

UNION BD OF ED-03905290 - 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	BURNET MIDDLE SCHOOL	402	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/06/2018 10:50 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 08:33 AM	For the remainder of the year a breadstick was offered each day. Moving forward for the 18-19 school year a breadstick or dinner roll will be offered with every lunch every day at every school.			
			Flagged Erlisa Levin 06/03/2018 12:38 PM	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, 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. 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	BURNET MIDDLE SCHOOL	410	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/06/2018 10:50 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 08:36 AM	For the remainder of the year a breadstick was offered each day. Moving forward for the 18-19 school year a breadstick or dinner roll will be offered with every lunch every day at every school.			
			Flagged Erlisa Levin 06/03/2018 12:38 PM	At lunch, 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. At 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	UNION SENIOR HIGH	410	06/29/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:20 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 08:36 AM	For the remainder of the year a breadstick was offered each day. Moving forward for the 18-19 school year a breadstick or dinner roll will be offered with every lunch every day at every school.			
			Flagged Dianne Kennedy 05/31/2018 11:28 AM	<p>At lunch, 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>APRIL 9-13 WAS THE REVIEW PERIOD. USDA MENU WORKSHEET REVEALED THAT THE GRAIN COMPONENT DID NOT MEET THE DAILY LUNCH MEAL PATTERN FOR 9-12 GRADE GROUP ON 4/13/18. ON 4/13/18 PRODUCTION RECORD, IT INDICATED THAT ALL MEAL COMPONENTS WERE AVAILABLE, HOWEVER, IT WAS NOT ENOUGH TO BE OFFERED TO ALL ELIGIBLE STUDENTS. ALSO, THE GRAIN COMPONENT THAT WAS OFFERED WAS NOT AVAILABLE FOR ALL STUDENTS IF THEY WENT IN THE MAIN ENTRÉE LINE. THE GRAIN COMPONENT WAS PREPACKAGED IN A SALAD AND/OR WAS IN ANOTHER ENTRÉE (PIZZA AND SANDWICHES).</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:20 AM	CAP Accepted			
			CAP Submitted MARGARET BERRY 06/14/2018 10:52 AM	Determining official will review applications for SS# and HH size and contact applicants appropriately			
			Flagged Erlisa Levin 06/03/2018 12:38 PM				
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards		1201	06/29/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:20 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 02:08 PM	Employees & training have been updated for the entire district..			
			Flagged Erlisa Levin 06/03/2018 12:38 PM	please update the employees for the entire district, FT, part-time and managers in team work			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	04/11/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lisa Garland 04/04/2018 11:37 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 04/04/2018 10:57 AM	Going forward the school district will properly complete the non - program food revenue tool annually. We will ensure that the non program revenue tool will match the figures to our Exhibit B5 and include all of its non program food revenues and costs and its calculation period. This will be monitored by Gregg Brennan (BA). This will be implemented starting September 2018.			
			Flagged Lisa Garland 04/04/2018 10:40 AM	<p>Finding: Revenue from Non-program Foods</p> <p>The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation.</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p>			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School	BURNET MIDDLE SCHOOL	1105	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:21 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 08:41 AM	All a la carte snack items will be assessed (using the Smart Snack Calculator) for the 18-19 school year. We will ensure that each item sold will meet the Smart Snack requirements for each grade level.			
			Flagged Erlisa Levin 06/03/2018 12:38 PM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness		1000	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:21 AM	CAP Accepted			
			CAP Submitted MARGARET BERRY 06/27/2018 09:20 AM	The wellness committee will meet this summer and update the wellness policy in coordination with the new standards as well as take into consideration the wellness policy assessment tool. We will update the district website to reflect these corrections as well as advertise to the community programs the district is coordinating to incorporate wellness in the township.			
			Flagged Erlisa Levin 06/03/2018 12:38 PM	The LWP is out of date, still has food of minimal nutritional value included which has been replaced by the Smart snacks in the HHFKA			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness		1006	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:21 AM	CAP Accepted			
			CAP Submitted MARGARET BERRY 06/27/2018 09:21 AM	When the committee meets we will disseminate the information electronically through the district website as well as post a copy of the updated assessment in each schools bulletin board to inform the public of the updates, changes or additions to the wellness policy.			
			Flagged Erlisa Levin 06/03/2018 12:38 PM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web 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.			
				Please provide the updated wellnees policy evaluation, when the LWP is updated.			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	BURNET MIDDLE SCHOOL	1410	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:22 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 08:45 AM	We will work with our Distributor (Sysco) to ensure that we only receive products produced in the US. We will also include this topic in our opening meeting with the key items that we need to check when they are delivered before we accept them. If the item needs to be returned we will modify our menu for that day.			
			Flagged Erlisa Levin 06/03/2018 12:39 PM	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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	UNION SENIOR HIGH	1410	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:22 AM	CAP Accepted			
			CAP Submitted DEBORAH MARSHALL 06/26/2018 02:09 PM	We will work with our Distributor (Sysco) to ensure that we only receive products produced in the US. We will also include this topic in our opening meeting with the key items that we need to check when they are delivered before we accept them. If the item needs to be returned we will modify our menu for that day.			
			Flagged Erlisa Levin 06/03/2018 12:39 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		131	06/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:22 AM	CAP Accepted			
			CAP Submitted MARGARET BERRY 06/14/2018 10:57 AM	We will make an effort to translator available to the families that need the application interrupted in order for them to fill out the application completely and receive benefits.			
			Flagged Erlisa Levin 06/03/2018 12:39 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	BURNET MIDDLE SCHOOL	409	06/29/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Erlisa Levin 07/13/2018 12:23 AM	CAP Accepted		
			CAP Submitted DEBORAH MARSHALL 06/26/2018 08:46 AM	For the remainder of the year a breadstick was offered each day. Moving forward for the 18-19 school year a breadstick or dinner roll will be offered with every lunch every day at every school.		
			Flagged Erlisa Levin 06/03/2018 12:39 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. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	UNION SENIOR HIGH	409	06/29/2018	CAP Accepted
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			Flagged Dianne Kennedy 05/31/2018 11:28 AM	<p>APRIL 9-13 WAS THE REVIEW PERIOD. USDA MENU WORKSHEET REVEALED THAT THE GRAIN COMPONENT DID NOT MEET THE DAILY LUNCH MEAL PATTERN FOR 9-12 GRADE GROUP ON 4/13/18. THE MAIN ENTRÉE (CAJUN CHILI FRIES BOWL) LINE DID NOT INCLUDE A GRAIN COMPONENT.</p> <p>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. 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>		
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification		202	06/29/2018	CAP Accepted

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Corrective Action History			CAP Accepted Erlisa Levin 07/19/2018 01:38 PM	CAP Accepted		
			CAP Submitted MARGARET BERRY 07/19/2018 09:47 AM	Meg Berry, or Child Nutrition Manager, will be designated as the confirming official only from this point forward. Josephine Palumbo, or Child Nutrition Manager Assistant, will be the individual who makes the original eligibility determination on the applications moving forward.		
			Flagged Erlisa Levin 07/13/2018 12:23 AM	The confirming official must be an individual who did not make the original eligibility determination on the applications. 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.		