

MERCER CO SPEC SERV SCH D-02103103 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	MERCER CO SPEC SERV SCH D-02103103	126	05/15/2025	CAP Accepted	
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by CAMILLE GADIARE 05/13/2025 02:21 PM					
	As of April 7, SFA will indicate the dates of correction for all application errors. Students names will not be provided under SFA comments. All application will be completed and free of errors.					
Corrective Action History	Flagged by Amy Martin 04/07/2025 11:42 AM					
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet SFA-1. The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.					
	Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	MERCER CO SPEC SERV SCH D-02103103	806	05/15/2025	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM				
CAP Accepted						
Corrective Action Plan: Submitted by CAMILLE GADIARE 05/13/2025 01:45 PM						
Civil Right trainings will be conducted annually. Civil Rights training will be a part of teachers annual in-service. Documented materials with details of the topics covered including sign in sheet of all participants. Training material and study guide from the State website was sent to all schools on May 9th.						
Flagged by Amy Martin 04/07/2025 12:26 PM						
Annual civil rights training is required for all staff who interact with program participants or applicants. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.						
There was no documentation to support that the teachers distributing the meal benefits at both breakfast and lunch had the required annual civil rights training.						
Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.						
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	JOSEPH F CAPPELLO SCH-1182	2	05/15/2025	CAP Accepted	

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:27 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 03:50 PM				
	As of April 7, 2025, Cappello will utilize CACFP menus and follow the CACFP meal pattern. The staff was trained to use an additional production report and give the all the required components to the PreK. classrooms.				
	Flagged by Amy Martin 04/07/2025 12:18 PM				
The site is not utilizing the CACFP Preschool Meal Pattern despite PreK eating meals in the classroom.					
Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	JOSEPH F CAPPELLO SCH-1182	11	05/15/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 03:58 PM				
	As of April 7th, only unflavored low-fat milk or unflavored fat free skim will be served to children 2-5 years of age.				
	Kitchen staff will only give these choices to Pre K classes, A sign was posted on the milk box stating as such.				
Flagged by Amy Martin 04/07/2025 12:18 PM					
Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age.					
Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	JOSEPH F CAPPELLO SCH-1182	13	05/15/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 04:03 PM				
	As of April 7, 2025				
	All Pre K age students will get all the five components. All the required components will all be pack in the containers for the teachers to bring to the classrooms.				
Corrective Action History	Flagged by Amy Martin 04/07/2025 12:17 PM				
	At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	JOSEPH F CAPPELLO SCH-1182	318	05/15/2025	CAP Accepted

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Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 05/13/2025 03:48 PM As of May 9, training materials were sent to all school's principals explaining the acceptable point of sale. Teachers will pick up lunches with all require components and offer to the students, after each student is offered and served a reimbursable meal, the card will be placed outside the classroom. A student worker will pick up the cards and return to the cafeteria to be scanned. Cafeteria staff were trained not to collect any cards prior to meals being served. If a teacher hands them a card prior to serving a student, the cafeteria staff will give it back and remind them of the correct counting system. Flagged by Amy Martin 04/07/2025 12:12 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 lunch observation, systemic counting and claiming issues were present. Lunch cards are used as the point of service count. Several classrooms come to the cafeteria to pick up the student's meals to bring back to the classroom. Multiple teachers provided their cards to the food service staff prior to the meals being served to the student. This is not an acceptable point of service count. 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. Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	JOSEPH F CAPPELLO SCH-1182	400	05/15/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 05/09/2025 03:33 PM</p> <p>As of April 14, staff was informed that they must take all required components for students. If the student cannot tolerate milk, lactose free milk will be provided for them. A sign is now posted on the service line to take all required components at the time of service. All components should be place at the table or on their trays.</p> <p>Flagged by Amy Martin 04/07/2025 12:15 PM</p> <p>All 5 required meal components for lunch must be offered to all students. Water is not an appropriate substitute for milk in the NSLP.</p> <p>On the day of observation, teachers retrieved meals from the serving line and brought it back to the lunch table for the students. For one class, the teacher did not select any milk for four students. When asked about the lack of milk, the teacher stated they never receive it. There was no documentation to support that the students did not want milk and they did not come to the serving line to decline it. These four meals are disallowed for missing meal components.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>JOSEPH F CAPPELLO SCH-1182</p>	<p>406</p>	<p>05/15/2025</p>	<p>CAP Accepted</p>

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 04/16/2025 04:01 PM Implemented on April 11, 2025, a separate production report for preschool meals completed and the proper meal pattern used for the CACFP Preschool to ensure the CACFP Preschool have the age appropriate meals.				
	Flagged by Amy Martin 04/07/2025 12:15 PM The required school lunch meal patterns for each grade group are intended to result in age-appropriate and nutritious meals. Preschool students are served meals in the classroom, therefore the CACFP Preschool meal pattern must be used. Separate production records must also be completed. Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	JOSEPH F CAPPELLO SCH-1182	409	05/15/2025

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:24 AM CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 04/16/2025 03:49 PM Implementation date: April 14. 2025 All meals will be offered all the required components. All portion sizes of all menu items will be included on the production reports and signed by the person completing the production report.				
	Flagged by Amy Martin 04/07/2025 12:13 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. 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. Although all meals components were offered per the production record, the production record must include portion sizes for all menu items. A signature must also be included. Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Group 1: CA Count (2)		MERCER CO SPEC SERV SCH D-02103103		05/15/2025
	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM CAP Accepted				
	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 12:56 PM</p> <p>Implementation date: April 7,2025</p> <p>All pureed meals and all other meals offered will have the required meal components to meet the weekly and daily requirements.</p> <p>The staff will pureed the required portions of each component to meet the minimum requirement for the appropriate grade group.</p> <p>Breakfast bags will contained fruit options that the student like and teachers will be trained that all components should be given to the students.</p> <p>No items will be removed from bags and prior to the leaving the cafeteria.</p>
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 12:56 PM</p> <p>Implementation date: April 7,2025</p> <p>All pureed meals and all other meals offered will have the required meal components to meet the weekly and daily requirements.</p> <p>The staff will pureed the required portions of each component to meet the minimum requirement for the appropriate grade group.</p> <p>Breakfast bags will contained fruit options that the student like and teachers will be trained that all components should be given to the students.</p> <p>No items will be removed from bags and prior to the leaving the cafeteria.</p>

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Flagged by Amy Martin 04/07/2025 12:18 PM

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.

At lunch, the pureed meals were only offered and served 1/2 cup of carrots, which does not meet the required 3/4 cup vegetable component for the K-5 age/grade grouping.

This is a Performance Standard 2 (PS2) violation of insufficient quantities. Failure to correct these issues will lead to fiscal action on subsequent reviews.

Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.

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	<p>Flagged by Amy Martin 04/07/2025 12:18 PM</p> <p>Portion sizes offered for each required breakfast and lunch 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 Breakfast and 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.</p> <p>Although the planned menu offerings met the daily breakfast meal pattern, in multiple classrooms, the raisins or dried cranberries were not offered to the students. Once canvas bag in the cafeteria clearly had the components and roster removed to bring the items to the classroom, however all the dried cranberries were left behind. Multiple teachers told the state reviewer that "the kids don't like them."</p> <p>At lunch, the pureed meals were only offered and served 1/2 cup of broccoli, which does not meet the required 3/4 cup vegetable component for the K-8 age/grade grouping. In addition, the pureed mac and cheese were only in 4 oz cups. Accordingly to the manufacturers' product formulation statement this only provided 0.75oz grain eq of the required 1oz daily. This was corrected prior to meal service.</p> <p>This is a Performance Standard 2 (PS2) violation of insufficient quantities. Failure to correct these issues will lead to fiscal action on subsequent reviews.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>			
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Group 2: CA Count (2)		MERCER CO SPEC SERV SCH D-02103103		05/15/2025	CAP Accepted
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	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM</p> <p>CAP Accepted</p>				
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Corrective Action History	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 03:38 PM</p> <p>Implementation date: April 10, 2025</p> <p>At least two varieties of milk will be offered to all students in the cafeteria and in the classrooms. If the student cannot communicate their request a letter/note should be on file from a parent as to the milk preference. This request can be adjusted at anytime during the year.</p> <p>A minimum of two varieties of milk will be sent to the classrooms for each student at each meal service. Students eating in the cafeteria that cannot come to the line, teachers should bring a variety to the tables to offer to students.</p>
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 03:38 PM</p> <p>Implementation date: April 10, 2025</p> <p>At least two varieties of milk will be offered to all students in the cafeteria and in the classrooms. If the student cannot communicate their request a letter/note should be on file from a parent as to the milk preference. This request can be adjusted at anytime during the year.</p> <p>A minimum of two varieties of milk will be sent to the classrooms for each student at each meal service. Students eating in the cafeteria that cannot come to the line, teachers should bring a variety to the tables to offer to students.</p>
	<p>Flagged by Amy Martin 04/07/2025 12:18 PM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas, including classrooms. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> <p>In situation in which a student can not verbalize their choice communication boards or similar must be considered. If this is not an option, there needs to be some agreement between the students/parents and the school as to the preferred milk type. It is acceptable if this occurs at the beginning of the year, as long as the students and parents know that they can change their minds as the year progresses.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>

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	<p>Flagged by Amy Martin 04/07/2025 12:18 PM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk.</p> <p>In situation in which a student can not verbalize their choice communication boards or similar must be considered. If this is not an option, there needs to be some agreement between the students/parents and the school as to the preferred milk type. It is acceptable if this occurs at the beginning of the year, as long as the students and parents know that they can change their minds as the year progresses.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>			
Group 3: CA Count (2)		MERCER CO SPEC SERV SCH D-02103103	05/15/2025	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:26 AM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 12:41 PM</p> <p>Implementation date: April 4, 2025</p> <p>When planning menus all required components will be offered and available for students to select. The portion sizes for each component will meet both daily and weekly requirements based on the appropriate age group. All vegetable subgroups will meet the required quantities.</p>			
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 12:41 PM</p> <p>Implementation date: April 4, 2025</p> <p>When planning menus all required components will be offered and available for students to select. The portion sizes for each component will meet both daily and weekly requirements based on the appropriate age group. All vegetable subgroups will meet the required quantities.</p>			

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Corrective Action History	<p>Flagged by Amy Martin 04/07/2025 12:19 PM</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agricultures Form web site for specific component and minimum quantity requirements.</p> <p>The red/orange vegetable subgroup weekly requirement was not met for the review week. Carrots in 1/2 cup portion were only offered/served on one day (2/24), which does not meet the 3/4 cup weekly requirements. This is a Performance Standard 2 (PS2) violation. Failure to provide all the required vegetable subgroups in the appropriate quantities in subsequent reviews will lead to fiscal action.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
	<p>Flagged by Amy Martin 04/07/2025 12:19 PM</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agricultures Form web site for specific component and minimum quantity requirements.</p> <p>The red/orange vegetable subgroup weekly requirement was not met for the review week. Carrots in 1/2 cup portion were only offered/served on one day (2/24), which does not meet the 3/4 cup weekly requirements. This is a Performance Standard 2 (PS2) violation. Failure to provide all the required vegetable subgroups in the appropriate quantities in subsequent reviews will lead to fiscal action.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	MERCER ELEMENTARY SCHOOL-2914	317	05/15/2025	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:23 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/10/2025 12:17 PM</p> <p>As of April 1, 2025, all codes were removed from the rosters. The new rosters has no information to identify student's eligibility.</p> <p>Flagged by Amy Martin 04/07/2025 11:40 AM</p> <p>SFAs are required to protect the identity of students receiving free or reduced meal benefits when breakfasts are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. Information should be masked or coded so that student eligibility information is not easily identified.</p> <p>The breakfasts rosters are coded with 1, 2, and 3 to indicate meal benefits. During the breakfast meal observation and discussions with the teachers, many used the students free and reduced status in explanation for the completion of the roster or providing breakfast to students.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>MERCER ELEMENTARY SCHOOL-2914</p>	<p>318</p>	<p>05/15/2025</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM</p> <p>CAP Accepted</p>				

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Corrective Action History	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 05/09/2025 04:11 PM</p> <p>As of May 1, 2025 The rosters were updated to have the accurate days schools are opened to avoid errors. On May 6th, all staff trainings were reinforced to remind teachers not to complete rosters prior to meal service. All roster are to be completed at the time and place of meal service.</p> <p>The card basket will be moved to the end of the line after all offered components. Teachers feeding in their classrooms will put card outside their classrooms after they bring all required meal components to each students.</p> <p>As a part of student training and responsibility program, a student worker will be trained to pick up cards and return to the cafeteria to be scanned in the computer.</p>
	<p>Flagged by Amy Martin 04/07/2025 12:12 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and 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.</p> <p>On the day of review breakfast observation, many counting and claiming issues were present, including rosters being completed prior to meal being offered or served to students and names checked on the roster when the student did not take a reimbursable meal. Rosters also contained check marks indicating students were served meals on dates when there was no school.</p> <p>On the day of review lunch observation, systemic counting and claiming issues were also present. Lunch cards are used as the point of service count. Multiple classrooms put their cards into the basket prior to the meals being served to the student. The card basket was also stationed before all components were offered to students (1/2 cup of veg and the entire fruit component were stationed after the card basket and food service staff). In addition, multiple cards were turned in via the basket when the student was not present in the lunch serving area. These meals were provided to the teachers and taken to the classroom for the students after the cards were dropped, which is not an acceptable point of service count.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at both breakfast and lunch are ongoing systemic problems. The meal counting systems must be corrected.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p>

MERCER CO SPEC SERV SCH D-02103103 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svyste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	MERCER ELEMENTARY SCHOOL-2914	325	05/15/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 04/16/2025 03:51 PM</p> <p>Implementation date: May 1, 2025</p> <p>The roster will not include any student eligibility status. A Google doc will be printed each day to avoid inaccurate counting. This will avoid meals being marked on days off and snow days.</p> <p>Flagged by Amy Martin 04/07/2025 12:26 PM</p> <p>Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>For the review month (February), breakfast rosters used as the point of service count. The numbers claimed for reimbursement can not be duplicated by the state agency reviewer due to multiple issues, including, incorrect eligibility status listed on the rosters and check marks present indicated a reimbursable meal was served on a snow day (this also occurred in the month of March on a scheduled day off).</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	MERCER ELEMENTARY SCHOOL-2914	401	05/15/2025	CAP Accepted

MERCER CO SPEC SERV SCH D-02103103 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:25 AM CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 05/09/2025 03:23 PM May 6, 2025 All food service staff were trained to identify a complete meal. The foodservice staff will ensure that they are giving each class the required components. All incomplete meals should NOT be recorded on the rosters. An additional note should be sent to the cafeteria explaining the missing items so the cafeteria can charge the A la carte prices. Reimbursable posters and training sheets were sent to all classroom on May 9th. Offer vs Serve will be a part of the teachers annual trainings. Flagged by Amy Martin 04/07/2025 11:40 AM Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers/teachers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Food service staff/cashiers/teachers should receive training on how to accurately recognize a reimbursable breakfast. Although it was not observed, at breakfast, one teacher told the state agency reviewer that one of the students checked off on the roster only took a juice while another only took a cereal and a juice. Neither of these meals are reimbursable. Meals were not disallowed as the reviewer did not observe this classroom (discussion was in the cafeteria when the teacher returned the roster). Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	MERCER ELEMENTARY SCHOOL-2914	409	05/15/2025	CAP Accepted

MERCER CO SPEC SERV SCH D-02103103 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:24 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by CAMILLE GADIARE 05/13/2025 02:42 PM</p> <p>On April 14, employees were retrained how to correctly record a reimbursable meal on the paper production reports. All paper production will include signatures, portion sizes, and recipes. All meals will be offered the correct daily requirements including all supporting documentation to ensure meal pattern is in compliance. The paper production reports will be filled out in it's entirety leaving no blank sections. Each menu item will be listed with planned portions, portions leftover, and reimbursable portions.</p> <p>Flagged by Amy Martin 04/07/2025 12:13 PM</p> <p>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.</p> <p>During the review week, at lunch, on 2/28/25, apples are listed under the menu items on the production record. However the portions planned, portions leftover, and reimburse able portions are blank, therefore it can not be determined if the apples were offered/served to students. No other fruit was listed as offered per the production records so all 105 meals are disallowed due to missing meal components.</p> <p>In addition, the paper production record for both breakfast and lunch must include portion sizes for all menu items. A signature must also be included for all meals.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	MERCER ELEMENTARY SCHOOL-2914	500	05/15/2025	CAP Accepted

MERCER CO SPEC SERV SCH D-02103103 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/22/2025 08:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by CAMILLE GADIARE 05/13/2025 01:46 PM				
	On May 9th, Offer vs Serve training materials was sent to all teachers and support staff to be reviewed at the staff meeting. The principals will ensure that teaching staff are trained and training materials signed maintained.				
	Flagged by Amy Martin 04/07/2025 12:14 PM				
	At breakfast, the teachers were responsible to distribute the meals and take meal counts. As noted in the previous corrective actions, may issues were present, including meals claimed for reimbursement that did not meet offer versus serve requirements and teachers not offering/distributing all the planned menu components.				
	Teachers are required to have annual Offer versus Serve 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: https://theicn.org/ . Training materials and signed and dated sign-in sheets must be maintained. Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged