

## HAMILTON TWP BD OF ED-00101940 - 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
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	HAMILTON TWP BD OF ED-00101940	709	01/29/2025	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 Lisa Garland 01/24/2025 02:11 PM CAP Accepted				
	Corrective Action Plan: Submitted by Tony Fink 01/23/2025 09:57 AM  Hello Judy,  Here are our corrective action plans to make sure our Non-program Food Revenue exceeds the minimum expected:  -Meet with cashiers regarding ala carte sales-verifying POS systems are correct and cashiers are ringing up properly. Re-train as needed. -Brainstorm other ala carte smart snack ideas and catering. -Re-evaluate staff pricing and special function pricing. Verify correct pricing from main vendors. -Control Non-food program inventory immediately, reduce any excess inventory through proper purchasing. Re-train Head cooks as needed. -Continue to address parents to fill out applications. Continue to communicate monthly via phone/email to help reduce outstanding student debt which can also reduce revenue. All will be addressed starting today 1/23/25 and to be completed by 2/14/25 by Director Food Services-Anthony Fink.  Thank you and Stay warm-Anthony Fink				
	Flagged by Lisa Garland 01/22/2025 03:10 PM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	GEORGE L HESS EDUC COMP-188	402	02/09/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 01/15/2025 11:48 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tony Fink 01/15/2025 10:39 AM  Hello,  We have addressed our alternate entree choice vegetable selections/grade grouping options from week from 1/8/25 and through this week, 1/13/25 thru 1/17/25. We have found that serving the alternate platters from the hot line has worked the best while providing the appropriate vegetable choices to be in compliance for reimbursable meals. For example, a student will now receive a peanut butter/jelly Uncrustables with the hot/cold vegetable option at the same area that hot food is picked up. The alternate lunches will not be pre-made as done previously.  I have ordered paper boats also to provide any vegetable option needed separately. Signs will also alert students as well for alternate lunches. We have instilled the process, and we will be completely switched over as of <b>Tuesday 1/21/25</b> throughout the district. <b>Head and Lead Cooks</b> will supervise that this process is happening daily and I will also make sure that it is happening at each visit I make to the schools in my district.  Thanks for all of your help and it was great meeting you Lauren! Look forward to seeing you in the future. Tony Fink-Hamilton Twp FSD				
	Flagged by Lauren Renn 01/08/2025 01:56 PM  At lunch, during the day of onsite observation, those who selected the alternate entrée choice were served an insufficient quantity of vegetables for the K-8 age/grade grouping. Each day, only 1/2 cup carrots were served to these students, which does not meet the 3/4 cup vegetable component requirement. This is a repeat Performance Standard 2 (PS2) violation (insufficient quantities) from the <b>2019-2020</b> Administrative Review (AR). Therefore, all alternate meals served on the date of observation ( <b>80 meals</b> ), are disallowed.  As stated, this is a PS2 violation and must be corrected. Failure to do so will result in additional subsequent fiscal action in subsequent ARs.  <b>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.</b>				

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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)	GEORGE L HESS EDUC COMP-188	410	02/09/2025	CAP Accepted
	Corrective Action Plan: Accepted by Lauren Renn 01/15/2025 11:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tony Fink 01/15/2025 10:40 AM				
	<p>Hello,</p> <p>We have addressed our alternate entree choice vegetable selections/grade grouping options from week from 1/8/25 and through this week, 1/13/25 thru 1/17/25. We have found that serving the alternate platters from the hot line has worked the best while providing the appropriate vegetable choices to be in compliance for reimbursable meals. For example, a student will now receive a peanut butter/jelly Uncrustables with the hot/cold vegetable option at the same area that hot food is picked up. The alternate lunches will not be pre-made as done previously.</p> <p>I have ordered paper boats also to provide any vegetable option needed separately. Signs will also alert students as well for alternate lunches. We have instilled the process, and we will be completely switched over as of <b>Tuesday 1/21/25</b> throughout the district. <b>Head and Lead Cooks</b> will supervise that this process is happening daily and I will also make sure that it is happening at each visit I make to the schools in my district.</p> <p>Additionally, Production sheets are now in a check system daily. Head cooks and Lead cooks will check each other's work so we do not miss a count or proper information on their daily production sheets. I will also check production sheets at my daily visits. This has started this week 1/13/25. This should prevent us from missing something that should be logged.</p> <p>Thanks for all of your help and it was great meeting you Lauren! Look forward to seeing you in the future. Tony Fink-Hamilton Twp FSD</p>				

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### Corrective Action History

Flagged by Lauren Renn 01/08/2025 01:56 PM

At lunch, during the review week and confirmed by production records and the onsite observation, those who selected the alternate entrée choice were served an insufficient quantity of vegetables for the K-8 age/grade grouping. Each day, only 1/2 cup carrots were served to these students, which does not meet the 3/4 cup vegetable component requirement. This is a repeat Performance Standard 2 (PS2) violation (insufficient quantities) from the **2019-2020** Administrative Review (AR). Therefore, all alternate meals served during the review week are disallowed.

Monday, 12/9: 42 meals

Tuesday, 12/10: 48 meals

Wednesday, 12/11: 76 meals

Thursday, 12/12: 81 meals

Friday, 12/13: 28 meals

Totaling 275 lunches disallowed.

As stated, this is a PS2 violation and must be corrected. Failure to do so, will result in additional subsequent fiscal action in subsequent ARs.

In addition, those who selected the alternate entrees throughout the review week did not have access to all the vegetable subgroups, only carrots were served each day. Therefore, those selecting the alternate entrees did not have access to the **dark green, legumes, or starchy vegetable subgroups**. This is also a repeat PS2 violation (missing/insufficient vegetable subgroups) from the **2019-2020** AR, therefore all alternate meals served during the review month (**275 meals**) would be disallowed. However, since they are already disallowed due to insufficient quantities as noted above, no additional meals were reclaimed. Again, this is a PS2 violation and must be corrected. Failure to do so, will result in additional subsequent fiscal action.

Production records must document that both daily and weekly minimum quantities for each component are offered.

**On 12/13 of the review period, alternate meals were not logged on the production record. These meal totals are counted in the above 275 meals.**

**Explain in detail, how these findings 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**

### Report Selections

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