

# GALLOWAY TWP BD OF ED-00101690 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Local School Wellness		1000	05/12/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/26/2019 03:49 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/16/2019 01:40 PM	Policy 8505 will be board approved on 4/29/19.			
	CAP Rejected Lorena Paredes 04/15/2019 04:35 PM	Please address the outdated requirements found in the Local Wellness Policy and what was done to correct it. Please include dates.			
	CAP Submitted ROBBIN REMSTER 04/15/2019 05:50 AM	The wording was changed to Annually on 3/12/19. Approved by the board on 4/8/19			
	Flagged Lorena Paredes 04/12/2019 02:35 PM	The SFA must incorporate the current required elements into the Local School Wellness Policy. Information about the Local Wellness Policy and a sample copy can be found in SNEARS under the 'Resources' tab. 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 - Site	Food Safety, Storage and Buy American	GALLOWAY TWP MIDDLE SCH	1404	05/12/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:16 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:03 AM	I had signatures of all employees on one form from September 2018 training.  September 2019 training I will have each school sign form and keep it on file at the kitchens instead of main office.			
	Flagged Lorena Paredes 04/12/2019 02:44 PM	Although SFA did have a HACCP book available, SOP's were not signed and dated to indicate that they have been implemented and reviewed.  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 - Site	Food Safety, Storage and Buy American	PORT REPUBLIC SCHOOL DISTRICT	1404	05/12/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:16 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:07 AM	<p>September 2018 training I had employee sign form with all employees.</p> <p>September 2019 training I will have employee sign individual form and keep it at Port kitchen.</p>			
	Flagged Lorena Paredes 04/12/2019 02:42 PM	<p>Although SFA did have a HACCP book available, SOP's were not signed and dated to indicate that they have been implemented and reviewed.</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. Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	GALLOWAY TWP MIDDLE SCH	409	05/12/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:15 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:10 AM	<p>3/12/19 Made sure we added beans rest of each week in March.</p> <p>I added beans to the April menu and will continue to make sure I have them on there in future.</p>			
	Flagged Lorena Paredes 04/12/2019 02:44 PM	<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. Also, the SFA must make sure that all vegetable subgroups are met for the week. 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>The planned menu and production records for the review week did show that the daily minimum vegetable component was offered. However, the weekly requirement for the "beans/peas (legume)" vegetable subgroup was not met. The documentation indicated that a "bean/pea (legume)" was not offered for the review month or the review week.</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. Indicate the date of implementation.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	05/12/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:14 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:17 AM	Four applications did not have SS# on them. On 3/12/19 made all corrections we called each parent to get the SS#.  One application had wrong case# made phone call to parent she took # off of her medical card instead. On 3/12/19 called parent to get correct case # and made correction.			
	Flagged Lorena Paredes 04/12/2019 02:49 PM	Incomplete 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	PORT REPUBLIC SCHOOL DISTRICT	410	05/12/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:13 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:23 AM	<p>On 3/12/19 made correction of the correct portion size and will continue to make sure it continues in the future.</p> <p>April menu will have the dark green vegetable on each week and will continue with future menus also have the correct portion size.</p>			
	Flagged Lorena Paredes 04/12/2019 02:51 PM	<p>At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p>The daily minimum quantity of vegetable was met for the review period since two vegetable choices were offered daily. However, the review period did not meet the minimum 1/2 cup weekly requirement for dark green vegetable subgroup. The menu and production records indicated that the only dark green vegetable offered for the week was a romaine salad on Friday 2/8/19. The creditable quantity was not enough to meet the weekly requirement. The production records and the recipe for the romaine salad indicated a portion size of 6 oz offered. The salad was incorrectly credited as 3/4 cup. The creditable amount of raw leafy greens is half of the portion served. Thus, the 3/4 cup romaine salad can only credit as 1/4 + 1/8 cups, which is less than the 1/2 cup weekly requirement.</p> <p>Also, on the production records for some of the menu items the portion size and creditable meal component contributions sections and the number of portions used were blank. Complete production records are required.</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. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Verification		214	05/12/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:11 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:28 AM	All future verification will be 10 days only even if holidays fall during that time. On 4/12/19 made the correction.			
	Flagged Lorena Paredes 04/12/2019 02:46 PM	Households were given three weeks for a reduction of benefits. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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	Verification		211	05/12/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 04/15/2019 04:08 PM	CAP Accepted			
	CAP Submitted ROBBIN REMSTER 04/15/2019 06:34 AM	4/12/19 made correction to all notification letters to have Richard B. Russell lunch Act on them.			
	Flagged Lorena Paredes 04/12/2019 02:59 PM	The notification letter does not contain the Richard B. Russel Lunch Act statement. The SFA's verification notification letter must include all required information. Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	03/08/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lisa Garland 03/15/2019 12:30 PM				CAP Accepted
	CAP Submitted ROBBIN REMSTER 03/15/2019 12:01 PM				revised
	CAP Rejected Lisa Garland 03/05/2019 09:18 AM				Please resubmit CAP per guidelines addressed in the email sent on 3/1/19 in the "Correspondence/Messages" tab
	CAP Submitted JOY NIXON 03/04/2019 04:25 PM				I uploaded the NPFR Tool for 16-17 as a document.
	Flagged Lisa Garland 03/01/2019 02:40 PM				<p><b>Finding: Revenue from Non-program Foods</b></p> <p>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 &amp; did NOT include all of its nonprogram revenues and costs in its calculation.</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p>