Prior to distribution, the blank applications will be reviewed to ensure that the copies contain all required fields.

Upon return of the forms, the determining official (Lynette Fata) will verify the determination/eligibility, within the school use only box.

The confirming official (Christopher Jones) will conduct an edit check to confirm that the application was correctly determined and will sign to indicate the eligibility is correct.

To ensure the correct process is followed training has been taken and will be continued throughout the year.

Training taken is as follows:
- Determining Eligibility for Free and Reduced Price Application for School Meals webinar
- The Direct Cert Webinar

Incomplete and/or incorrectly determined 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.

The Health Inspection report from 12/5/19 was placed in an area that was not easily visible to students. It has been moved by Charles Smith, Building and Grounds manager, to the Gym wall where it will be more readily viewed by the public. We will request that the Health Inspector place the next inspection report, anticipated in June 2020, in the new spot reserved for this posting.

The food safety inspection report was not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the Corrective Action Plan how this will be corrected, indicate date of implementation.
## Corrective Action Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer vs Serve - Day of Review</td>
<td>Offer vs Serve - Day of Review</td>
<td>NUMBER 3</td>
<td>501</td>
<td>02/24/2020</td>
<td>CAP Removed</td>
</tr>
</tbody>
</table>

**Corrective Action History**

- **CAP Removed Katie Hunter** 01/24/2020 10:02 AM
- **Flagged Katie Hunter** 01/24/2020 09:42 AM

Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.