

ST CECILIA SCHOOL-00812320 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
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ST CECILIA SCHOOL-00812320 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	04/26/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 04/05/2019 11:32 AM	CAP Accepted			
	CAP Submitted JUDITH OEHLERT 04/05/2019 11:03 AM	<p>The Applications that was found was an easy fix. because the form I sent home to the parent in the start of the school year was correct.</p> <p>So there was no change to be sent home. I fixed the eligibility and benefit worksheets on 3/18/2019 as soon as the error was found.</p> <p>Thank you</p> <p>Judy Oehlert</p> <p>Director of Food Servers at St. Cecilia School.</p>			
	Flagged Kate Marsh 04/04/2019 02:22 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 on SFA-1.</p>			
	CAP Removed Kate Marsh 03/20/2019 09:00 AM	CAP Removed			
Flagged Kate Marsh 03/18/2019 10:51 AM	<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 on SFA-1.</p>				

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1217	04/26/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 04/02/2019 11:41 AM	CAP Accepted			
	CAP Submitted JUDITH OEHLERT 03/29/2019 11:05 AM	<p>When it comes to tracking all the employee training hours in the past I was just using the certificates that we receive for doing the training.</p> <p>My corrective action will be, to starting using the form that is provided for us to use.</p>			
	Flagged Kate Marsh 03/26/2019 10:18 AM	<p>Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields.</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 - Review Period	St. Cecilia School	410	04/26/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 04/02/2019 11:39 AM	CAP Accepted			
	CAP Submitted JUDITH OEHLERT 03/29/2019 11:53 AM	<p>The lunch menu for the week of the 25th had too much grain being served. Because of this we received an action to be corrected.</p> <p>My corrective action has already taken place. I called our food provider and told them about the lunch menu having too many grains for the week.</p> <p>They replied, "Thank you for catching their error!" I will be double checking the menus more closely on all the food groups including the grains!</p>			
	Flagged Kate Marsh 03/26/2019 10:18 AM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group.</p> <p>Grain-based desserts such as doughnuts, pastries, cake, cookies, graham crackers, etc. must be limited to 2 oz. eq. per week or less at lunch. The review week (2/25/19) had cinnamon scooby snacks on 2/25, cinnamon elf grahams on 2/26 and a chocolate chip cookie on 3/1.</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	Certification and Benefit Issuance		137	04/26/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 04/02/2019 11:36 AM	CAP Accepted			
	CAP Submitted JUDITH OEHLERT 03/29/2019 12:21 PM	<p>The Record error was almost a major problem. Caused by my computer and the my self for not rechecking the numbers on the sheet before I predeceased to</p> <p>enter the count for the breakfast and lunch for the month.</p> <p>My corrective action has already taken place. I fixed the numbers to the correct number for the students in question. The month's previous to the month in question</p> <p>had the correct numbers next to all the students so there was no need to do anything change anything!</p> <p>In the future I will be looking closer at the numbers that are printed out of the computer before I enter the counts for the month!</p>			
	Flagged Kate Marsh 03/26/2019 10:19 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. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.</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>			
Afterschool Snack Program	Afterschool Snack Program	St. Cecilia School		04/26/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 04/02/2019 11:34 AM	CAP Accepted			
	CAP Submitted JUDITH OEHLERT 03/29/2019 12:38 PM	<p>The last flag is about the After School Program Snack. I did not keeping the records on the correct form.</p> <p>My corrected action is already in place. I am using the correct form for record keeping of the After School Snacks!</p> <p>The Snack is always monitored by an adult so we get the proper count!</p>			
	Flagged Kate Marsh 03/26/2019 10:19 AM	<p>1). Production records must be completed daily and maintained for a minimum of three years. As discussed at the exit conference findings were found in this area. Form #189 may be used.</p> <p>2). The program must be monitored within the first 4 weeks of operation each year using Form #365.</p> <p>Explain in detail, how the finding(s) 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>			
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation)	St. Cecilia School	12	04/26/2019	Flagged
Corrective Action History	Flagged Kate Marsh 03/19/2019 09:55 AM	<p>Grain-based desserts such as doughnuts, pastries, cake, cookies, graham crackers, etc. must be limited to 2 oz. eq. per week or less at lunch. The review week (2/25/19) had cinnamon scooby snacks on 2/25, cinnamon elf grahams on 2/26 and a chocolate chip cookie on 3/1.</p> <p>CA will be addressed in on-site form.</p>			