

# CONG OHR ELCHONON-03009671 - 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		126	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:48 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:31 PM	Family was contacted and Application was rectified utilizing income information. This happened on Dec 5, 2017			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	One incorrectly determined application was found during the State Agency review of the selected applications. This application should have been determined denied since it contained a SNAP/TANF case number from another state and no income was provided in lieu of incorrect case number. Error was recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:51 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:41 PM	As Mentioned before, on Dec 13, 2017 we committed to viewing the verification webinar and completing the verification process as mandated			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	The Confirming Official must record on the Verification Tracker and the application the date of the confirmation review. Because no paperwork was provided at review, it was determined that no confirmation review was conducted. 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	On-Site Assessment Tool	Verification		209	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:49 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:35 PM	Dec 13, 2017, it was discussed and understood that the Webinar needs to be viewed before verification to ensure that it is done properly and timely.			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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	On-Site Assessment Tool	Verification		211	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:52 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:41 PM	As Mentioned before, on Dec 13, 2017 we committed to viewing the verification webinar and completing the verification process as mandated			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			

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On-Site Assessment Tool	On-Site Assessment Tool	Verification		215	01/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:47 AM	CAP Accepted		
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:25 PM	Dec, 5, 2017. We will make sure to view webinar and complete verification as mandated		
			Flagged Lorena Paredes 12/08/2017 01:23 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. Because no paperwork was provided at review, it was determined that the Verification Process was not conducted by the 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	CONG OHR ELCHONON	320	01/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:58 AM	CAP Accepted		
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:49 PM	In our school, each teacher keeps a clear record of who is taking meals. As the SA was not in all classes at the same time, it is possible and quite likely that students entered the class after the SA completed her count, and the discrepancy is quite understandable. We can explore other counting methods, but we have found this way to be most accurate. Dec 13, 2017		
			Flagged Lorena Paredes 12/08/2017 01:23 PM	Daily breakfast and lunch meal totals must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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. Fiscal action will be taken. An over claim may be assessed.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	CONG OHR ELCHONON	323	01/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:49 AM	CAP Accepted		
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:33 PM	On Dec 13, 2017 it was discovered that the ADA was not being properly calculated. Training was done, and the submitter is now aware of the correct procedure to calculate the ADA, and that will solve the problem of more students being claimed that the ADA		
			Flagged Lorena Paredes 12/08/2017 01:23 PM	No explanation was given for the free meals claimed exceeding the number of attendance adjusted eligible on 50% or more of the serving days. This indicates a potential flaw in the accountability system and/or the system of updating all documentation. Immediate investigation and explanation is necessary. 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. Fiscal action may be taken. An over claim may be assessed.		

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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	CONG OHR ELCHONON	401	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:56 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:52 PM	On Dec 13, 2017 we retrained all teachers with regard to our Serve policy and the need for students to receive all components in order to be recorded as a reimbursable meal.			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	CONG OHR ELCHONON	403	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:50 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:37 PM	On Dec 6, 2017, we implemented a system to ensure that the kitchen staff will make sure to deliver 2 varieties of milk to all of the classrooms by breakfast and lunch meals.			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	A minimum of two varieties of fluid milk must be offered throughout the lunch meal service in all serving areas. This was inconsistent as not all classrooms had two varieties of milk available for the students to choose from. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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 minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Two varieties of milk were available for those meal served in the lunch room. However, the classrooms did not have two varieties available for the students to choose from. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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	CONG OHR ELCHONON	404	01/08/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:56 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:55 PM	Dec 13, 2017. We will make sure to have the proper signage emphasizing the components of a reimbursable meal.			
			Flagged Lorena Paredes 12/08/2017 01:23 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 even there is no Offer VS Serve as in grades K-5. Posting only a menu does not meet this requirement. For grades 6-8 in which there is OVS, signage needs to be clearer to prevent daily average calories from being exceeded if students take all 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. 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 lunch even if there is no Offer VS Serve. 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	CONG OHR ELCHONON	406	01/08/2018	CAP Removed	
<b>Corrective Action History</b>			CAP Removed Lorena Paredes 12/08/2017 01:15 PM	CAP Removed			
			Flagged Lorena Paredes 12/05/2017 04:30 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	CONG OHR ELCHONON	409	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:56 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:53 PM	Dec 11, 2017. We understand the need to have two separate meal patterns for the different grade groups, and we will rectify the situation by using the appropriate meal pattern and keeping the proper paperwork for each group			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	Although all required meal components were indeed offered to students at breakfast, there are two different menus being served and only one set of production records is being kept. Production records must be maintained when two different menus are being offered to students. 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	CONG OHR ELCHONON	410	01/08/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:47 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:29 PM	Dec 11, 2017. We understand the need to have two separate meal patterns for the different grade groups, and we will rectify the situation by using the appropriate meal pattern and keeping the proper paperwork for each group			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group . Because two different grade groupings are being offered different items at breakfast, and grades are being separated when eating breakfast and lunch, you must follow different meal patterns. The K-8 meal pattern is only for schools in which students cannot be separated into the required grade groups (k-5 and 6-8). Since students can be served separately in their appropriate grade groups, schools must use the required meal pattern for grades k-5 and 6-8. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. 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	CONG OHR ELCHONON	1410	01/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lorena Paredes 12/26/2017 09:50 AM	CAP Accepted			
			CAP Submitted MENACHEM SPIEGEL 12/13/2017 02:39 PM	Dec 12, 2017. We will discuss with our suppliers the need to provide products that are made in the USA. If they are unable to provide said items, we will seek a supplier who is able to.			
			Flagged Lorena Paredes 12/08/2017 01:23 PM	The review of 4 oz. apple juice cups on-site at reviewed schools indicated violations with Buy American. 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.			