

NORTHFIELD BOE-00103720 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	NORTHFIELD COMMUNITY ES	325	05/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 04/22/2019 11:31 AM	CAP Accepted			
	CAP Submitted LINDA ALBRIGHT 04/16/2019 12:44 PM	<p>On April 8, 2019 this SOP was implemented.</p> <p>FSD will run the edit checks from the Lunchbox POS daily and compare them to the daily meal count report to verify for accuracy. Prior to entering the information into the FSMC LAMS system. This same procedure will be completed at the end of the month again for the entire month before submitting reimbursements.</p> <p>Both copies (POS & LAMS system) edit checks will be given to the BA who certifies to verify as well prior to certifying the claim.</p>			
	Flagged Lorena Paredes 04/15/2019 07:25 AM	<p>Adult meals were added to paid meal counts and claimed for reimbursement. Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>			
Off-Site Assessment Tool	Meal Counting and Claiming		305	05/15/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 04/22/2019 11:30 AM				CAP Accepted
	CAP Submitted LINDA ALBRIGHT 04/16/2019 12:45 PM				<p>On April 8, 2019 this SOP was implemented.</p> <p>An order form gets sent home with students with all meal components listed that they can choose from.</p> <p>The order is filled and the order form attached to the bagged lunch and placed in a cooler.</p> <p>A coded roster is given to the teacher accompanying the trip who will mark off as the student receives their complete reimbursable meal.</p> <p>The roster is then returned to the FSD and the information is entered into the POS.</p> <p>Field trip order forms are also posted on the districts website.</p>
	Flagged Lorena Paredes 04/15/2019 04:01 PM				A system must be in place to properly count and claim meals on field trips. In addition to meals taken on school supervised field trips meeting meal pattern requirements, an accurate point of service count must be taken when meals are served. A roster must be taken on the field trip, marked off upon receipt of the meal, then entered into the POS when students return from trip. 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.
Off-Site Assessment Tool	Local School Wellness		1002	05/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 04/22/2019 11:30 AM				CAP Accepted
	CAP Submitted LINDA ALBRIGHT 04/16/2019 12:44 PM				<p>Date of Implementation is April 16, 2019, BOE Policy 3542.1 Wellness, Nutrition, will be revised and approved at the May 20, 2019 BOE meeting</p> <p>The current Board Policy states that "The board shall ensure that a triennial (once every three years) assessment of the policy". This will be revised to include that the policy will be reviewed and assessed annually (once every year). The Wellness Policy Assessment Tool, Form 357, will be reviewed and completed immediately and then annually thereafter.</p>
	Flagged Lorena Paredes 04/15/2019 04:02 PM				The Local School Wellness Policy must be reviewed and assessed annually. 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.
Off-Site Assessment Tool	Smart Snacks		1101	05/15/2019	CAP Removed

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Corrective Action History	CAP Removed Lorena Paredes 04/15/2019 07:31 AM	CAP Removed			
	Flagged Lorena Paredes 04/15/2019 07:26 AM	All food items sold a la carte anywhere on the school campus during the school day must meet Smart Snack Standards. For combination foods, the nutrition information for each item should be combined and entered into the Alliance for a Healthier Generation Calculator. For non-packaged items or recipes where nutrition information may not be readily available, a nutrient analysis of the recipe should be completed to determine compliance.			