

## ESTELL MANOR BD OF ED-00101410 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ESTELL MANOR BD OF ED-00101410	128	02/09/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:29 PM				
	Date of Implementation: 01/09/2025				
	The Estell Manor Determining Official will use only one frequency to determine income eligibility on the lunch applications. If more than one income, total incomes will be added together and correlated to the correct frequency column on the guidelines to determine eligibility.				
	Flagged by Lorena Paredes 01/09/2025 12:49 PM				
	If one frequency is reported on the application, income must not be annualized by the Determining Official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility.				
	Explain, in detail, how the finding will be corrected and the measures 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ESTELL MANOR BD OF ED-00101410	129	02/09/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:23 PM				
	<p>Date of 01/09/2025:</p> <p>Households will be notified, either in writing of their eligibility status as approved for free or reduced price benefits using the most recent, updated forms.</p>				
Corrective Action History	Flagged by Lorena Paredes 01/09/2025 12:51 PM				
	Households must be notified, either in writing of their eligibility status as approved for free or reduced price benefits using the most recent, updated 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.				
Verification		ESTELL MANOR BD OF ED-00101410	200	02/09/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:33 PM				
	Date of Implementation:01/09/2025				
	Assistant to the Business Administrator watched the recommended Verification webinar available under the Training tab in SNEARS. The verification process, completed once a year in the fall, will be done correctly.				
	Corrective Action Plan: Rejected by Lorena Paredes 01/24/2025 02:26 PM				
	Please indicate date of implementation.				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 01:57 PM				
	Date of Implementation: Immediate				
	Assistant to the Business Administrator watched the recommended Verification webinar available under the Training tab in SNEARS. The verification process, completed once a year in the fall, will be done correctly.				
	Flagged by Lorena Paredes 01/09/2025 03:09 PM				
	Verification Collection Report, once re-submitted, indicated one application to verify. SFA verified two applications.				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	ESTELL MANOR BD OF ED-00101410	208	02/09/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:32 PM				
	Date of Implementation: 01/09/2025				
	The Confirming Official will record on the Verification Tracker the date of the confirmation review.				
	Corrective Action Plan: Rejected by Lorena Paredes 01/24/2025 02:29 PM				
<b>Corrective Action History</b>	Please indicate date of implementation.				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:06 PM				
	Date of Implementation: Immediate				
	The Confirming Official will record on the Verification Tracker the date of the confirmation review.				
	Flagged by Lorena Paredes 01/09/2025 01:29 PM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review.				
<b>Corrective Action History</b>	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	ESTELL MANOR BD OF ED-00101410	209	02/09/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:32 PM				
	Date of Implementation: 01/10/2025				
	Estell Manor School staff responsible for the verification process will complete the verification process according to guidelines established in The Eligibility Manual for School Meals. And, staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.				
	Corrective Action Plan: Rejected by Lorena Paredes 01/24/2025 02:28 PM				
	Please indicate date of implementation.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:04 PM				
	Date of Implementation: Immediate				
	Estell Manor School staff responsible for the verification process will complete the verification process according to guidelines established in The Eligibility Manual for School Meals. And, staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.				
	Flagged by Lorena Paredes 01/09/2025 01:32 PM				
<b>Corrective Action History</b>	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	ESTELL MANOR BD OF ED-00101410	211	02/09/2025	CAP Accepted

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Applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised systemically.					
Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:33 PM				
	Date of Implementation: 01/09/2025				
	Estell Manor school staff responsible for the verification process will use the most up to date "First Notice to Household Form" (Form 236).				
	Corrective Action Plan: Rejected by Lorena Paredes 01/24/2025 02:27 PM				
	Please indicate date of implementation.				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:00 PM				
	Date of Implementation: Immediate				
	Estell Manor school staff responsible for the verification process will use the most up to date "First Notice to Household Form" (Form 236).				
	Flagged by Lorena Paredes 01/09/2025 01:33 PM				
	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the updated "First Notice to Household" (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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	ESTELL MANOR BD OF ED-00101410	308	02/09/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 01/14/2025 04:33 AM				
	On 1/9/25, site details in the application packet were revised to include 2 alternate points of service for 2 pre-K classrooms, for both breakfast and lunch. Site Revisions were entered, certified and approved as of 1/9/2025.				
	Flagged by Lorena Paredes 01/09/2025 11:20 AM				
	SFA is serving in 2 classrooms for Pre-K students at breakfast and lunch. Meal service at alternate points of service other than the cafeteria (e.g. classrooms, kiosks, trailers, etc.) must be approved by the State Agency. To receive approval for alternate serving locations, you must revise the Site Details in SNEARS. You must indicate the date of revision.				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	ESTELL MANOR BD OF ED-00101410	314	02/09/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:33 PM				
	Date of Implementation: 01/09/2025				
	The Estell Manor School SBA has updated the Site Details in SNEARS to reflect classroom feeding for the two preschool classrooms for both breakfast and lunch.				
	Corrective Action Plan: Rejected by Lorena Paredes 01/24/2025 02:25 PM				
	Please indicate date of correction.				
	Corrective Action Plan: Submitted by LYNN REGALBUTO 01/24/2025 02:08 PM				
	Date of Implementation: Immediate				
	The Estell Manor School SBA has updated the Site Details in SNEARS to reflect classroom feeding for the two preschool classrooms for both breakfast and lunch.				
	Flagged by Lorena Paredes 01/09/2025 03:23 PM				
	SFA must include classroom feeding for the two preschool classrooms for both breakfast and lunch in the Site Details in SNEARS.				
	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method 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.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	ESTELL MANOR-176	4	02/09/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 01/14/2025 04:24 AM				
	All cereals served to Pre-K students will be reviewed to include only cereals with less than 6 grams of sugar per dry ounce. This practice was implemented as of 1/9/25.				
	Flagged by Lorena Paredes 01/09/2025 03:05 PM				
Corrective Action History	Apple cinnamon cheerios with 9 grams of sugar served during review week exceeds the sugar limits.				
	Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	ESTELL MANOR-176	6	02/09/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 01/14/2025 04:21 AM				
	Grain based desserts will not be served to Pre-K students as of 1/10/25. Exhibit A was reviewed, all grain based desserts were removed from future menus for Pre K students. This rule was implemented as of 1/10/25.				
	Flagged by Lorena Paredes 01/09/2025 02:26 PM				
Corrective Action History	Apple freudel was served for breakfast on 1/8/25.				
	Grain based desserts no longer count towards the grain component. Please refer to Exhibit A: Grain Requirements for Child Nutrition Programs, subscript 4 for reference.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ESTELL MANOR-176	410	02/09/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:31 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 01/14/2025 04:40 AM				
	Pre K production records and recipes were revised as of 1/9/25, to include a minimum of 1.5 MMA with lunch. As of 1/10/25, when Pre K is offered Pancakes and Sausage Links for lunch, the meal will include 3 sausage links to insure that the 1.5 MMA requirement is met. AS of 1/10/25, When Pre K is offered Peanut Butter and Jelly, it will now be a recipe for a meal, which will include a 1oz cheese stick, which will bring the meal to 1.5 MMA, and a bag of goldfish which credits as 1 additional grain.  Date of implementation was 1/10/25.				
	Flagged by Lorena Paredes 01/13/2025 07:33 AM  12/17 Pre-K lunch: 2 sausage links = 1 oz. equivalent MMA. Pre-K meal pattern requires 1.5 oz. equivalent MMA.  12/16- 12/20 Pre-K lunch: Peanut butter and jelly sandwich = 1 oz equivalent MMA. Pre-K meal pattern requires 1.5 oz. equivalent MMA.  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.  This is first time violation for insufficient quantities. Repeat violations in subsequent Administrative Reviews may result in fiscal action.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	ESTELL MANOR-176	1411	02/09/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/24/2025 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 01/14/2025 04:27 AM				
	As of 1/9/2025, all products will be thoroughly reviewed for origin of product, before purchase of product. On 1/9/25, our purchasing department was advised, and they will work with usfoods to ensure that we are only allowed to order products grown, made and produced in the USA.				
	Flagged by Lorena Paredes 01/09/2025 03:21 PM				
	Minced garlic and garlic powder from China.				
	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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					

### Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged