

HAMILTON TWP BD OF ED-02101950 - 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)	HAMILTON TWP BD OF ED-02101950	126	03/16/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/17/2026 08:32 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Darsey Klein 02/13/2026 09:16 AM				
	Social Security number updated 2-5-26.				
	Flagged by Amy Martin 02/12/2026 02:12 PM One incomplete applications was 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 the application error. Do not identify the students' names when providing the documentation under the SFA comments.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	HAMILTON TWP BD OF ED-02101950	1217	03/16/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/17/2026 08:32 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 12:49 PM				
	Date of Implementation: 8/26.				
	The SFA/Sponsor will use the USDA Professional Standards Training Tracking Tool Starting August 2026. Each employee will fill out there own tracker and they will be kept in the office and filled out when trainings occur.				
Corrective Action History	Flagged by Amy Martin 02/12/2026 02:05 PM				
	Training trackers must contain all the same fields for documenting compliance with professional standard training requirements as the USDA Training Tracker tool.				
	The SFA uses a combination of training trackers. Once of the trackers utilized does not contain all the required fields listed in the Professional Standards module.				
	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..				
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	ALBERT E GRICE MIDDLE-1717	19	03/16/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/17/2026 08:38 AM CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 01:16 PM Date of Implementation: 2/2/26 Recipe for the Chef Salad was changed to include the amount of turkey and turkey ham in slices vs. weight. This will ensure staff making the recipe will have the proper portion size. We are going through recipes in regards to standardized recipes. Flagged by Amy Martin 02/12/2026 02:13 PM 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. On the day of observation during lunch at Grice, the chef salad recipe was not being followed. Both the turkey and turkey ham amounts were inconsistent with the recipe. In addition, technical assistance was provided on the need for standardized recipes for items bundled together. 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 Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ALBERT E GRICE MIDDLE-1717	318	03/16/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/17/2026 08:38 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 01:24 PM				
	Date of Implementation: 2/2/26				
	After meal service on the day of the review food service staff were given an in-service on the importance of proper meal counting and claiming. Food service staff was also re-trained on Offer vs. Serve and What Makes a Meal. Additional oversight will be given as needed.				
	Flagged by Amy Martin 02/12/2026 02:12 PM				
	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. On the day of lunch observation (2/2/26), at the onset of the meal service, students were observed entering their personal identification numbers (PINs) into the cash register and proceeding without the presence of a cashier. In addition, throughout the meal service , while the cashier was engaged in other tasks, such as adding funds to student accounts, multiple students circumvented the line, bypassing the cashier altogether. It was noted that on at least three occasions, students did not enter their PINs on the keypad. Furthermore, when other students that had entered their PIN and circumvented the line, appeared in the transaction queue, the cashier recorded them as having received reimbursable meal, despite not having visually confirmed the contents of their trays. 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. 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	KISTHARDT-1148	318	03/16/2026	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 03/17/2026 08:38 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 01:20 PM				
	Date of Implementation: 2/16/26				
	Additional oversight was given to that school to ensure employee (lead) is accurately counting and claiming meals correctly. Lead is now standing in a different location. We are monitoring the tallies and will address as any issues arise.				
	Flagged by Genel Cook-Wright 02/12/2026 02:12 PM				
	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 meal has been served to an eligible child.				
	Due to corporate involvement on 2/10, an additional lunch observation took place on 2/11/26 in order to observe a true representation of the day-to-day service.				
	On 2/11/26, the state agency reviewer counted meals using a clicker, while the food service staff used a tally sheet. Our final numbers did not match. It was observed that there was minimal communication between the food service worker and the students. When the worker was distracted by filling items, grabbing cold entree bags, or having to leave her post, there was no communication for the students to stop, causing an underclaim for the day.				
	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.				
	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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	KISTHARDT-1148	320	03/16/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/17/2026 08:38 AM CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 01:06 PM				
	Date of Implementation: 2/16/26				
	Food Service lead was trained on the importance of paying attention as the students are going through the line. Lead was also moved to a different location to ensure meal counting and claiming. We will also work with administration in the building to make sure all staff are on the same page.				
	Flagged by Amy Martin 02/12/2026 02:14 PM				
	Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school.				
	On 2/11/26, the state agency reviewer counted meals using a clicker, while the food service staff used a tally sheet. Our final numbers did not match. It was observed that there was minimal communication between the food service worker and the students. When the worker was distracted by filling items, grabbing cold entree bags, or having to leave her post, there was no communication for the students to stop, causing an underclaim for the day. SFA count 170, SA count 174.				
Corrective Action History	The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, must be corrected.				
	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. Fiscal action will be taken. Corrective Action must be applied SFA-wide. An over claim may be assessed.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	KISTHARDT-1148	402	03/16/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/17/2026 08:33 AM
	CAP Accepted
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 12:55 PM
	Date of Implementation: 2/12/26
	On date of observation, Pizza Bento was fixed to include the proper portion of cheese based upon the guidance of the state auditor. In addition, the Pizza Bento was fixed to include the proper portion of cheese for compliancy. Food Service Staff was retrained on proper portioning of vegetable subgroups (Harvest Market) on 2/11/26 and 2/12/26 to make sure they understand the importance of proper portioning.

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	Flagged by Amy Martin 02/12/2026 03:37 PM				
	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). 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.				
	Due to corporate involvement on 2/10, an additional lunch observation took place on 2/11/26 in order to observe a true representation of the day-to-day service.				
	On the 2/10/26 lunch observation, a Pizza Bento Box was offered as an entrée item. According to the recipe, 2oz cheese is part of the box. On the day of observation, the bento box only contained 0.6oz of cheese, which provides only 0.5 oz eq of the meat/meat alternate component. The K-5 meal pattern requires 1oz meat/meat alternate daily, therefore the Pizza Bento Box contained an insufficient quantity of meat/meat alternate. The food service staff was notified of the insufficiency prior to meal service and the Chips & Salsa Bento Boxes were corrected to include 2oz cheese.				
	In addition, during the lunch observation on 2/11/26, the red peppers were not portioned into the 1/2-cup servings as indicated on the production record. The food service staff was notified of the insufficiency prior to meal service, and the red pepper containers were filled to provide the correct 1/2-cup portions.				
	This is a Performance Standard 2 (PS2) violation. Failure to fix identified issues may also lead to fiscal action/repeat violations 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	LALOR-1151	320	03/16/2026	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 01:00 PM				
	Date of Implementation: 2/16/26				
	Starting on Monday, February 16th, 2026 food service lead was instructed to change the location of standing in order to ensure accurate meal counting and claiming. Lead is now standing in the doorway to make sure that all students receive all meal components prior to the point-of service and to ensure students are not being counted multiple times or not counted at all.				
	Flagged by Genel Cook-Wright 02/12/2026 02:17 PM				
	Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school.				
	Although, the meal counts claimed for reimbursement are accurate, there is a discrepancy between the tally sheet and the edit check worksheets (ECW) and claim support documentation on December 17, 2025. Upon review, this discrepancy was determined to be the result of a recordkeeping error rather than an inaccuracy in the meals claimed.				
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)	LALOR-1151	401	03/16/2026	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Randi Brower 03/11/2026 01:11 PM				
	Date of Implementation: 2/5/26				
	The finding was corrected on site during the day of the review as food service staff employee made sure after the claim that the student did get a fruit. Staff was retrained on the importance of looking at meals as they come through the line to make sure students have the required components prior to claiming the meal.				
	Flagged by Amy Martin 02/12/2026 02:13 PM				
	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. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.				
	On the day of the review, during breakfast, one student went through the point of service without selecting the required fruit or vegetable component. The meal was marked on the tally sheet by the food service worker. The food service staff were notified of the issue, and they subsequently provided the student with the fruit component to ensure the meal met reimbursable meal requirements. Since the fruit component was provided, zero meals will be 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.					

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Fresh Fruit and Vegetable Program - Day of Review	Fresh Fruit and Vegetable Program - Day of Review (On-Site Assessment Tool - Site) (1903H)	LALOR-1151	1904	04/27/2026	Flagged
Corrective Action History	Flagged by Michelle Murdock 03/25/2026 11:15 AM The FFVP must not be offered during the school day when lunch and breakfast is being served. 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.				
Fresh Fruit and Vegetable Program - Day of Review	Fresh Fruit and Vegetable Program - Day of Review (On-Site Assessment Tool - Site) (1903H)	LALOR-1151	1910	04/27/2026	Flagged
Corrective Action History	Flagged by Michelle Murdock 03/25/2026 11:14 AM HACCP principles and applicable sanitation and health standards, including the handling of any left overs were not followed during the observation of the FFVP. 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.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged