

SOMERDALE BD OF ED-00704790 - 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) | SOMERDALE BD OF ED-00704790 | 126 | 02/17/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Amy Martin 01/22/2025 11:01 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Bruno Berenato 01/22/2025 08:55 AM | | | | |
| | One student showed up on the DC SNAP list as of 1/14/25. The other two students listed, submitted a new application as of 1/17/25 | | | | |
| | Flagged by Amy Martin 01/15/2025 12:21 PM | | | | |
| | Missing 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) 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. | | | | |
| | Two household applications (involving three students) were missing during the AR. According to the online application system both were submitted as paper applications, but were not able to be found for the AR. One of the applications (one student) was on the DC SNAP list as of today, January 14, 2025. | | | | |

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| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
| Verification | Verification (On-Site Assessment Tool) (207H) | SOMERDALE BD OF ED-00704790 | 214 | 02/17/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Amy Martin 01/22/2025 11:01 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Bruno Berenato 01/16/2025 01:39 PM | | | | |
| | This was corrected and changed. | | | | |
| | Flagged by Amy Martin 01/15/2025 12:22 PM | | | | |
| | 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. | | | | |
| | One of the verified applications went from federally free to federally reduced eligible. The change was made immediately. | | | | |
| | 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. | | | | |
| Civil Rights | Civil Rights (Off-Site Assessment Tool) (800H) | SOMERDALE BD OF ED-00704790 | 806 | 02/17/2025 | CAP Accepted |

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|---------------------------|---|-----------------------------|------------|------------|--------------|
| Corrective Action History | Corrective Action Plan: Accepted by Amy Martin 01/22/2025 11:00 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Bruno Berenato 01/16/2025 01:38 PM | | | | |
| | This training took place with this employee on 1/15/2025. | | | | |
| | Flagged by Amy Martin 01/15/2025 12:22 PM | | | | |
| | Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, staff distributing meal benefits, and 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. | | | | |
| | The individual distributing the afterschool snack and completing the rosters/snack counts does not have annual civil rights training. | | | | |
| | 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. | | | | |
| Group 1: CA Count (2) | | SOMERDALE BD OF ED-00704790 | | 02/17/2025 | CAP Accepted |

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| Corrective Action History | Corrective Action Plan: Accepted by Amy Martin 01/22/2025 11:01 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Bruno Berenato 01/16/2025 01:41 PM | | | | |
| | The way in which the afterschool snacks are recorded has been updated. This change was effective on 1/21/25. The afterschool director now has a list where she checks off and the responses can no longer be changed unless the food service director makes the change with the proper documentation. | | | | |
| | Flagged by Amy Martin 01/15/2025 12:23 PM | | | | |
| | <p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Although there is a point of service count recorded, it is calculated using a live Google doc. The following morning the FSD, opens the Google doc and does a split screen on her computer and enters the snacks into the cash register. Unfortunately, during the AR the claim can not be replicated using the Google doc. Since it is a live document, names are being updated daily and when they are removed, it also removes them from the served snacks. In addition, there are multiple issues with the document, including duplicate names (verified only one in the SFA with the name), missing names, but claimed at the cash register, misspelled names, etc. The claiming is a systemic error and all snacks from the review month are disallowed as I can not reproduce the numbers (108 Free, 55 Reduced, 203 Paid).</p> <p>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.</p> <p>Flagged by Amy Martin 01/15/2025 12:23 PM</p> <p>As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding (s) 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> | | | | |
| Afterschool Snack Program | Afterschool Snack Program (Other Programs) | SOMERDALE PARK-1120 | | 02/17/2025 | Flagged |
| Corrective Action History | Flagged by Amy Martin 01/15/2025 12:07 PM | | | | |
| | <p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Although there is a point of service count recorded, it is calculated using a live Google doc. The following morning the FSD, opens the Google doc and does a split screen on her computer and enters the snacks into the cash register. Unfortunately, during the AR the claim can not be replicated using the Google doc. Since it is a live document, names are being updated daily and when they are removed, it also removes them from the served snacks. In addition, there are multiple issues with the document, including duplicate names (verified only one in the SFA with the name), missing names, but claimed at the cash register, misspelled names, etc. The claiming is a systemic error and all snacks from the review month are disallowed as I can not reproduce the numbers (108 Free, 55 Reduced, 203 Paid).</p> <p>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.</p> | | | | |
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| Meal Counting and Claiming - Day of Review | Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H) | SOMERDALE PARK-1120 | 318 | 02/17/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Amy Martin 01/22/2025 11:00 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Nancy Hibbard 01/15/2025 01:37 PM | | | | |
| | On 1/14/2025, Director implemted a cart with additional menu items for any student not able to come through line. This will allow students to choose additional meal items. | | | | |
| | Flagged by Amy Martin 01/15/2025 12:22 PM | | | | |
| | <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. 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.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>During lunch, it was observed that meals were claimed for reimbursement that did not have an appropriate point of service (POS).</p> <p>On the day of observation. an aide came into the serving area of the cafeteria and selected three meals for her students. The aide either provides the names/PINS of the students or gives the cashier the pre-order entree form to enter the names into the cash register. She then brings the meals to the students that are seated in the cafeteria. On observation day, the three trays were stacked on top of one another and I was unable to determine if all components were available to all student's or if the student's selected a reimbursable meal. In addition, other than the main entree, the aide selected the components for each of the students.</p> <p>In this situation, the meal counts were taken when the meals are provided to the aides, not an eligible child. In addition, all student's must have the same access to all meal components and the ability to choose from the offerings.</p> <p>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. Fiscal action will be taken. An over claim may be assessed.</p> | | | | |

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| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H) | SOMERDALE PARK-1120 | 409 | 02/17/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Amy Martin 01/22/2025 11:00 AM CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Nancy Hibbard 01/15/2025 01:26 PM On 1/15/2025, discussed and retrained staff on proper procedures with completing production records. | | | | |
| | Flagged by Amy Martin 01/15/2025 12:22 PM | | | | |
| | At lunch, 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. Production records must be filled out in their entirety and must be reviewed for accuracy each day. | | | | |
| | On Monday, December 9, 2024, the lunch production record indicates that a variety of fruits were planned for service. However the total usage, leftovers, etc of the fruit components was not completed. This was deemed a documentation issue as all other meal components had complete documentation, including ample vegetable components served to constitute reimbursable meals. 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