**MAURICE RIVER BD OF ED-01103050 - Corrective Action Report**

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<td>MAURICE RIVER TWP</td>
<td>409</td>
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**Finding:** On 2/28/2020, the fruit component was not completed on the production records for breakfast and lunch. The component was on a separate backup record, but was not transferred to the production sheet.

**Corrective Action Plan:**

Production forms have been updated for both breakfast and lunch, to include a Food Service Director signature line. The Food Service Director will review all production records prior to signing off, to be sure that daily production records reflect that all meal components were offered to students that day for both breakfast and lunch. All meal components for breakfast and lunch will be checked by the Food Service Director based on the daily menu. Additionally, the production forms have been updated to reflect more details, including the addition of recipe numbers, food labels, child nutrition labels, etc.

The Food Service Director has implemented updated production records as of June 19, 2020. The Food Service Director will implement daily review of production records with sign off procedure on September 2, 2020, the first day of school.
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.

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.

On 2/28/2020 - The fruit component was not completed on the production records for breakfast and lunch. Luckily the cook keeps a separate record and it was saved. It is important to have everything on the production records. The production records should be checked for completion, prior to being signed off by a supervisor.

Explain in detail, how the findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
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.

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. Indicate the date of implementation.

On 2/28/2020 - The fruit component was not completed on the production records for breakfast and lunch.