

PHILLIPSBURG BD OF ED-04104100 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:43 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:14 AM	The Business Office sent home all of the lunch applications that did not have a parent/head of household's signature. Parents signed and returned lunch applications. A log was created to track all of the applications that were signed and returned, as well as any that required follow up. Date of implementation: immediate			
			Flagged Erlisa Levin 01/02/2018 01:17 PM	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. The LTP was incorrectly sent to the HH's without the signature name below the box, making about 1/3 of applications reviewed with out the signature of the adult guardian. The applications were processed by the district inadvertently, until the AR.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		139	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:47 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:17 AM	Rosters that are used do not contain any of the student eligibility information. Rosters contain the Students name, homeroom, and ID number. When rosters are used they get entered into the POS system. The POS system contains the most up to date information on the Students eligibility. The POS system is updated daily with any changes so it always has the most current information.			
			Flagged Erlisa Levin 12/27/2017 11:54 PM	Counting for review day was not the match of the Reviewers			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		209	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:44 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:15 AM	During the verification process, we will randomly choose only the required number of error prone applications for verification. Any employee involved in the verification process will view the verification webinar. In addition, we will ensure the gross income provided by the applicant(s) is utilized in the application / verification process. Date of implementation: immediate (1/2/18)			
			Flagged Erlisa Levin 12/27/2017 11:52 PM	Applications selected for verification must be chosen randomly from error prone applications. 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. 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.			

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On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		211	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:44 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:15 AM	For the verification process, we will continue to use Form 236 and verify that all required information is received and reviewed. In addition, the forms we use for our lunch program come from the SNEARS website, and we assume they have the current NDS. Date of implementation: immediate (1/2/18)			
			Flagged Erlisa Levin 12/27/2017 11:52 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
			Flagged Erlisa Levin 12/14/2017 01:24 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	On-Site Assessment Tool	Civil Rights (809 - 810)		810	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:46 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:15 AM	The USDA non-discrimination statements are being removed from all Menu's. It was communicated at the time of the Audit that the statement we were using was not correct and that it was not longer required to be placed on all materials and documents "Menu's" This will go into effect for all menu's February 2018.			
			Flagged Erlisa Levin 01/02/2018 12:52 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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.			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period (322-325)	PHILLIPSBURG PRIMARY SCHOOL	325	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:43 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:14 AM	The Roosters used for lunch in the classroom on early dismissal will be replaced with the student ID badge system. This will help to better account for any of the students that order lunch after the meals have been delivered and the rosters collected. We often have student change there mind on lunch and the roster might not reflect the current lunch numbers. The process will now have the teacher collect the ID badge of each student when they receive a bag lunch in the classroom. This will help eliminate any possible entree errors that could happen when dealing with a roster. This new process will be put into place on the next early dismissal. 3-14-18			
			Flagged Erlisa Levin 12/28/2017 12:02 AM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	PHILLIPSBURG PRIMARY SCHOOL	409	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:47 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:15 AM	Effective 12-15-17 Changes were made and all staff were educated. All Items being served need to be clearly documented on the production record. "Fruit of the day" is not acceptable and the actual item needs to be listed on the production record. All production sheets correctly reflect the actual products being served daily.			
			Flagged Erlisa Levin 12/27/2017 11:53 PM	At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.			

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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	Afterschool Snack Program (1700)	PHILLIPSBURG PRIMARY SCHOOL	1700	01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:41 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:14 AM	This was an oversight and was corrected at the time of the audit 12-8-17. The correct portion size of juice was ordered and has been in place for the after school snack program since 12-11-17 All food program staff have been educated and will continue to supply the correct portion size of juice going forward.			
			Flagged Erlisa Levin 12/28/2017 12:02 AM	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Other Programs	Afterschool Snack Program	Meal Pattern / Production Records (Performance Standard 2)	PHILLIPSBURG PRIMARY SCHOOL		01/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 01/16/2018 10:44 AM	CAP Accepted			
			CAP Submitted MELISSA KOEHLER 01/16/2018 08:15 AM	The incorrect portion size of Juice was corrected on the production sheets on 12-8-17. The correct portion size of juice was ordered and has been provided to the after school snack program since 12-11-17. The staff has been educated and will continue to provide the correct juice portion going forward. The program will also be monitored within the first four weeks of each Year. The site monitor for 2018 was completed on January 5th 2018.			
			Flagged Erlisa Levin 12/27/2017 11:52 PM	Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The juice is less than 6 oz. and the PR are not as specific as they need to be.			