

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Verification		215	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:08 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/06/2018 02:42 PM	For the 2018-2019 The SFA is implementing an updated procedure to ensure the verification process is completed correctly before November 15th 2018 The appropriate forms and documents will be used and saved to prove completion of the process.			
			Flagged Kristin Lawton 08/02/2018 10:43 AM	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. Because there was no written documentation with the signatures from the Confirming and Verifying Officials, there is no concrete evidence that Verification was completed.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		124	09/04/2018	CAP Removed	
Corrective Action History			CAP Removed Elizabeth Gartlan 07/26/2018 03:55 PM	CAP Removed			
			Flagged Elizabeth Gartlan 07/26/2018 03:33 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	The Jardine Academy	402	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:09 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 10:03 AM	As of August the 3rd only Chicken nuggets with whole grain breading will be purchased. Additional steps will be in place to monitor menu items to ensure they meet meal requirements. (checking labels, ingredients and making sure they are CN approved			
			Flagged Kristin Lawton 08/02/2018 10:43 AM	<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (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. In this case, the daily alternate chicken nugget entree must contain the minimum amount of grains (see the Weekly Meal Pattern for the appropriate age groups).</p> <p>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.</p>			

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	The Jardine Academy	901	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:10 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 10:04 AM	Starting with the 2018-2019 school year, the SFA will conduct the on-site accountability review each year before February 1st. The members of the SFA , principal, food manager, administrative assistant will hold monthly meetings beginning in September to ensure that all time sensitive materials are addressed appropriately and given the attention that they are due. All forms will be maintained in the Food and Nutrition binder that is housed in the administrative assistant's office.			
			Flagged Kristin Lawton 08/02/2018 10:43 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. Technical Assistance was provided during the on-site review of both breakfast and lunch service to instruct staff on how to complete this review. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming		302	09/04/2018	CAP Removed	
Corrective Action History			CAP Removed Kristin Lawton 06/26/2018 11:20 AM	CAP Removed			
			Flagged CYNTHIA ISAKSEN 09/25/2017 09:00 PM				
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		121	09/04/2018	CAP Removed	
Corrective Action History			CAP Removed Kristin Lawton 06/26/2018 11:19 AM	CAP Removed			
			Flagged CYNTHIA ISAKSEN 09/29/2017 04:28 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	The Jardine Academy	407	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:10 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 10:04 AM	<p>Beginning with the 2018-2019 school year menus will be reviewed and changed including alternate meal selections to ensure that they provide a reimbursable meal. A list of the approved alternate meals will be provided to all kitchen staff as well as class staff when making the alternate meal choice. All menus will be approved during the regular monthly meetings.</p> <p>The kitchen will regularly make available whole grain pasta and an alternate vegetable for the alternate meal.</p>			
			Flagged Kristin Lawton 08/02/2018 10:44 AM	<p>When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group 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.</p> <p>In this case, chicken nuggets are offered as a daily alternative to the main entree. However, there was one meal served which contained the following: chicken nuggets, mashed potatoes, and peas. This meal does not have a sufficient quantity of grains (the breading on the chicken nuggets counts toward the daily grain minimum). An idea to correct this in the future could be to offer a whole grain roll or whole grain pasta (may be easier for students with chopped/pureed diets) with the chicken nugget alternative meal instead of a mashed potato.</p>			

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1221	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:11 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:35 AM	Beginning with the 2018-2019 on September 4th. The Civil Rights training will be added to the agenda of the annual School Staff Orientation. This will become part of our annual training packet. A staff list of attendance will be kept annually. As new employees come on board and go through their orientation program the Civil Rights training will be added to the individual agenda and check off list as well.			
			Flagged Kristin Lawton 08/02/2018 10:44 AM	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. All staff working directly with the students with regards to the School Nutrition Programs must have annual Civil Rights training. 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	The Jardine Academy	410	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:11 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 10:05 AM	<p>As of July 16th 2018, Production records are being kept daily. The initial records produced were sent to the Dept. of Agriculture for review and approval.</p> <p>As of July 16th 2018 measures have been taken to retain copies of all labels of products used. These labels will be kept within the kitchen as part of the inventory</p>			
			Flagged Kristin Lawton 08/02/2018 10:44 AM	<p>At breakfast and lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. 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.</p> <p>Production records have not been maintained during the review period and earlier, which are essential to ensure that the proper quantities are being served both daily and weekly, according to the quantities listed on the Breakfast and Lunch Meal Patterns.</p>			
Sites (S)	S-1	S-1	The Jardine Academy	11	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:12 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 10:06 AM	<p>As of August 3rd all products ordered have been in compliance with the whole wheat requirement.</p> <p>Menus have been reviewed and adjusted accordingly</p>			
			Flagged Kristin Lawton 08/02/2018 10:44 AM	7/12/18 Lunch: The alternative meal was missing a whole grain component at point of service. One meal of chicken nugget with no grain was served.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:12 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 10:09 AM	As of July 30th 2018 (some were corrected earlier) All applications were corrected. Staff participated in a webinar training on August 9th 2018 and additional training of the School database where data is inputted was also provided to ensure the correct information gets inputted and reviewed regularly.			
			Flagged Kristin Lawton 08/02/2018 10:44 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	The Jardine Academy	400	09/04/2018	CAP Removed	
Corrective Action History			CAP Removed Kristin Lawton 07/18/2018 11:33 AM	CAP Removed			
			Flagged Kristin Lawton 07/18/2018 09:21 AM	The 3 required meal components for breakfast must be available on every serving line/serving area prior to the beginning and during the entire meal service. In this instance, the blueberry muffin was not whole grain rich, so while the meals did contain a grain component, the meals served for breakfast on day of review were missing a Whole Grain Rich component. This has been addressed via technical assistance during the on-site review. Going forward, all grains offered on the menu must be whole grain rich (meaning that each item must have "whole grain flour" or "whole wheat flour" as the first ingredient). Additionally, accurate production records must be kept and should be used to plan appropriate number of items and quantities of meal 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:12 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/17/2018 03:02 PM	The SA was able to explain to the SFA staff how to correct the errors made. During the 2018-2019 school year verification process which will take place during the verification time between October 31-November 30th with Part 1 being completed as early as possible. The SFA will ensure that error prone applications are randomly selected first and if there aren't any error prone than a random application will be chosen from free and reduced approved applications.			
			Flagged Kristin Lawton 08/02/2018 10:45 AM	The staff Applications selected for verification must be chosen randomly from Error Prone applications, and must be Free or Reduced. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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	Certification and Benefit Issuance		138	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:13 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/17/2018 03:05 PM	All applications were corrected by July 30th (most were earlier) The staff reviewed the use of the Database system and identified the areas that need to be updated in order to ensure that only the new school year information is available. Additional precautionary measures including having a second person review the determinations will occur before and after the 30 day carryover period.			
			Flagged Kristin Lawton 08/02/2018 10:45 AM	Direct Certification will be run in July 2019 to begin the process earlier in order to determine who needs a new application.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	The Jardine Academy	1404	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:14 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:42 AM	State inspector came on 7/23/18 She verbally confirmed that moving forward she will begin coming twice a year. She stated she will be back again in December 2018 for the second inspection.			
			Flagged Kristin Lawton 08/02/2018 10:45 AM	SFA did not have both food safety inspections for the current school year. SFA stated they did not know they were required to have two per year, but will do so in the future. Documentation was provided showing an email request for an inspection, sent on 7/11/2018.			
		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.					
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	The Jardine Academy	411	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:15 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:46 AM	As of August 3rd 2018 All alternate meals have been reevaluated in order to ensure they meet requirements. A log will be kept daily to document what the alternate meal components for that day will include.			
			Flagged Kristin Lawton 08/02/2018 10:45 AM	<p>When making substitutions to the planned breakfast or lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group 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.</p> <p>Alternate meals are provided for students, which is acceptable. However, these meals must contain all of the required components (see Breakfast and Lunch meal patterns). All items served, their quantities, and how they credit must be documented on the daily production records.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	The Jardine Academy	1410	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:19 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:50 AM	<p>As of August 3rd 2018 The vendor was notified to change the carrot brand to ensure the carrots are grown in USA. The SFA will submit the appropriate documentation in September 2018 to the state agency in order to continue to purchase mandarin oranges and pineapples.</p> <p>The SFA will make note of all brands used and only purchase those that are from USA producers.</p>			
			Flagged Kristin Lawton 08/02/2018 10:45 AM	<p>The review of products on-site at reviewed schools or at off-site storage facilities 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.</p> <p>Diced carrots from Canada were found, as well as Mandarin oranges from China. Going forward, please take appropriate measures to ensure items are a product of the United States. In the case of a fruit not grown in the US, such as Mandarin oranges or pineapple, please submit appropriate documentation to the State Agency.</p>			

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Sites (S)	S-1	S-1	The Jardine Academy	15	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:19 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:53 AM	As of July 16th 2018 production records have been kept on a daily basis. The SFA sent a weeks worth of production records to the SA and were provided positive feedback. The SFA will continue to keep records as required.			
			Flagged Kristin Lawton 08/02/2018 10:45 AM	Month of May was the Review Period: The SFA was unable to produce any documentation and production record of there service. There are no production records on file demonstrating how meals offered to students met meal pattern requirements. Other documentation, like invoices, menu worksheet and menus, were not acceptable documentation. Training was provided on site (7/13/18) and SA requested a week of production records for breakfast and lunch for the week of July 16 by the food service director.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	09/04/2018	CAP Rejected	
Corrective Action History			CAP Rejected Kristin Lawton 08/30/2018 03:19 PM	Thank you for the details included in your CAP submissions. I wanted to use this as an opportunity to clarify the Verification deadline. The Process of Verification (contacting and getting a response from the household) should be completed by November 15th. Reporting this information in the Verification Collection Report on SNEARS is due by November 30th. Thank you!			
			CAP Submitted CYNTHIA ISAKSEN 08/17/2018 03:10 PM	The Verification Tracker will be used and additional staff will review that the Confirming Official has recorded the information correctly. Staff will be attending the webinar on August 21 2018 Verification process will take place and be completed no later than November 30th 2018			
			Flagged Kristin Lawton 08/02/2018 10:46 AM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:16 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:54 AM	During the on site review, Dept of Agriculture instructed SFA staff on how to perform the On site review. The on-site review is scheduled to be completed on or before December 15 2018. In order to have time to review and make corrective actions before February 1 2019			
			Flagged Kristin Lawton 08/02/2018 10:46 AM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch and breakfast programs under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) 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.			

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Maintenance of Non-Profit School Food Service Account		700	09/04/2018	CAP Removed
Corrective Action History			CAP Removed Kristin Lawton 06/26/2018 11:29 AM	CAP Removed		
			Flagged Kristin Lawton 06/26/2018 10:34 AM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	The Jardine Academy	401	09/04/2018	CAP Accepted
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:16 PM	CAP Accepted		
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:56 AM	As of August 3rd 2018 Menus and products have been reviewed and will only contain whole grain rich ingredients.		
			Flagged Kristin Lawton 08/02/2018 10:47 AM	<p>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. 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.</p> <p>In this case, chicken nuggets are offered as a daily alternative to the main entree. However, there was one meal served which contained the following: chicken nuggets, mashed potatoes, and peas. This meal is missing a grain component, because the breading on the chicken nuggets is not Whole Grain Rich. An idea to correct this in the future could be to offer a whole grain roll or whole grain pasta (may be easier for students with chopped/pureed diets) with the chicken nugget alternative meal instead of a mashed potato.</p>		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	The Jardine Academy	409	09/04/2018	CAP Accepted

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:16 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:59 AM	As of July 16th 2018 the SFA has been keeping production records daily. Records were reviewed by the SA and deemed acceptable.			
			Flagged Kristin Lawton 08/02/2018 10:47 AM	<p>At breakfast and 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. 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.</p> <p>For both breakfast and lunch, there were no production records kept on file. Due to this issue, there was no documentation for the review period that reimbursable meals were served daily. Technical assistance was provided on how to complete production records, starting with the day of review, 7/13/2018.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		207	09/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:15 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/16/2018 09:59 AM	Beginning with the 2018-2019 school year. The SFA will review and follow all guidelines established in the Eligibility Manual for School Meals. Staff involved will view the recorded Verification webinar during the September 4-5 Orientation Days. Attendance of the training will be documented.			
			Flagged Kristin Lawton 08/02/2018 10:47 AM	<p>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..Describe in the CAP how this will be corrected.</p> <p>A verbal statement was given that a Verification attempt was made; however, there was no written documentation and/or Verification Tracker. Therefore, there was no signature of the Confirming Official or Verifying Official to confirm that a confirmation review took place.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1219	09/04/2018	CAP Accepted	

CEREBRAL PALSY LEAGUE OF-04009038 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 08/30/2018 03:15 PM	CAP Accepted			
			CAP Submitted CYNTHIA ISAKSEN 08/17/2018 03:09 PM	Training hours will be kept in a training log. Staff sign in sheets will be used as documentation to prove attendance. All pertinent information will be documented. In September Civil Rights training will commence on Sept 4 and 5 2018 for the different staff groups. Additional staff training topics will be discussed at the first meeting of the Lunch Program Administration Staff to determine what topics will be covered during the school year professional development opportunities.			
			Flagged Kristin Lawton 08/02/2018 10:46 AM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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		1216	09/04/2018	CAP Removed	
Corrective Action History			CAP Removed Kristin Lawton 08/02/2018 10:46 AM	CAP Removed			
			Flagged Kristin Lawton 07/27/2018 09:57 AM	<p>School Nutrition Program directors are required to complete at least 12 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/.</p> <p>Food Service Director renewed ServSafe training and attends the annual School Nutrition Association conference in Atlantic City. Records of completing these, as well as any other trainings, must be logged annually.</p> <p>Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>			