

BROOKFIELD ACADEMY, INC-00809647 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		215	05/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/20/2019 02:34 PM	CAP Accepted			
	CAP Submitted DENNIS ZAKROFF 06/20/2019 02:15 PM	The letters were mailed out the families. The group home responded that V. Durant was a foster child living in group home. She has moved 3 times to different group homes during this school year. R Rogers also is living in foster care and did not return any requested information. Attached is the DCF paper work. According to Child Nutrition Act both students would be TANF.			
	CAP Rejected Amy Martin 06/12/2019 09:59 AM	I see that the We Must Check Your Application was sent to the two households on April 30, 2019. Please respond with the results of the Verification process. Upload the We Have Checked Your Application letter that was sent to households. Thank you.			
	CAP Submitted DENNIS ZAKROFF 05/29/2019 11:37 AM	In the future, all applications will be reviewed by the school secretary, school business administrator and food service worker. By reviewing each applications this way, we can eliminate errors. For verification, the school business administrator will make sure the error prone applications are chosen first and then send verification letters to the family.			
	CAP Rejected Lea Berry 05/29/2019 10:45 AM	The Verification process for two applications must be completed now. Since the SFA has error prone applications on file, they must be chosen first. Please respond with the results of the two applications verified.			
	CAP Submitted DENNIS ZAKROFF 05/28/2019 12:24 PM	In the future all applications will be double checked. Any application that is flagged. A letter will be sent to the parent\guardian for back up information. For students living at home, a request of the parents W-2 to confirm eligibility. For Students in Foster care, a copy of the students foster application and claim number will be requested. These practices will be followed going forward to prevent this from occurring again.			

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	Flagged Amy Martin 04/29/2019 10:38 AM	<p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>Although the FNS-742 was submitted and the verification tracker placed on two applications, Verification was not completed. The apps chosen were not error prone and no documentation was requested from the households.</p> <p>The Verification process for two applications must be completed according to the guidelines for the 2018-2019 school year. Since the SFA has error prone applications on file, they must be chosen first. Moving forward, The Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline.</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>			
Off-Site Assessment Tool	Meal Counting and Claiming		305	05/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/12/2019 09:55 AM	CAP Accepted			
	CAP Submitted DENNIS ZAKROFF 05/23/2019 10:29 AM	Charge Policy has been updated and uploaded.			
	Flagged Amy Martin 04/29/2019 10:37 AM	<p>As of July 1, 2017, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy. Both federal and state guidelines must be adhered to in the creation and execution of your policy. Further guidance may be found at https://www.fns.usda.gov/school-meals/unpaid-meal-charges.</p> <p>Document below the progress made in the past 30 calendar days to create and implement a Unpaid Meal Charge Policy. Include dates of meeting expected date of adoption.</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		137	05/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 06/12/2019 09:54 AM				CAP Accepted
	CAP Submitted DENNIS ZAKROFF 05/29/2019 11:43 AM				<p>All applications will be reviewed by the school secretary, the school business administrator and food service worker.</p> <p>This way three sets of eyes will be reviewing each applications and making sure that each student on the roster will be correctly coded.</p> <p>Each person will review them on different days to make sure the information being followed is correct. This will begin on May 1, 2019.</p>
	Flagged Amy Martin 04/29/2019 10:38 AM				<p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly.</p> <p>One student's application was determined as free per income and household size on 2/27/19, however for the month of review (March) she was listed as Paid (3) on the benefit issuance document (BID). When it came to tallying the rosters, her free status was used. Beginning on April 1st, the roster was changed to 1 to reflect the free status.</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		207	05/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 06/12/2019 09:54 AM				CAP Accepted
	CAP Submitted DENNIS ZAKROFF 05/29/2019 11:40 AM				The school business administrator will follow the verification process in the established guidelines. We will watch the webinar to make sure his training is up to date and can properly verify students applications and request the proper documentation from the families.
	Flagged Amy Martin 04/29/2019 10:38 AM				<p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>Although the FNS-742 was submitted and the verification tracker placed on two applications, Verification was not completed. The apps chosen were not error prone and no documentation was requested from the households.</p> <p>The Verification process for two applications must be completed according to the guidelines for the 2018-2019 school year. Since the SFA has error prone applications on file, they must be chosen first.</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. In addition, please upload the completed Verification trackers (2) to the Documents tab in SOARS.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	BROOKFIELD ACADEMY	1408	05/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/29/2019 10:55 AM	CAP Accepted			
	CAP Submitted DENNIS ZAKROFF 05/02/2019 07:55 AM	On April 16th the refrigerator was emptied and cleaned out while we wait for the repairs to be made.			
	Flagged Amy Martin 04/29/2019 10:37 AM	<p>Although temperature logs were maintained, one refrigerator ("the Beverage refrigerator"), has been running at 50 degrees or above since September 2018. Temperatures were documented, however there was no action plan or documentation of steps that are being taken to take out of the "Danger Zone." This refrigerator contained Smart Snack beverages, <i>however after lunch meal service was used for storage of additional items.(at the bottom).</i></p> <p>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.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	BROOKFIELD ACADEMY	402	05/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/29/2019 10:52 AM	CAP Accepted			
	CAP Submitted DENNIS ZAKROFF 05/02/2019 07:57 AM	Beginning 4-17-19 The Food Service has switched to whole grain buns that meet the 2oz requirement.			
	Flagged Amy Martin 04/29/2019 10:37 AM	<p>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). The planned lunch menu for the day of review included a cheeseburger. The bun only provided 1.75oz eq of grain (52g), which does not meet the daily requirement of 2 oz equivalent. Prior to lunch service the State Agency reviewer explained the issue to the food service and had the food service add a supplement (1 oz Sunchips). This allowed the daily grain component to be met. 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.</p> <p>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.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	BROOKFIELD ACADEMY	325	05/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/29/2019 10:52 AM	CAP Accepted			
	CAP Submitted DENNIS ZAKROFF 05/20/2019 12:17 PM	Beginning with April 2019 Reimbursement Claim, all student meal counts will be verified by Loretta and then by Sandy.			
	Flagged Amy Martin 04/29/2019 10:37 AM	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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	05/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/29/2019 10:51 AM	CAP Accepted			
	CAP Submitted DENNIS ZAKROFF 05/28/2019 08:44 AM	Applications were sent back to the families on May 3rd to have adult signatures Applications were received back on May 8th			
	Flagged Amy Martin 04/29/2019 10:38 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Four applications were missing the signature/name of the adult household member who completed the application. An additional two students were certified for free meals (on both the MEL and coded roster), but did not have an application on file and were not on the DC list. 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	SFA/Sponsor On-Site Monitoring	BROOKFIELD ACADEMY	902	05/29/2019	CAP Removed
Corrective Action History	CAP Removed Amy Martin 04/29/2019 10:35 AM	CAP Removed			
	Flagged Amy Martin 04/17/2019 02:10 PM				