## Corrective Action Report

### Infant and Pre-K Meal Pattern

**Site Name:** Kesser Bais Yaakov  
**Question #:** 6  
**Due Date:** 05/03/2019  
**Status:** CAP Accepted

### Corrective Action History

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<td>Lorena Paredes</td>
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<td>CAP Submitted</td>
<td>SIMON BALSAM 04/15/2019 03:57 PM</td>
<td>4/1/2019. We have changed the menu as of April 2019, and grain based desserts will no longer be served as the grain component for pre-school</td>
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<tr>
<td>Flagged Lorena Paredes 04/03/2019 02:22 PM</td>
<td>Grain based desserts no longer count towards the grain component for the preschool meal pattern. 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.</td>
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</table>

### On-Site Assessment Tool - Site

#### Food Safety, Storage and Buy American

**Site Name:** Kesser Bais Yaakov  
**Question #:** 1405  
**Due Date:** 05/03/2019  
**Status:** CAP Accepted

### Corrective Action History

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<td>CAP Submitted</td>
<td>SIMON BALSAM 04/15/2019 03:58 PM</td>
<td>4/1/2019. We will make sure that we have or at least request 2 health inspections per school year</td>
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<td>Flagged Lorena Paredes 04/03/2019 02:25 PM</td>
<td>SFA did not have both food safety inspections for the current school year nor did have documentation indicating that two food safety inspections were requested in the current school year. In addition, two food safety inspections were not conducted in the previous school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected and the date of implementation.</td>
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### On-Site Assessment Tool - Site

#### Meal Counting and Claiming - Review Period

**Site Name:** Kesser Bais Yaakov  
**Question #:** 325  
**Due Date:** 05/03/2019  
**Status:** CAP Accepted

### Corrective Action History

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<td>Lorena Paredes</td>
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<tr>
<td>CAP Submitted</td>
<td>SIMON BALSAM 04/15/2019 04:00 PM</td>
<td>4/1/2019. We are reviewing our procedures for counting and claiming to ensure that it is being done accurately. A additional individual will oversee and review the process to make sure that all is proper and accurate</td>
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<tr>
<td>Flagged Lorena Paredes 04/03/2019 02:26 PM</td>
<td>The system for counting breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action 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 will be taken. An over claim may be assessed.</td>
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### On-Site Assessment Tool - Site

#### Meal Counting and Claiming - Day of Review

**Site Name:** Kesser Bais Yaakov  
**Question #:** 320  
**Due Date:** 05/04/2019  
**Status:** CAP Accepted
Corrective Action History

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<td>Flagged Lorena Paredes 04/03/2019 02:26 PM</td>
<td>Daily breakfast and lunch meal totals, by category, 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.</td>
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On-Site Assessment Tool - Verification

| Corrective Action History      | CAP Accepted Lorena Paredes 04/22/2019 11:20 AM | CAP Accepted        | 211        | 05/03/2019 | CAP Accepted |
| Corrective Action History      | CAP Submitted SIMON BALSAM 04/15/2019 04:03 PM | 4/1/2019. We will view the Verification Webinar before doing the verification for the 2019-2020 school year to make sure that it is being done correctly with all the current forms |            |          |         |
| Corrective Action History      | Flagged Lorena Paredes 04/03/2019 02:27 PM | The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the current 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. |            |          |         |

On-Site Assessment Tool - Verification

| Corrective Action History      | CAP Accepted Lorena Paredes 04/22/2019 11:19 AM | CAP Accepted        | 215        | 05/03/2019 | CAP Accepted |
| Corrective Action History      | CAP Submitted SIMON BALSAM 04/15/2019 04:03 PM | 4/1/2019. We will view the Verification Webinar before doing the verification for the 2019-2020 school year to make sure that it is being done correctly with all the current forms |            |          |         |
| Corrective Action History      | Flagged Lorena Paredes 04/03/2019 02:28 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. 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 Meal Components and Quantities - Day of Review

| Corrective Action History      | Meal Components and Quantities - Day of Review | Kesser Bais Yaakov | 406        | 05/03/2019 | CAP Accepted |
## Corrective Action History

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## Certification and Benefit Issuance

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<td>4/1/2019. We have made the necessary corrections. In addition, we will have another individual review the applications to make sure that they have been determined accurately</td>
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<td>04/03/2019 02:28 PM</td>
<td>During the state agency review of selected denied applications, one determination error was found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required 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.</td>
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**Corrective Action History**

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