

# CLIFTON BD OF ED-03100900 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Meal Counting and Claiming		316	03/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:57 AM	CAP Accepted			
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	The claim will be accurately re-submitted. The visitor button has been removed; therefore, this will not happen again along with cashier training.			
			Flagged Linda Scarpa 02/16/2018 02:31 PM	The district claim for the month of the review was consolidated and submitted incorrectly. In one school, Woodrow Wilson, the Cashier pushed the incorrect button on the cash register for one visiting student. The student should have been claimed as a paid lunch. An accurate claim must be resubmitted for the month of review. Please explain in the Corrective Action, how this error will be prevented in the submission of future claims.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	NUMBER 12	500	03/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:58 AM	CAP Accepted			
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Cashier will be re-trained in the offer versus serve policy.			
			Flagged Linda Scarpa 02/16/2018 02:22 PM	At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. 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. Cashier placed the fruit or vegetable on the tray without asking the student if they desired the component. Therefore, the component was not freely selected by the student.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	NUMBER 12	318	03/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:57 AM	CAP Accepted			
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Teachers are no longer allowed to go into the lines. Kindergarten students will now hold onto their lunch cards and hand them to the cashier at the point of sale.			
			Flagged Linda Scarpa 02/16/2018 02:20 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. 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. Tickets for the Kindergarten students were handed to the cashier at the beginning of the lunch service before it could be determined a reimbursable meal was selected by the student.			

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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 Counting and Claiming - Day of Review	WOODROW WILSON MIDDLE SCH	321		CAP Removed
<b>Corrective Action History</b>			CAP Removed Linda Scarpa 02/16/2018 02:23 PM	CAP Removed		
			Flagged Linda Scarpa 02/10/2018 02:35 PM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	CHRISTOPHER COLUMBUS MID	321		CAP Removed
<b>Corrective Action History</b>			CAP Removed Linda Scarpa 02/16/2018 02:24 PM	CAP Removed		
			Flagged Linda Scarpa 02/07/2018 04:10 PM	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. An acceptable explanation was given		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	NUMBER 8	321		CAP Removed
<b>Corrective Action History</b>			CAP Removed Linda Scarpa 02/16/2018 02:24 PM	CAP Removed		
			Flagged Linda Scarpa 02/07/2018 03:20 PM	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Acceptable explanation was given.		
			Flagged Linda Scarpa 02/07/2018 03:20 PM	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Acceptable explanation was given.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	WOODROW WILSON MIDDLE SCH	325	03/16/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:32 AM	CAP Accepted			
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Since the free visitor button could not be disabled the wording was removed from the tab; therefore, the button is now unusable and cannot be chosen any longer.			
			Flagged Linda Scarpa 02/16/2018 02:19 PM	Lunch 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. 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. Cashier claimed one visitor lunch as a free meal. The cashier accidentally pushed the wrong button.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	WOODROW WILSON MIDDLE SCH	401	03/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:58 AM	CAP Accepted			
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Ensure proper server and cashier training on what a claimable meal is. As well as not allow the teachers in the lines.			
			Flagged Linda Scarpa 02/16/2018 02:21 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. One meal claimed was missing the fruit/vegetable requirement.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	WOODROW WILSON MIDDLE SCH	401	03/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:58 AM	CAP Accepted			
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Ensure proper server and cashier training on what a claimable meal is. As well as not allow the teachers in the lines.			
			Flagged Linda Scarpa 02/16/2018 02:21 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. One meal claimed was missing the fruit/vegetable requirement.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 12	401	03/16/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:41 AM	CAP Accepted		
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Ensure proper server and cashier training on what a claimable meal is. As well as not allow the teachers in the lines.		
			Flagged Linda Scarpa 02/16/2018 02:21 PM	Students must take the required number of components for breakfast AND 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. 3 lunches claimed were missing the required fruit or vegetable component. 1 breakfast claimed was missing the required fruit or vegetable component.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 12	401	03/16/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:41 AM	CAP Accepted		
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Ensure proper server and cashier training on what a claimable meal is. As well as not allow the teachers in the lines.		
			Flagged Linda Scarpa 02/16/2018 02:21 PM	Students must take the required number of components for breakfast AND 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. 3 lunches claimed were missing the required fruit or vegetable component. 1 breakfast claimed was missing the required fruit or vegetable component.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 12	404	03/16/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:59 AM	CAP Accepted		
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Signs have been posted in all serving locations including every classroom where feeding is taking place. This has been implemented as of February 2018.		
			Flagged Linda Scarpa 02/16/2018 02:23 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 lunch. 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.		
			Flagged Linda Scarpa 02/07/2018 02:54 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 lunch. 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.		
			Flagged Linda Scarpa 02/07/2018 02:54 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 lunch. 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	On-Site Assessment Tool	Professional Standards		1221	03/16/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 03/20/2018 09:57 AM	CAP Accepted		
			CAP Submitted MICHAEL UCCI 03/14/2018 02:01 PM	Administrative and other professional staff will be trained by the business office and food service management company through online sessions and workshops to ensure everyone meets professional standard training requirements. Implementation was conducted in February 2018 and Pomptonian attends NLSP bi-monthly training.		
			Flagged Linda Scarpa 02/16/2018 02:20 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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..		