

## MIDDLE TWP BD OF ED-00903130 - 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)   | MIDDLE TWP BD OF ED-00903130 | 126        | 04/19/2025 | CAP Accepted |
| Corrective Action History          | Corrective Action Plan: Accepted by Lorena Paredes 04/09/2025 10:51 AM  |                              |            |            |              |
|                                    | CAP Accepted  |                              |            |            |              |
|                                    | Corrective Action Plan: Submitted by VICKI WALTON 03/25/2025 03:02 PM   |                              |            |            |              |
|                                    | All applications that were found with errors have been corrected and the person entering the applications was told of the errors and more care will be taken to properly determine applications.  |                              |            |            |              |
|                                    | Flagged by Lorena Paredes 03/19/2025 04:20 PM   |                              |            |            |              |
| Corrective Action History          | 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.        |                              |            |            |              |
|                                    |   |                              |            |            |              |
|                                    |   |                              |            |            |              |
|                                    |   |                              |            |            |              |
| Verification                       | Verification (On-Site Assessment Tool) (207H)   | MIDDLE TWP BD OF ED-00903130 | 209        | 04/19/2025 | CAP Accepted |
| Corrective Action History          | Corrective Action Plan: Accepted by Lorena Paredes 04/09/2025 10:51 AM  |                              |            |            |              |
|                                    | CAP Accepted  |                              |            |            |              |
|                                    | Corrective Action Plan: Submitted by VICKI WALTON 03/20/2025 09:47 AM   |                              |            |            |              |
|                                    | The original application was not properly determined and it was missed in verification as well. To prevent this from happening in the future, all application determinations will be verified before proceeding with the Verification process.  |                              |            |            |              |
|                                    | Flagged by Lorena Paredes 03/19/2025 04:21 PM   |                              |            |            |              |
| Corrective Action History          | Verification errors recorded on the SFA-2.  |                              |            |            |              |
|                                    | 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.  |                              |            |            |              |

## MIDDLE TWP BD OF ED-00903130 - 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 systemically.

| Section                    | Form Subsection  | Sponsor/Site Name            | Question # | Due Date   | Status          |
|----------------------------|--|------------------------------|------------|------------|-----------------|
| Meal Counting and Claiming | Meal Counting and Claiming<br>(Off-Site Assessment Tool)<br>(300H) | MIDDLE TWP BD OF ED-00903130 | 305        | 04/19/2025 | CAP<br>Accepted |

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|                           |  |
|---------------------------|--|
| Corrective Action History | Corrective Action Plan: Accepted by Lorena Paredes 04/14/2025 11:13 AM   |
|                           | CAP Accepted   |
|                           | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/10/2025 11:28 AM  |
|                           | <a href="https://middletownshippublicschools.org/board-of-education/">https://middletownshippublicschools.org/board-of-education/</a><br>The policy's are listed under each school under school meal programs<br>Completed 4/10/25   |
|                           | Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:19 AM   |
|                           | The attached documents are the On-Site Monitoring forms for breakfast and lunch.<br><br>The Unpaid Meal Charge Policy and Offer Vs Serve Policies for Breakfast and Lunch must be posted on the district's website. Please provide a link to the website where the documents can be found and explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b>   |
|                           | Corrective Action Plan: Submitted by VICKI WALTON 04/01/2025 11:33 AM  |
|                           | see above attachment   |
|                           | Flagged by Lorena Paredes 03/19/2025 04:25 PM  |
|                           | Unpaid Meal Charge Policy and Offer Vs Serve Policies for Breakfast and Lunch are not posted on website or made available to parents.  |
|                           | SFAs operating the NSLP and/or SBP must have in place, a written local meal charge policy to address situations when children participating do not have funds to pay for their meal at the time of meal service. The policy must be communicated to all households with children attending the SFA and all school or SFA-level staff members responsible for the local meal charge policy's enforcement. In addition, SFAs must also have an "Offer versus Serve" policy for NSLP and SBP so that students are made aware that they can decline some of the food components/items offered. This policy must also be communicated to all households.<br><br>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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| Section                   | Form Subsection  | Sponsor/Site Name            | Question # | Due Date   | Status       |
|---------------------------|--|------------------------------|------------|------------|--------------|
| SFA On-Site Monitoring    | SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)   | MIDDLE TWP BD OF ED-00903130 | 900        | 04/19/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Lorena Paredes 04/09/2025 10:51 AM   |                              |            |            |              |
|                           | CAP Accepted   |                              |            |            |              |
|                           | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/03/2025 02:21 PM  |                              |            |            |              |
|                           | On-site review completed. We will schedule to do them before Jan 1 to ensure they are done in time.  |                              |            |            |              |
|                           | Flagged by Lorena Paredes 03/19/2025 04:20 PM  |                              |            |            |              |
|                           | All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP and SBP On-Site Review Form (#142) must be 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.  |                              |            |            |              |
| Professional Standards    | Professional Standards (On-Site Assessment Tool)   | MIDDLE TWP BD OF ED-00903130 | 1213       | 04/19/2025 | 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 04/09/2025 02:08 PM<br>CAP Accepted  |                       |            |            |              |
|  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/09/2025 01:11 PM<br>I (Dawn) have test scheduled for April 16th, 2025 @ 1:30. I don't know how long it will take to get the certificate but I will ask.  |                       |            |            |              |
|  | Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:44 AM<br>Please indicate the date of correction or future implementation, if applicable.   |                       |            |            |              |
|  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/02/2025 11:37 AM<br>I have (Dawn) signed up for the class on line and studying I will take the test as soon as I get through the 8 sections.   |                       |            |            |              |
|  | Flagged by Lorena Paredes 03/19/2025 04:24 PM<br><br>ServSafe Certification for Food Service Director has expired - 2/13/24.<br><br>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="https://theicn.org/">https://theicn.org/</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.<br><br>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Please upload the new food safety certificate in the Documents tab as Corrective Action. |                       |            |            |              |
|  |   |                       |            |            |              |
|  |   |                       |            |            |              |
|  |   |                       |            |            |              |
| Meal Components and Quantities - Day of Review | Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)  | MIDDLE TWP ELEM 4-525 | 404        | 04/19/2025 | 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 04/09/2025 10:52 AM<br>CAP Accepted  |                       |            |            |              |
|  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/09/2025 10:40 AM<br>March 18, 2025   |                       |            |            |              |
|  | Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:27 AM<br>Please indicate the date of correction.   |                       |            |            |              |
|  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/02/2025 11:21 AM<br>There is signage on both line explaining what a reimbursable breakfast and lunch are.  |                       |            |            |              |
|  | Flagged by Lorena Paredes 03/19/2025 04:21 PM<br><br>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a monthly menu does not meet this 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 - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)  | MIDDLE TWP ELEM 4-525 | 409        | 04/19/2025 | 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 04/09/2025 12:19 PM<br>CAP Accepted   |                       |            |            |              |
|  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/09/2025 10:58 AM<br>March 18, 2025  |                       |            |            |              |
|  | Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:43 AM<br>Please indicate the date of correction.  |                       |            |            |              |
|  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/02/2025 11:28 AM<br>Staff was re-trained on breakfast components. They now understand and can identify a breakfast correctly. Fruits were put at the register for breakfast as we do for lunch.   |                       |            |            |              |
|  | Flagged by Lorena Paredes 03/19/2025 04:23 PM  |                       |            |            |              |
|  | 2/3: 37 meals claimed but 36 received fruit for a complete meal as indicated on production record. (1 meal not reimbursable)   |                       |            |            |              |
|  | 2/4: 39 meals claimed but 30 received fruit for a complete meal as indicated on production record. (9 meals not reimbursable)  |                       |            |            |              |
|  | 2/6: 43 meals claimed but 34 received fruit for a complete meal as indicated on production record. (9 meals not reimbursable)  |                       |            |            |              |
|  | 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.   |                       |            |            |              |
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)   | MIDDLE TWP ELEM 4-525 | 410        | 04/19/2025 | CAP Accepted |
|  | Corrective Action Plan: Accepted by Lorena Paredes 04/09/2025 12:21 PM<br>CAP Accepted   |                       |            |            |              |
|  |  |                       |            |            |              |

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|                                  |   |
|----------------------------------|---|
| <b>Corrective Action History</b> | <p>Corrective Action Plan: Submitted by DAWN DECAMILLO 04/09/2025 11:00 AM</p> <p>Staff was re-trained on breakfast components and breakfast requirements. The gain for breakfast is now at the cash register corrected march 5, 2025</p> <p>Salad is now being served with a breadstick that is 2 breads. The croutons are just a topping. Corrected march 5, 2025</p> |
|                                  | <p>Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:48 AM</p> <p>BREAKFAST: Please explain how the weekly grain ounce equivalent will be met moving forward <b>and</b> indicate date of correction.</p> <p>LUNCH: Please indicate date of correction.</p>   |
|                                  | <p>Corrective Action Plan: Submitted by DAWN DECAMILLO 04/02/2025 12:32 PM</p> <p>Staff was re-trained on breakfast components and breakfast requirements.</p> <p>Salad is now being served with a breadstick that is 2 breads. The croutons are just a topping.</p>  |
|                                  |   |



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|                                |  |                       |     |            |              |
|--------------------------------|--|-----------------------|-----|------------|--------------|
|                                | Flagged by Lorena Paredes 03/19/2025 04:24 PM  |                       |     |            |              |
|                                | <p><u>BREAKFAST - Insufficient quantity:</u><br/>Pop Tarts, muffins, and cereal bars which credit as 1 oz. WG equivalent, are served with 4 oz. yogurt to make it 2 oz WG equivalent. On 2/3, 8 total of these items were claimed but only 3 yogurts were served with the items. On 2/4, 9 total of the items were served but only 5 yogurts were served with the items. This does not meet the weekly grain ounce equivalent since items are offered every day of the week. Total of 9 meals with insufficient grains served during review week.</p> <p>At breakfast, 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.</p> <p><b>Repeat violation for insufficient grains at breakfast. 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></p> <p><u>LUNCH - Insufficient quantity:</u></p> <p>For croutons, crediting information and portion size served in order to determine creditable amount toward daily and weekly meal pattern requirements were not provided.</p> <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.</p> <p>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.</p> <p><b>First time violation for insufficient grains at lunch. May be subject to fiscal action at next Administrative Review if repeat occurrence. 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></p> <p>-</p> |                       |     |            |              |
| Offer vs Serve - Day of Review | Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)   | MIDDLE TWP ELEM 4-525 | 502 | 04/19/2025 | 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 04/09/2025 12:20 PM  |                   |            |          |        |
|                                  | CAP Accepted  |                   |            |          |        |
|                                  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/09/2025 10:58 AM   |                   |            |          |        |
|                                  | March 18, 2025  |                   |            |          |        |
|                                  | Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:44 AM  |                   |            |          |        |
|                                  | Please indicate the date of correction.   |                   |            |          |        |
| <b>Corrective Action History</b> | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/02/2025 12:27 PM   |                   |            |          |        |
|                                  | Signage is now hanging on both serving lines explaining a reimbursable meal and the fruit & veggie requirement.   |                   |            |          |        |
|                                  | Flagged by Lorena Paredes 03/19/2025 04:24 PM   |                   |            |          |        |
| <b>Corrective Action History</b> | Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. |                   |            |          |        |
|                                  | 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.  |                   |            |          |        |

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|--------------------------------|--|-----------------------|------------|------------|--------------|
| SFA/Sponsor On-Site Monitoring | SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)   | MIDDLE TWP ELEM 4-525 | 901        | 04/19/2025 | CAP Accepted |
| Corrective Action History      | Corrective Action Plan: Accepted by Lorena Paredes 04/09/2025 10:49 AM   |                       |            |            |              |
|                                | CAP Accepted   |                       |            |            |              |
|                                | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/03/2025 02:22 PM  |                       |            |            |              |
|                                | On-site review completed. We will schedule them before Jan1 moving forward to ensure they are done on time.  |                       |            |            |              |
|                                | Flagged by Lorena Paredes 03/19/2025 04:24 PM  |                       |            |            |              |
|                                | All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. |                       |            |            |              |
|                                | 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.                               |                       |            |            |              |
| Smart Snacks in School         | Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)  | MIDDLE TWP ELEM 4-525 | 1105       | 04/19/2025 | CAP Accepted |

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|----------------------------------|--|-------------------|------------|----------|--------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Lorena Paredes 04/09/2025 10:53 AM   |                   |            |          |        |
|                                  | CAP Accepted   |                   |            |          |        |
|                                  | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/09/2025 10:42 AM  |                   |            |          |        |
|                                  | March 18, 2025   |                   |            |          |        |
|                                  | Corrective Action Plan: Rejected by Lorena Paredes 04/09/2025 10:28 AM   |                   |            |          |        |
|                                  | Please indicate the date of correction.  |                   |            |          |        |
| <b>Corrective Action History</b> | Corrective Action Plan: Submitted by DAWN DECAMILLO 04/02/2025 11:26 AM  |                   |            |          |        |
|                                  | The chips were out by accident. The staff was trained to look for subs made by food company and send them back. Staff was also instructed full fat chips are never compliant.  |                   |            |          |        |
|                                  | Flagged by Lorena Paredes 03/19/2025 04:21 PM  |                   |            |          |        |
|                                  | Lays BBQ potato chips and Lays Sour Cream & Onion potato chips are not compliant.  |                   |            |          |        |
|                                  | 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. 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