## On-Site Assessment Tool

**Site Name:** Certification and Benefit Issuance  
**Question #:** 126  
**Due Date:** 03/11/2019  
**Status:** CAP Accepted

<table>
<thead>
<tr>
<th>Corrective Action History</th>
<th>Description</th>
<th>Date/Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP Accepted Lea Berry</td>
<td>09/20/2019 12:00 PM CAP Accepted</td>
<td></td>
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<tr>
<td>CAP Submitted Lea Berry</td>
<td>03/20/2019 12:35 PM</td>
<td>2/22/19</td>
<td></td>
</tr>
<tr>
<td>CAP Rejected Lea Berry</td>
<td>03/19/2019 01:09 PM I need the date this was corrected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP Submitted Tammie Zane</td>
<td>02/12/2019 11:35 AM Contacted parent/guardian, one gave me the correct</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>number and one had 10 days to submit correct number or will be denied</td>
<td></td>
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<tr>
<td></td>
<td>application.</td>
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<tr>
<td>Flagged Lea Berry</td>
<td>02/11/2019 02:22 PM</td>
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</table>

## Off-Site Assessment Tool

**Site Name:** Revenue from Nonprogram Foods  
**Question #:** 709  
**Due Date:** 03/13/2019  
**Status:** CAP Accepted
Going forward the school district will properly complete the non program food tool annually.

We will ensure that the NPRFT will match the figure on the B5, and include all non program food revenues and costs and its calculation.

The SFA revenues ratio via the tool will equal or exceed the SFA food cost ratio.

We will increase revenues on adult prices and ala carte to be sufficient to cover the cost.

This will be monitored by Tammie Zane (FSD), and Greg Wilson BA., effective immediately.

**Finding: Revenue from Non-program Foods**

The NPFR Tool did NOT match the figures to the SFA’s Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation.

Please review the NPFRT webinar in SNEARS on the proper completion of the tool:


A CAP is required
<table>
<thead>
<tr>
<th>Section</th>
<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
<th>Due Date</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CAP Accepted Lea Berry 02/13/2019 01:12 PM</td>
<td>CAP Accepted</td>
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<tr>
<td></td>
<td>CAP Submitted TAMMIE ZANE 02/12/2019 11:34 AM</td>
<td>All foods will be accounted for on the production records starting 2/11/19, ex: hot vegetables, fruit</td>
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<tr>
<td></td>
<td>Flagged Lea Berry 02/11/2019 02:20 PM</td>
<td>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.</td>
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</table>

Corrective Action History

For the review period hot daily vegetables were not on the menu or on the production record. All components must be documented on the menu and on the production record. After investigation the cook did not know how many portions of vegetables were in a can. Training must be provided.

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.
## Corrective Action History

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<tr>
<td><strong>On-Site Assessment Tool</strong></td>
<td>Civil Rights</td>
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<tr>
<td><strong>On-Site Assessment Tool</strong></td>
<td>Smart Snacks in School</td>
<td>SAMUEL MICKLE SCHOOL</td>
<td>1105</td>
<td>03/13/2019</td>
<td>CAP Accepted</td>
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<td><strong>Corrective Action History</strong></td>
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<tr>
<td><strong>On-Site Assessment Tool</strong></td>
<td>Dietary Specifications and Nutrient Analysis</td>
<td>SAMUEL MICKLE SCHOOL</td>
<td>603</td>
<td>03/13/2019</td>
<td>CAP Accepted</td>
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</table>

The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement.

The household eligibility letter does not have the correct non-discrimination statement.

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.

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.

On day of review, two popsicles are being sold that do not meet smart snack standards.

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.
## Corrective Action History

### CAP Accepted Lea Berry 02/13/2019 01:10 PM
- **Site Name**: CAP Accepted

### CAP Submitted TAMMIE ZANE 02/13/2019 08:29 AM
- I will look into turkey or chicken hot dogs.

- Baked chips will only be served once a week.

- We try to encourage children to participate in our program. We will meet the USDA guidelines.

### Flagged Lea Berry 02/13/2019 08:10 AM
- Technical assistance for areas of concern for lunch was given regarding serving beef hot dogs everyday. It was advised to try to find a turkey hot dog.

### Off-Site Assessment Tool - Certification and Benefit Issuance
- **Question #**: 103
- **Due Date**: 03/13/2019
- **Status**: CAP Accepted

### Corrective Action History

### CAP Accepted Lea Berry 02/13/2019 01:09 PM
- **Site Name**: CAP Accepted

### CAP Submitted TAMMIE ZANE 02/13/2019 08:30 AM
- I will count out the 30 days and make the appropriate date in the future.

### Flagged Lea Berry 02/13/2019 08:10 AM
- A student’s free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. 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-Site Assessment Tool - Smart Snacks in School
- **Site Name**: SAMUEL MICKLE SCHOOL
- **Question #**: 1104
- **Due Date**: 03/13/2019
- **Status**: CAP Removed

### Corrective Action History

### CAP Removed Lea Berry 02/11/2019 01:34 PM
- **Site Name**: CAP Removed

### Flagged Lea Berry 02/11/2019 01:32 PM
- Two items being sold to students do not meet smart snack standards. The assorted popsicle and the sour blue raspberry bar do not meet smart snack standards.

### Off-Site Assessment Tool - SFA/Sponsor On-Site Monitoring
- **Question #**: 900
- **Due Date**: 03/13/2019
- **Status**: CAP Removed
All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) 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.