

RIVERSIDE TWP BD OF ED-00504450 - 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)	RIVERSIDE TWP BD OF ED-00504450	126	06/23/2025	CAP Accepted	
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:30 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Robert O'Brien 05/22/2025 02:43 PM					
	This incomplete application has been corrected as of 5/22/25. Going forward adult signatures will be required prior to the confirming or verifying official's review.					
Corrective Action History	Flagged by Amy Martin 05/19/2025 08:06 AM					
	One incomplete application, missing adult signature, was found during the State Agency review of the selected applications. The error were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1).					
	Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	RIVERSIDE TWP BD OF ED-00504450	141	06/23/2025	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:31 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Robert O'Brien 05/22/2025 02:50 PM						
Now and going forward, results from the direct certification process in the form of an excel spreadsheet will be compared to the full enrollment of the District via a VLOOKUP function in order to identify enrolled students sharing the same address as those students who have been directly certified. This will ensure that all students residing in the same household of direct certified student will receive the same benefits.						
Flagged by Amy Martin 05/19/2025 08:07 AM						
The SFA must extend free meal benefits to all students living in a household where any member has either been directly certified or has submitted an application with a SNAP or TANF case number. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. Corrective Action must be applied SFA-wide.						
Corrective Action History	During the review of applications and eligibility certifications, it was discovered that a household member of a directly certified student, did not receive a manual extension of benefits.					
	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)	RIVERSIDE TWP BD OF ED-00504450	214	06/23/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Robert O'Brien 05/22/2025 02:47 PM				
	<p>A timeline of the verification process will be provided to those in charge of the process and dates of required letters will need to be timestamped to ensure verification result letter dates are sent/mailed on time.</p> <p>Flagged by Amy Martin 05/19/2025 08:06 AM</p> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.</p> <p>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..</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	RIVERSIDE TWP BD OF ED-00504450	215	06/23/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Robert O'Brien 05/22/2025 02:47 PM				
	<p>A timeline of the verification process will be provided to those in charge of the process and dates of required letters will need to be timestamped to ensure verification result letter dates are sent/mailed on time.</p> <p>Flagged by Amy Martin 05/19/2025 08:06 AM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</p> <p>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>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	RIVERSIDE TWP BD OF ED-00504450	806	06/23/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:30 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Robert O'Brien 05/22/2025 02:41 PM</p> <p>Teachers will be provided the necessary Civil Rights training documentation at the next elementary school faculty meeting. Going forward, elementary school staff will receive the required Civil Rights training prior to the beginning of the school year during in-service staff days.</p> <p>Flagged by Amy Martin 05/19/2025 08:05 AM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p>The teachers/assistants distributing the breakfast meal benefits and checking the rosters must have annual civil rights training.</p> <p>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>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	RIVERSIDE ELEM-3151	318	06/23/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:31 PM CAP Accepted				
	Corrective Action Plan: Submitted by Margaret Wallace 06/03/2025 12:27 PM The teachers and classroom staff were re-trained on the breakfast feeding process completed the Week of May 19, 2025. We will also add to our summer training in Agust, 2025. An accurate count of reimbursable meals served, by eligibility category, is taken at the point of service for breakfast. 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. This is taken by each teacher as she hands the child breakfast. Breakfast is served in the 30 classrooms using rosters. Breakfast is serve all, so all students must receive all meal components. Every child now receives a milk as of May 19,2025.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RIVERSIDE ELEM-3151	401	06/23/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:30 PM CAP Accepted				
	Corrective Action Plan: Submitted by Margaret Wallace 05/21/2025 09:01 AM On May 14,2025 the entire kitchen staff was re-trained on what makes up a complete meal and every student will have each required components moving forward or it will not be counted as a reimbursable meal and rung a la carte instead. Each staff member was re-trained on same date to offer each child the fruits and veggies available daily and encourage participation in a full meal tray which includes all components. Flagged by Amy Martin 05/19/2025 08:08 AM Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. Since the site participates in offer versus serve at lunch, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. During lunch observation, three meals were claimed for reimbursement that did not contain the required fruit or vegetable requirement. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RIVERSIDE ELEM-3151	403	06/23/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:20 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Margaret Wallace 05/21/2025 08:47 AM</p> <p>As of 5-19-2025, all students will be offered fat free chocolate and 1% white milk daily. We have adjusted our milk order to include both varieties daily in the future and this includes our default orders.</p> <p>Flagged by Amy Martin 05/19/2025 08:06 AM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk and unflavored or flavored low fat (1%) milk.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> <p>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.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	RIVERSIDE ELEM-3151	409	06/23/2025	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 06/03/2025 03:30 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Margaret Wallace 05/21/2025 08:58 AM</p> <p>Since 5/19/2025 every served breakfast receives a milk and the production records are checked daily to ensure this is happening by Peggy Wallace, FSD. Also the kitchen staff has been retrained to ensure they are including these milks in every breakfast bag. The staff was re-trained on 5-14-2025. In addition, the Business administrator spoke to the principal on 5-14-2025 and he went classroom to classroom re-training the teachers and aides who assist with breakfast. He let them know that each child must have a milk if it is to be counted as a complete reimbursable meal. If a child takes the complete meal but doesn't open up the milk, there will be a share desk in the front of the classrooms to send back to the cafeteria. If any are sent back, the kitchen staff will take the temperature and if it is in Servsafe zone requirements will place back in our milk coolers with a sharpie mark on them to utilize first. These milks will NOT be recorded on our production sheet but on a different sheet daily.</p>				

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Flagged by Amy Martin 05/19/2025 08:07 AM

Corrective Action History

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.\

ince the site is serve only for breakfast, all meal components in their proper quantities must be offered and served to students. This must be reflected on the production records and other support documentation.

On Tuesday, April 8th, 271 breakfasts were claimed for reimbursement. According to the production record, only 242 pints of milk were served/leftover. Since the site is serve only, all students must receive all meal components in full quantities; therefore 29 breakfast meals are disallowed.

On Wednesday, April 9th, 299 breakfasts were claimed for reimbursement. According to the production record, only 246 pints of milk were served/leftover. Therefore, an additional 53 breakfast meals are disallowed.

On Thursday, April 10th, 291 breakfasts were claimed for reimbursement. According to the production record, only 242 pints of milk were served/leftover. Therefore, an additional 49 breakfast meals are disallowed.

On Friday, April 11th, 245 breakfasts were claimed for reimbursement. According to the production record, only 237 pints of milk were served/leftover. Therefore, an additional 8 breakfast meals are disallowed.

29+53+49+8= 139 total breakfasts disallowed.

Explain in detail, how the finding was 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