

UPPER DEERFIELD TWP BD OF ED-01105300 - 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
Professional Standards	Professional Standards (On-Site Assessment Tool)	UPPER DEERFIELD TWP BD OF ED-01105300	1219	03/05/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 01:00 PM CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/12/2025 01:15 PM On or before 3/7/2025 all pre-k teachers & aides will be given training on identifying a reimbursable meal and proper counting and claiming. Going forward this will be incorporated in the annual trainings given to the staff at the start of the school year, and any newly hired staff as needed. Additionally, a quick reference tip sheet will be included in the pre-k meal roster folders sent to the classrooms with the meals, in the event a substitute is in the room for the day.				
	Flagged by Jill Dailey 02/05/2025 08:13 AM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/ . At the time of the review, there was no documentation to show that teachers/aides taking meal counts in the classroom had received the required training on meal counting and claiming and identifying a reimbursable meal. 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.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	CHARLES F SEABROOK SCHOOL-572	3	03/05/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 12:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/08/2025 01:10 PM				
	This was corrected on the day of the review, 2/3/2025 when I discovered the milks weren't sent for all pre-k at lunch. The option to opt-in or out for milk has been removed from the order form for pre-k				
	Flagged by Jill Dailey 02/05/2025 08:13 AM				
	<p>All meal components must be available throughout the entire meal service.</p> <p>During the observation of lunch meal service in the PreK classrooms only students who ordered milk received it. When operating under Serve Only, students must be served all required components, including milk.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	CHARLES F SEABROOK SCHOOL-572	6	03/05/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 12:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/08/2025 01:15 PM				
	The FSD and I reviewed the grain chart together on 2/5/25 and the CACFP guidelines for pre-k.				
	A cycle menu for pre-k is being implemented in March 2025 to ensure there are no unallowable grains/ food items served to pre-k.				
	Flagged by Jill Dailey 02/05/2025 08:13 AM				
Corrective Action History	Grain based desserts no longer count towards the grain component.				
	During the week of review, on 1/14/2025, PreK students were served Mini Cinnis which fall into Group E on the Exhibit A Grain Chart and are categorized as a grain based dessert.				
	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)	CHARLES F SEABROOK SCHOOL-572	401	03/05/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 12:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/08/2025 01:22 PM				
	<p>On 2/3/2025 as I observed there was not milk with all meals being delivered I asked Try to return to the kitchen and bring milk for all meals.</p> <p>On 2/4 I reviewed with all staff the pre-k meal guidelines. The attached poster will be hung in the area of the kitchen where pre-k meals are prepared to help familiarize the staff with the meal pattern for serve only.</p>				
	<p>Flagged by Jill Dailey 02/05/2025 08:13 AM</p> <p>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers/teachers should receive training on how to accurately recognize a reimbursable lunch.</p> <p>PreK students in the classroom must be served all 5 components when operating under Serve Only. On the day of review at lunch, 4 PreK meals were counted and claimed per the roster, but students did not receive a milk. Food service staff was not aware that all PreK meals in the classroom must receive milk. The operations manager began correcting the problem on-site and had staff return with milk for all other PreK meals.</p> <p>4 meals will be disallowed for the missing meal component.</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.</p> <p>Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	CHARLES F SEABROOK SCHOOL-572	409	03/05/2025	CAP Accepted
	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 12:59 PM				
	CAP Accepted				

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<div>Corrective Action History</div>	<div>Corrective Action Plan: Submitted by Michelle Stahlman 02/12/2025 01:17 PM</div> <div>As of 2/3 ALL pre-k is receiving milk with their lunches.</div> <div>For the k-2, on 1/17 milk was left off of the production record in error.</div> <div>We were unable to prove this through camera footage, however, I have uploaded the Milk Purchases for the year to show that we have consistently purchased and offered Milk. Also, that a delivery was made on 1/15 and 1/17</div> <div>I understand that the Pre-K lunch was not compliant, but the K-2 always offers milk as you saw on your visit.</div> <div>Please reconsider taking back the 140 meals on 1/17.</div>

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	<p>Flagged by Jill Dailey 02/05/2025 08:28 AM</p> <p>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.</p> <p>During the week of review, PreK meals on 1/15, 1/16, and 1/17 were missing the milk component. Additionally, students in grades K-2 were missing the milk component on 1/17 per the production records.</p> <p>1/15 - 30 PreK meals were claimed without the milk component</p> <p>1/16 - 23 PreK meals were claimed without the milk component</p> <p>1/17 - 29 PreK meals were claimed without the milk component</p> <p>1/17 - 140 meals were claimed for grades K-2, but no milk was documented on the production records as being available during the lunch meal service.</p> <p>Additionally, on 1/14, all students in grades K-2 took a fruit and/or vegetable under OVS at lunch, but 12 meals only took the lettuce and tomato which credited as 3/8c which is less than the 1/2 C requirement. This is a first time PS2 violation for insufficient quantities.</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.</p> <p>Indicate the date of implementation.</p>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	CHARLES F SEABROOK SCHOOL-572	1408	03/05/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 12:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/08/2025 01:19 PM				
	On Friday, 1/31 I had removed the temperature logs for the month from the refrigeration units, missing the one on the milk cooler.				
	The staff had not had a chance to replace them as of lunch service on Monday- however at this time they had already missed taking the morning temps.				
	New refrigeration logs were in place immediately after we noticed on 2/3/2025. I reviewed the importance of accurate temp taking with the staff.				
Corrective Action History	Flagged by Jill Dailey 02/05/2025 08:13 AM				
	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site.				
	On the day of review, 2/3/2025, temperature logs for February 2025, were either missing from the refrigerators/freezers or incomplete. Additionally, one of the milk coolers still had the January temperature log.				
	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