

DOVER TOWN BD OF ED-02701110 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA On-Site Monitoring (900)		900		CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:20 PM	CAP Accepted			
			CAP Submitted CATHERINE JENISCH 01/30/2018 01:42 PM	The District did conduct an on-site monitoring at all school locations prior to February 1st. However, only one On-Site Monitoring Form (#292) was prepared for both the breakfast and lunch monitoring. Effective with the 2017/2018 on site monitoring the District will prepare a separate Form #292 for Breakfast and Lunch. This will be completed by February 1, 2018.			
			Flagged Linda Scarpa 12/19/2017 10:54 PM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) must be used. 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. Breakfast onsite review forms were completed on the onsite lunch forms. Seperate forms must be utilized for each meal program reviewed.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126		CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:19 PM	CAP Accepted			
			CAP Submitted CATHERINE JENISCH 01/30/2018 01:52 PM	An additional review by the School Business Administrator will take place in order to prevent future omissions, such as social security number or adult signatures. This will take effect beginning 1/1/2018.			
			Flagged Linda Scarpa 12/19/2017 10:54 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1221		CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/05/2018 12:13 PM	CAP Accepted			
			CAP Submitted CATHERINE JENISCH 01/30/2018 01:47 PM	The District School Business Administrator and Cafeteria Bookkeeper have completed the necessary training required. However, this was not documented in the past. Effective 1/1/2018 these employees will complete the necessary training requirements and also document each training in detail , including date and amount of hours obtained.			
			Flagged Linda Scarpa 12/19/2017 10:54 PM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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/ . 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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