. However, per the FSMC District Manager, Ms. Pittman is scheduled for an eight hour training course (Serv Safe) on February 26, 2018. Indicate the actual date when the food safety training was completed.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1216	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 10:08 AM	CAP Accepted			
			CAP Submitted DOROTHY PAYNE 03/08/2018 10:05 AM	Food Service Director has completed 8 hours of serve safe training on February 26, 2018. Passed Serve Safe test on February 27, 2018			
			Flagged Amy Martin 02/23/2018 10:44 AM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Explain in detail, how the annual training requirements will be met. Indicate the date of implementation.			

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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	Meal Components and Quantities - Day of Review (400-408)	Trenton Catholic Academy	401	03/26/2018	CAP Submitted
<b>Corrective Action History</b>			CAP Submitted DOROTHY PAYNE 03/08/2018 10:26 AM	2/ 21/18 - Staff was re trained on the 5 components of a meal, and the fruit/veggie requirement. 2/21/18 - cereal bag lunches were moved on the serving line so the students receive the bag before they pass the fruits and veggies. This stops the younger children from running right past the fruit and veggie selections. It also gives the cashier extra time to double check that the students are taking the fruit and veggie. Servers will also be able to remind the students to take a fruit or veggie since they will not be running past all the servers to get to their cereal bags. Extra fruit bowls will be available at the register as well to make sure the students have another opportunity to take a fruit. Deli Sandwich - student did go back and take juice but it was after the point of sale. Extra fruit at the register will help in making sure the students take a fruit or the student will be charged for an ala carte sandwich. Retrained staff again about a reimbursable meal. Staff will remind the student that will be charged for an ala carte item if they choose to not take a fruit or veggie. Having a bowl of fruit and or juice at the point of sale will help eliminate the chance of a student getting by without all components needed to make a reimbursable meal.		
			Flagged Amy Martin 02/23/2018 10:44 AM	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. Five (5) meals claimed for reimbursement at lunch did not contain the required 1/2 cup of fruit or vegetable component. Four (4) of these meals were cereal bags and the remaining one (1) was a deli sandwich on a roll. 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.		

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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	Meal Components and Quantities - Review Period (409-412)	Trenton Catholic Academy	409	03/26/2018	CAP Removed	
<b>Corrective Action History</b>			CAP Removed Amy Martin 02/22/2018 02:22 PM	CAP Removed			
			Flagged Amy Martin 02/21/2018 03:01 PM	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. The production records did not list the specific vegetables offered daily as part of the "Veggie Grab Bag," therefore when reviewing the Production records, it appears as though the vegetable sub-groups were lacking in the weekly requirements. Specifically the 9-12 grade grouping was short 3/4 cup "red/orange" veg and 3/4 cup "other" veg subgroups for the week and the K-8 grade groups were deficient 1/4 cup "red/orange" veg and 1/2 cup of the "other" subgroup. According to the menu, the "Veggie Grab bag" with assorted veggies is offered daily, however the production record must list the daily offerings individually to ensure that the required amount and subgroups are met on a daily and weekly basis (i.e. day of review there was no broccoli or chic pea salad as part of the "Veggie Grab Bag." In addition during the review week, Monday's chic pea salad and Friday's side Caesar salad were not listed on the production record as served. 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 - Review Period (409-412)	Trenton Catholic Academy	410	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 10:05 AM	CAP Accepted			
			CAP Submitted DOROTHY PAYNE 03/08/2018 10:46 AM	As of 2/21/18 Veggie Grab Bag recipe number will not longer be used. Food Production charts will list all vegetables served that day so it does not appear that all sub groups were not offered. When menu planning, Food Production charts will be filled out as well to insure that all food actually served is getting recorded on Food Production charts. It will be the FS directors responsibility to make sure all food served is listed on production records.			
			Flagged Amy Martin 02/23/2018 10:43 AM	At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. The production records did not list the specific vegetables offered daily as part of the "Veggie Grab Bag," therefore when reviewing the Production records, it appears as though the vegetable sub-groups were lacking in the weekly requirements. Specifically the 9-12 grade grouping was short 3/4 cup "red/orange" veg and 3/4 cup "other" veg subgroups for the week and the K-8 grade groups were deficient 1/4 cup "red/orange" veg and 1/2 cup of the "other" subgroup. According to the menu, the "Veggie Grab bag" with assorted veggies is offered daily, however the production record must list the daily offerings individually to ensure that the required amount and subgroups are met on a daily and weekly basis (i.e. day of review there was no broccoli or chic pea salad as part of the "Veggie Grab Bag." In addition during the review week, Monday's chic pea salad and Friday's side Caesar salad were not listed on the production record as served.. 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School (1104 - 1107)	Trenton Catholic Academy	1105	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 10:07 AM	CAP Accepted			
			CAP Submitted DOROTHY PAYNE 03/08/2018 10:34 AM	2/21/18 - vending machine that carried diet Snapple was emptied and refilled with water and Snapple 100% Juice. 2/21/18 - Body Armour beverage was removed from district. All beverages going forward will meet the Smart Snack requirements. FSD will be cognoscente of all beverages delivered by vendor to insure they do not try to sell us something that is not compliant.			
			Flagged Amy Martin 02/23/2018 10:43 AM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS. One beverage item, BodyArmour, exceeds the 12 fl oz limit for low calorie beverages. This item is only sold to the 9-12 grade students, but exceeds requirements (16 fl oz/80 cal). In addition, the vending machine that contained the diet Snapple was accessible to all grade levels through out the day. Since caffeinated beverages are not allowed in the K-8 grade grouping, this machine must remain off during the USDA defined school day or the diet Snapple must be removed. 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 (1403 - 1410)	Trenton Catholic Academy	1407	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 10:05 AM	CAP Accepted			
			CAP Submitted DOROTHY PAYNE 03/08/2018 10:28 AM	2/21/18 - created file in FSD office for all temp logs going forward. FSD was trained on the requirement that all logs are to be saved for 3 years.			
			Flagged Amy Martin 02/23/2018 10:44 AM	SFA did not have temperature logs for previous months on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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.			