

PEMBERTON TWP BD OF ED-00504050 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	10/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 10/11/2019 01:25 PM	CAP Accepted			
	CAP Submitted DAN SMITH 10/11/2019 01:09 PM	<p>Corrective Action: The SFA will increase pricing of catering transactions; which will increase the revenue to meet the requirements under 7 CFR 210.14(f).</p> <p>Implementation: The SFA will immediately increase pricing and provide notification to the appropriate parties.</p> <p>Responsible Person(s): School Business Administrator and Food Services Director</p> <p>Date of Implementation: October 15, 2019</p>			
	Flagged Lisa Garland 10/10/2019 10:20 AM	<p>Finding: Revenue from Non-program Foods</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 & did NOT include all of its nonprogram revenues in its calculation.</p> <p>In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</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> <p>A Corrective Action Plan is required</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/03/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 05/09/2019 12:00 PM	CAP Accepted			
	CAP Submitted BARBARA WELLS 05/08/2019 07:17 AM	<p>5/7/2019 two online applications determined free with incorrect case numbers were changed from free to paid status. Parents were called and correct case numbers were requested. Parents were given 5 days to provide the information or students' eligibility would go to paid status. Both parents were unable to find the correct case numbers and the eligibility was changed.</p> <p>In the future online applications will be reviewed for all errors including correct case numbers. Online applicants will be limited to 6 or 9 numbers.</p>			
	Flagged Lea Berry 05/02/2019 01:50 PM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.)</p> <p>The SFA must indicate the date of correction for all application errors.</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		142	06/03/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 05/09/2019 08:47 AM	CAP Accepted			
	CAP Submitted BARBARA WELLS 05/08/2019 07:04 AM	<p>5/7/2019 Guardian came into office to explain that she had applied for SNAP benefits after filling out the application with a note denying free meals for 2 of the 3 children listed. She requested that all students on the application dated 8/27/2018 receive free meals.</p> <p>In the future a record of the appeal for benefits in writing will be requested if an applicant denys benefits on an application and then students become DCRT.</p>			
	Flagged Kate Marsh 05/03/2019 11:25 AM	<p>If a household declines benefits or requests a lower level of benefits, the SFA must comply with the request. The eligibility category on the benefit issuance document must be changed immediately.</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.</p> <p>Indicate the date of implementation..</p>			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	06/03/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 05/08/2019 01:07 PM	CAP Accepted			
	CAP Submitted BARBARA WELLS 05/08/2019 10:29 AM	<p>5/8/2019 Informed staff to remove products identified as imported. Requested supplier provide an exemption and did not receive a response.</p> <p>In the future staff will be trained on how to check labels upon delivery and refuse imported items. Expectations conveyed to supplier that all items on bid will be made in the USA unless an exemption is provided and that all items will be clearly identified on the website.</p>			
	Flagged Kate Marsh 05/03/2019 11:25 AM	<p>Exemption documentation was not available for foods that did not meet the Buy American provision. Fruit Mix in light syrup made in China was in store room at the time of review.</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.</p> <p>Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	JOSEPH S. STACKHOUSE	402	06/03/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 05/08/2019 01:07 PM	CAP Accepted			
	CAP Submitted BARBARA WELLS 05/08/2019 11:13 AM	<p>5/3/2019 Staff advised that Austin Peanut butter/cheese crackers, goldfish crackers do not meet whole grain requirements and instructed to stop serving.</p> <p>In the future staff order guide will only include items verified as whole grain. Annual staff training will include education on how to identify whole grain on the ingredient list.</p>			
	Flagged Kate Marsh 05/03/2019 11:26 AM	<p>Portion sizes offered for each required breakfast and lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12).</p> <p>At the time of review, Goldfish crackers and Austin Cheese/Peanut Butter crackers were not Whole grain. 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.</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.</p> <p>Indicate the date of implementation.</p>			
On-Site Assessment Tool	Civil Rights		810	06/03/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 05/08/2019 12:58 PM	CAP Accepted			
	CAP Submitted BARBARA WELLS 05/07/2019 07:39 AM	<p>Corrected 5/7/2019.</p> <p>Updated program materials to reflect Form 213 non-discrimination statement. Footer in PCS software corrected. Future software will reflect the current USDA non-discrimination statement.</p>			
	Flagged Kate Marsh 05/03/2019 11:25 AM	<p>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.</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.</p> <p>Indicate the date of implementation.</p>			