

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

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	CHARLES H. STILLMAN	402	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:41 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:47 PM	The dinner roll was unintentionally cut off when the menu import populated the menu. although the dinner roll was correctly on the Food Production Worksheet, it was not served. Going forward, all menus and food production records will be more carefully scrutinized for completeness/accuracy.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:06 AM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	WASHINGTON	901	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:41 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 11:55 AM	Going forward, there will be an additional administrative component of on-site review procedures.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	<p>Although the On-Site Reviews were completed prior to February 1st, the following information was missing:</p> <p>-For NSLP: Name and Title of Reviewers, Name and Title of Individuals Interviewed, Today's Meal Counts by Category</p> <p>-For SBP: Name and Title of Individuals Interviewed, Today's Meal Counts by Category.</p> <p>All required information must be completed prior to February 1st.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CHARLES H. STILLMAN	1403	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:41 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	<p>SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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>The school has food safety briefing which is conducted daily. The high school has the Food Safety Plan and HACCP. Posters about food safety and procedures were in the kitchen.</p>		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CHARLES H. STILLMAN	1403	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:41 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	<p>SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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>The school has food safety briefing which is conducted daily. The high school has the Food Safety Plan and HACCP. Posters about food safety and procedures were in the kitchen.</p>		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CHARLES H. STILLMAN	1403	05/25/2018	CAP Accepted

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:41 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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. The school has food safety briefing which is conducted daily. The high school has the Food Safety Plan and HACCP. Posters about food safety and procedures were in the kitchen.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1403	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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	EVERGREEN	1403	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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	EVERGREEN	1403	05/25/2018	CAP Accepted

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:07 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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	WASHINGTON	1403	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:08 AM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WASHINGTON	1403	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:08 AM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WASHINGTON	1403	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:27 AM	A copy of the HACCP Operations plan has been printed and is available in each school's food service area or kitchen, as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:08 AM			

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1406	05/25/2018	CAP Removed
Corrective Action History			CAP Removed Corinne Santos-Hernandez 04/25/2018 10:08 AM	CAP Removed		
			Flagged Fatima Malik 04/17/2018 11:41 AM	SFA has a written food safety plan, but was not available at each school food preparation site and/or documented standard operating procedures (SOPs) were either not developed or were not site specific. The HACCP Binder was not provided at the onsite review at Evergreen. The Assistant Food Service Director told us that it is only available at the high school. 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	CHARLES H. STILLMAN	407	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:11 PM	Menus will be reviewed to ensure all items/components are listed. Random "what make a meal" quizzing will be conducted.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:09 AM	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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	CHARLES H. STILLMAN	318	05/25/2018	CAP Accepted

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:04 PM	Cashier will remain at the register at all times during the meal service to ensure that student identification and meal accuracy are confirmed.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:09 AM	<p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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 under claim may be assessed.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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 under claim may be assessed.</p> <p>School was short staff. Kristin and I observed the cashier multi-tasking at the cash register and leaving the area to work in the kitchen. The kitchen manager assisted a few time at the registered, however, the register did not have coverage for a period. At Lunch on 4/16/18 five students typed their pin in the pin pad and pin was not found however since there was no cashier to help the students, the students continued through the line without being charged. Also, one student walked through the service line without putting his pin number in the system. At breakfast on 4/17/18 two students walk through the service line without putting their pin in the system.</p>		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	CHARLES H. STILLMAN	318	05/25/2018	CAP Accepted

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:04 PM	Cashier will remain at the register at all times during the meal service to ensure that student identification and meal accuracy are confirmed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:09 AM	<p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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 under claim may be assessed.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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 under claim may be assessed.</p> <p>School was short staff. Kristin and I observed the cashier multi-tasking at the cash register and leaving the area to work in the kitchen. The kitchen manager assisted a few time at the registered, however, the register did not have coverage for a period. At Lunch on 4/16/18 five students typed their pin in the pin pad and pin was not found however since there was no cashier to help the students, the students continued through the line without being charged. Also, one student walked through the service line without putting his pin number in the system. At breakfast on 4/17/18 two students walk through the service line without putting their pin in the system.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	CHARLES H. STILLMAN	318	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:42 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:04 PM	Cashier will remain at the register at all times during the meal service to ensure that student identification and meal accuracy are confirmed.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:09 AM	<p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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 under claim may be assessed.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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 under claim may be assessed.</p> <p>School was short staff. Kristin and I observed the cashier multi-tasking at the cash register and leaving the area to work in the kitchen. The kitchen manager assisted a few time at the registered, however, the register did not have coverage for a period. At Lunch on 4/16/18 five students typed their pin in the pin pad and pin was not found however since there was no cashier to help the students, the students continued through the line without being charged. Also, one student walked through the service line without putting his pin number in the system. At breakfast on 4/17/18 two students walk through the service line without putting their pin in the system.</p>		

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

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	EVERGREEN	318	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:02 PM	Evergreen is appropriately staffed. Cashier re-training has been conducted for substitute cashier with direction to remain at the station throughout the meal service, thereby ensuring accurate student identification and meal claiming.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:10 AM	There were 21 underclaims observed. Evergreen seemed to be understaffed because they had one cashier working with two PIN pads. Furthermore, a lot of the students did not know their PIN. Students put in the wrong PIN and walked away without the cashier realizing. The cashier was also multitasking which caused her to miss students walking past her without inputting their PIN. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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 - Day of Review	EVERGREEN	318	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:02 PM	Evergreen is appropriately staffed. Cashier re-training has been conducted for substitute cashier with direction to remain at the station throughout the meal service, thereby ensuring accurate student identification and meal claiming.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:10 AM	There were 21 underclaims observed. Evergreen seemed to be understaffed because they had one cashier working with two PIN pads. Furthermore, a lot of the students did not know their PIN. Students put in the wrong PIN and walked away without the cashier realizing. The cashier was also multitasking which caused her to miss students walking past her without inputting their PIN. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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 - Day of Review	EVERGREEN	318	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:02 PM	Evergreen is appropriately staffed. Cashier re-training has been conducted for substitute cashier with direction to remain at the station throughout the meal service, thereby ensuring accurate student identification and meal claiming.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:10 AM	There were 21 underclaims observed. Evergreen seemed to be understaffed because they had one cashier working with two PIN pads. Furthermore, a lot of the students did not know their PIN. Students put in the wrong PIN and walked away without the cashier realizing. The cashier was also multitasking which caused her to miss students walking past her without inputting their PIN. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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 - Day of Review	WASHINGTON	318	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:18 PM	Cashier will remain at the register at all times during meal service to ensure that student identify and meal accuracy are confirmed.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:14 AM	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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	WASHINGTON	318	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:18 PM	Cashier will remain at the register at all times during meal service to ensure that student identify and meal accuracy are confirmed.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:14 AM	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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	WASHINGTON	318	05/25/2018	CAP Accepted

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:18 PM	Cashier will remain at the register at all times during meal service to ensure that student identify and meal accuracy are confirmed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:14 AM	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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	CHARLES H. STILLMAN	410	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:08 PM	See response on previous page (question 410)			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:24 AM	At breakfast, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. 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. Review period breakfast: Aunt Jermaina Pancakes correct portion size is three pancakes; however, the documented production record indicates two pancakes are being served.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	CHARLES H. STILLMAN	410	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:43 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:08 PM	See response on previous page (question 410)			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:24 AM	<p>At breakfast, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. 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.</p> <p>Review period breakfast: Aunt Jermaina Pancakes correct portion size is three pancakes; however, the documented production record indicates two pancakes are being served.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	EVERGREEN	410	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:44 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:07 PM	The bread/grain performance standard indicates the following "SFA's have the option to choose the crediting method that best fits the specific needs of the menu planner. For the pancakes, the crediting method chosen is the one based on grams of creditable grain. The performance standard attached to the spec. is based on the grams of creditable grain and supports the statement that 1 pancake is 1 oz. equivalent grain." see attached label.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:16 AM	At breakfast, 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	EVERGREEN	410	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:44 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:07 PM	The bread/grain performance standard indicates the following "SFA's have the option to choose the crediting method that best fits the specific needs of the menu planner. For the pancakes, the crediting method chosen is the one based on grams of creditable grain. The performance standard attached to the spec. is based on the grams of creditable grain and supports the statement that 1 pancake is 1 oz. equivalent grain." see attached label.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:16 AM	At breakfast, 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.			
Sites (S)	S-1	S-1	CHARLES H. STILLMAN	11	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:44 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:02 PM	Cashier will remain at her register at all times during meal service to ensure that student identity and meal accuracy are confirmed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:16 AM	<p>The following missing meal components were observed:</p> <p>SBP:</p> <ul style="list-style-type: none"> -1 meal was served with no fruit (cereal, cheese stick, and milk) -2 meals were served with no fruit or cheese stick (cereal and milk) -1 meal served was only juice -2 meals served were missing a grain (1 juice and cheese stick, and 1 fruit and cheese stick) <p>The number of incomplete meals for breakfast can be attributed to lack of staff at the register to observe the Point of Service (POS) for the majority of the meal service time.</p>			
Sites (S)	S-1	S-1	EVERGREEN	11	05/25/2018	CAP Removed	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Removed Fatima Malik 04/17/2018 01:45 PM	CAP Removed		
			Flagged Fatima Malik 04/17/2018 01:15 PM	A total of 446 meals served were missing components. Chicken drumstick documents 0.75 whole grain from the production record however dinner roll needs to be served to meet minimum grain requirement. No dinner roll was served at lunch. Free: 392 Reduced: 20 Paid: 34		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:44 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 11:54 AM	Corrections made 4/19/2018. Going forward, there will be an additional administrative review component of applications.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:16 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	On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:44 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/22/2018 10:28 AM	A site-specific HACCP Operations plan is available in school's food service area or kitchen as applicable.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:17 AM	A copy of the written HACCP food safety plan must be available at each school. 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.		

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

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	CHARLES H. STILLMAN	400	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:01 PM	Menus will be reviewed to ensure all items/components are listed. Random "what makes a meal" quizzing will be conducted throughout the District.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:17 AM	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate 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 - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	EVERGREEN	400	05/25/2018	CAP Removed	
Corrective Action History			CAP Removed Fatima Malik 04/17/2018 12:51 PM	CAP Removed			
			Flagged Fatima Malik 04/17/2018 12:10 PM	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. Production record states that dinner roll was served but at the onsite review no dinner roll was present during lunch. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate 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 - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1407	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 11:59 AM	We will validate that temperatures are taken daily with management follow-up. Documented performance management will be administered if failure to correct.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:17 AM	Although the April temperature logs were available they were incomplete. The closing temperature on Thursday, April 12th was not filled out and the temps were not taken on Friday, April 13th. Temperature logs must be completed, maintained and filed for each school service site. 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	CHARLES H. STILLMAN	1404	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:48 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:18 AM	<p>SFA did not have both food safety inspections for the current 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.</p> <p>SFA did not have documentation indicating that two food safety inspections were requested in the current 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. SFA did not have both food safety inspections for the current 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.</p> <p>The most current inspection date was 4/21/17. SFA did not have a safety inspection for this current school year. Also, they did not have two inspection for this school year nor for the previous school year. The SFA did not have any documentation requesting two inspections for the school year.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CHARLES H. STILLMAN	1404	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:48 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:18 AM	<p>SFA did not have both food safety inspections for the current 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.</p> <p>SFA did not have documentation indicating that two food safety inspections were requested in the current 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. SFA did not have both food safety inspections for the current 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.</p> <p>The most current inspection date was 4/21/17. SFA did not have a safety inspection for this current school year. Also, they did not have two inspection for this school year nor for the previous school year. The SFA did not have any documentation requesting two inspections for the school year.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CHARLES H. STILLMAN	1404	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:48 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:18 AM	<p>SFA did not have both food safety inspections for the current 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.</p> <p>SFA did not have documentation indicating that two food safety inspections were requested in the current 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. SFA did not have both food safety inspections for the current 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.</p> <p>The most current inspection date was 4/21/17. SFA did not have a safety inspection for this current school year. Also, they did not have two inspection for this school year nor for the previous school year. The SFA did not have any documentation requesting two inspections for the school year.</p>			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1404	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:49 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	<p>SFA did not have documentation indicating that two food safety inspections were requested in the current 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. SFA did not have both food safety inspections for the current 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.</p>			

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1404	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:49 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	SFA did not have documentation indicating that two food safety inspections were requested in the current 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. SFA did not have both food safety inspections for the current 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1404	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:45 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:49 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	SFA did not have documentation indicating that two food safety inspections were requested in the current 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. SFA did not have both food safety inspections for the current 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WASHINGTON	1404	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:46 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:49 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	SFA did not have both food safety inspections for the current 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.			

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WASHINGTON	1404	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:46 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:49 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	SFA did not have both food safety inspections for the current 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WASHINGTON	1404	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:46 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:49 PM	We will ensure that 2 food safety inspections are conducted each year by communicating that expectation in writing to the City of Plainfield Health Dept.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	SFA did not have both food safety inspections for the current 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WASHINGTON	1410	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:46 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 12:00 PM	Documentation that a cost effective solution was not available will be provided for the tuna. Mustard powder was destroyed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:20 AM	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.			
Sites (S)	S-1	S-1	CHARLES H. STILLMAN	10	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:46 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:08 PM	Cashier will remain at the register at all times during meal service to ensure that student identity and meal accuracy are confirmed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:21 AM	During the second and third lunch periods, the staff walked away from the Point of Service (POS). During this time, Offer Vs Serve could not be correctly implemented. There were also approximately 5 students that did not enter correct PINs and then walked away from the register.			
Sites (S)	S-1	S-1	CHARLES H. STILLMAN	10	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:46 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:08 PM	Cashier will remain at the register at all times during meal service to ensure that student identity and meal accuracy are confirmed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:21 AM	During the second and third lunch periods, the staff walked away from the Point of Service (POS). During this time, Offer Vs Serve could not be correctly implemented. There were also approximately 5 students that did not enter correct PINs and then walked away from the register.			
Sites (S)	S-1	S-1	EVERGREEN	10	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:09 PM	Evergreen is appropriately staffed. Cashier retraining has been conducted with direction to remain at the station throughout meal service. We will also conduct a meeting with the Principal regarding student pin process.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:21 AM	There were 21 underclaims observed. Evergreen seemed to be understaffed because they had one cashier working with two PIN pads. Furthermore, a lot of the students did not know their PIN. Students put in the wrong PIN and walked away without the cashier realizing the error message. The cashier was also multitasking which caused her to miss students walking past her without inputting their PIN.			

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Sites (S)	S-1	S-1	EVERGREEN	10	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:09 PM	Evergreen is appropriately staffed. Cashier retraining has been conducted with direction to remain at the station throughout meal service. We will also conduct a meeting with the Principal regarding student pin process.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:21 AM	There were 21 underclaims observed. Evergreen seemed to be understaffed because they had one cashier working with two PIN pads. Furthermore, a lot of the students did not know their PIN. Students put in the wrong PIN and walked away without the cashier realizing the error message. The cashier was also multitasking which caused her to miss students walking past her without inputting their PIN.		
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	05/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted		
			CAP Submitted BONNIE CUMMINGS 05/02/2018 11:57 AM	As of 5/1/2018 there will be an additional administrative component of on-site accountability reviews.		
			Flagged Corinne Santos-Hernandez 04/25/2018 10:21 AM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP and Lunch On-Site Monitoring Form (#292 and #142) must be used. Forms 292 and 142 were both completed prior to February 1st however, there were information that were not completed. Missing signatures and number of students approved by category was not completed on the forms. 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	EVERGREEN	320		CAP Removed

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Removed Fatima Malik 04/17/2018 11:45 AM	CAP Removed			
			Flagged Fatima Malik 04/17/2018 11:26 AM	Daily 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, must be corrected. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness		1005	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 11:46 AM	As of 5/15/2018, the wellness assessment tool has been completed.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:21 AM	A copy of the most recent local wellness policy can be viewed on the district's website. However, the most recent local wellness assessment tool was not available at the time of review.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	EVERGREEN	1405	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/07/2018 12:50 PM	We will ensure that the most recent health inspection certificate is current and posted.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:23 AM	An outdated food safety inspection report (11/2/2016) was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	EVERGREEN	401	05/25/2018	CAP Accepted	

PLAINFIELD BD OF ED-03904160 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 03:18 PM	Menus will be reviewed to ensure all items/components are listed. Random "what makes a meal" quizzing will be conducted throughout the District.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:22 AM	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. Chicken drumstick documents 0.75 whole grain from the production record however dinner roll needs to be served to meet minimum grain requirement. No dinner roll was served at lunch. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:47 AM	CAP Accepted			
			CAP Submitted BONNIE CUMMINGS 05/02/2018 11:52 AM	As of 5/1/2018 the District will post the USDA brochure on the District's website. Additionally, the Plainfield Recreation Dept. will share the brochure with eligible families.			
			Flagged Corinne Santos-Hernandez 04/25/2018 10:22 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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	EVERGREEN	409		CAP Removed	
Corrective Action History			CAP Removed Corinne Santos-Hernandez 04/20/2018 12:08 PM	CAP Removed			
			Flagged Fatima Malik 04/17/2018 12:04 PM	At 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. Chicken drumstick documents 0.75 whole grain from the production record but recipe states 0 oz eq. Therefore whole grain dinner roll should be served with chicken drumstick to complete 2.0 oz eq for whole grain. 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.			