BERLIN BORO BD OF ED-00700330 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	BERLIN BORO BD OF ED-00700330	709	08/11/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 08/07/2026 11:54 AM CAP Accepted				
	Corrective Action Plan: Submitted by DIANNA WHITTAKER 08/04/2026 01:11 PM The shortfall of revenue is mostly due to charged meals that are never paid for by the parent/guardian. Beginning September 1, 2026, our principals and councilors will contact parents/guardians directly when balances reach $50.00 or higher. Letters are sent to parents weekly via email for any student that has a balance of $20.00 or greater. The district has reevaluated the cost of ala carte items and teachers' meals and caterings and increased the price to reflect the higher food cost.				
	Flagged by Lisa Garland 08/04/2026 12:08 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				
Group 1: CA Count (2)		BERLIN BORO BD OF ED-00700330		05/11/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/31/2026 12:37 PM CAP Accepted				
	Corrective Action Plan: Submitted by DIANNA WHITTAKER 03/31/2026 10:32 AM Those ietms are no longer being offered. Manager and employees have been retrained on 3/31/2026 offer vs serve and pre-k feeding options.				
	Flagged by Amy Martin 03/31/2026 09:53 AM Grain based desserts do not count towards the grain component in the CACFP meal pattern. On Friday, February 27, 2026, at breakfast, a Cherry Frudel was served to the PreK students as part of breakfast. Cherry Frudels are grain based desserts (GBD) per the Exhibit A: Grain Requirements for the Child Nutrition Programs. According to CFR 226.20, GBD can not count in towards the grain component in CACFP and therefore 28 breakfasts are disallowed. 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.				
	Flagged by Amy Martin 03/31/2026 09:53 AM On Friday, February 27, 2026, at breakfast, a Cherry Frudel was served to the PreK students as part of breakfast. Cherry Frudels are grain based desserts (GBD) per the Exhibit A: Grain Requirements for the Child Nutrition Programs. According to CFR 226.20, GBD can not count in towards the grain component in CACFP and therefore 28 breakfasts are 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.				
Group 2: CA Count (2)		BERLIN BORO BD OF ED-00700330		05/11/2026	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 03/31/2026 12:37 PM CAP Accepted				

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Corrective Action History	Corrective Action Plan: Submitted by DIANNA WHITTAKER 03/31/2026 10:33 AM Employees have been retrained on following the recipes for each item offered. They have also been retrained on Offer vs serve. This took place on 3/31/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed
	Flagged by Amy Martin 03/31/2026 09:54 AM All 5 required meal components for lunch must be available on all students at the beginning and throughout the entire meal service. On the day of the K-8 lunch observation, a Garden Salad was put out for meal service as an entree option. The recipe was not followed during preparation, and the Garden Salads did not contain any meat or meat alternate (the recipe called for 2 oz cheese). The food service staff was notified of the issue prior to any students arriving in the cafeteria, and the Garden Salads were corrected to include 2 oz cheese. Although, this is a missing meal component, since it was identified and corrected prior meal service, no meals are disallowed. This is a Performance Standard 2 (PS2) violation. Failure to correct the issue will lead to repeat PS2 violations and additional fiscal action in subsequent reviews. 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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	Flagged by Amy Martin 03/31/2026 09:54 AM On the day of observation, the recipe for the Garden Salad was not followed. The recipe contains two ounces of cheese; however, the Garden Salad served did not contain any cheese or other meat/meat alternate. Therefore, the minimum requirement of one ounce of meat/meat alternate per day for grades K-8 was not met. In order to ensure a consistent portion size, yield and quality, standardized lunch recipes should be followed exactly. Ingredients should be weighed or measured using standardized weight or measuring utensils. Explain, in detail, how the finding was corrected and the measures to ensure it will not recur in the future. Include the date of implementation.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	BERLIN COMMUNITY-990	12	05/11/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/31/2026 12:37 PM CAP Accepted				
	Corrective Action Plan: Submitted by DIANNA WHITTAKER 03/31/2026 10:27 AM Gm communicated to the teachers that students can only have one juice per day. Offer vs serve retraining and register training was given to all cashiers in the District. This took place on 3/31/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed				
	Flagged by Amy Martin 03/31/2026 09:56 AM Juice can only served once per day (including snack). The exception is when there is a medical necessity on file or a student's IEP dictates the need for additional juice. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BERLIN COMMUNITY-990	401	05/11/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/31/2026 12:36 PM CAP Accepted				
	Corrective Action Plan: Submitted by DIANNA WHITTAKER 03/31/2026 10:27 AM Offer vs serve retraining and register training was given to all cashiers in the District. This took place on 3/31/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed				
	Flagged by Amy Martin 03/31/2026 09:54 AM Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. On the day of breakfast observation, two meals claimed for reimbursement did not contain the required fruit or vegetable component. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BERLIN COMMUNITY-990	402	05/11/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/31/2026 12:37 PM CAP Accepted				
	Corrective Action Plan: Submitted by DIANNA WHITTAKER 03/31/2026 10:30 AM Employees have been retrained on following the recipes for each item offered. They have also been retrained on Offer vs serve. This took place on 3/31/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed				
	Flagged by Amy Martin 03/31/2026 09:56 AM Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. On the day of the K-8 lunch observation, a Garden Salad was put out for meal service as an entree option. The recipe was not followed during preparation and the Garden Salads did not contain any meat/meat alternate (the recipe called for 2 oz cheese). The food service staff was notified of the issue prior to any students arriving in the cafeteria and the Garden salads were corrected to include 2oz cheese, therefore no meals are 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