

St. Anthony of Padua School-00809705 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1213	03/08/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 03/14/2019 11:08 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 03/08/2019 10:04 PM	<p>I Carmen Rubert (Food Service Director) have completed (as requested) the free Food Safety in Schools online training course from the Institute of Child Nutrition at www.instituteofchildnutrition.org. Completed Date: 3/8/2019</p> <p>Hours of Instruction: 8 Hrs.</p> <p>SNA Key Area (s):Core 2</p> <p>USDA Professional Standard Code(s): 2600</p> <p>Both Cafeteria Manager and Lunch Aide are also scheduled to complete this training as well to ensure all have the proper Food Safety knowledge and training required. Any new hired will also be required to completes such training within 30 days of hired. All will follow through on re-training when required.</p>			
	Flagged Kate Marsh 02/08/2019 10:43 AM	<p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training.</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 when the food safety training will be completed.</p>			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	St Anthony of Padua School	901	03/08/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 03/14/2019 11:07 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 03/08/2019 10:24 PM	I Carmen Rubert conducted an on-site accountability review of breakfast on February 27, 2019 AND the lunch on February 28, 2019 for this 2018-19 school year. The NSLP On-Site Accountability Review Form (#142) and the SBP On-Site Accountability Review Form (#292) were both used. Accountability reviews are scheduled to be conducted again on September and January 2020 by an SFA employee to meet the requirement and are following the proper procedures indicated in the assessments.			
	Flagged Kate Marsh 02/08/2019 10:43 AM	<p>All SFAs must conduct an on-site accountability review of breakfast AND lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) and the SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee.</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 Anthony of Padua School		03/08/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 03/14/2019 11:07 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 03/08/2019 10:48 PM	<p>Since our Review findings, I Carmen Rubert have been monitoring the After School Snack Program closely on a daily basis, training, assisting Program Directors on how to properly distribute snacks to students and complete correctly and maintain the production records. I have provided staff with training and samples on how to record the correct served portion sizes which meet the component requirement and explained how to record left over components and proper reimbursable (2) components.</p> <p>I also conducted the On-Site Review for After School Programs (Form 365) on February 14th and will continue do so for the rest on the school year. A scheduled Training will be provided within the week of any new hired and On-Site Reviews are scheduled to be conducted on September and January of 2020 to continue to meet requirements.</p>			
	Flagged Kate Marsh 02/08/2019 10:45 AM	<p>1). Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference, all production records were not completed correctly and completely.</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> <p>2). Snacks claimed for reimbursement must meet the 2 component per student requirements. As discussed at the exit conference, all fruit juice served for snack must be 6oz. Production records stated 4oz juices were served on several dates in January however delivery slips showed 6oz juices were purchased. Staff must be trained on how to correctly complete production records.</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> <p>3). 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>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/08/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 03/14/2019 11:02 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 03/08/2019 10:57 PM	I Carmen Rubert reviewed the 2 incorrectly determined applications that were found during the State Agency review by confirming the household members with the applicants and recorded and signed the new determination. The new determinations too effect immediately and were reflected on the February 2019 class meal rosters, edit check worksheet and February 2019 Claim Submission.			
	Flagged Kate Marsh 02/08/2019 10:44 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.</p>			
Off-Site Assessment Tool	Local School Wellness		1006	03/08/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 03/14/2019 11:00 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 03/08/2019 11:10 PM	I Carmen Rubert revised the existing Local Wellness Policy, Goals and completed the Assessment (Form 357) and made it available to parents, students and public by posting on our school premises and our school's website link (http://cspstanthony.org) located on the Catholic Partnership Schools website. The Local Wellness Policy will also be included in our Parent/Student Policy Handbook provided to parents/students during the beginning of the school year.			
	Flagged Kate Marsh 02/08/2019 10:43 AM	<p>SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy (Form 357). Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school 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>			
On-Site Assessment Tool	Professional Standards		1217	03/08/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 03/14/2019 11:00 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 03/09/2019 12:49 AM	<p>Trainings attended by the the Food Service Director, Manager and Lunch Aide, have been recorded in the USDA Training Tracking Tool or the SOARS Team Work tracker under Training Events.</p> <p>Food Service Director: Attended all listed trainings on Team Work under Training Events including Nutritional Development Services Training provided August 2017.</p> <p>Lunch Manager: Attended the Nutritional Development Services Training on January 2017 due to late hire date.</p> <p>Lunch Aide: Attended the Nutritional Development Services Training provided August 2017 & 2018.</p>			
	Flagged Kate Marsh 02/08/2019 10:43 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	Verification		211	03/08/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 02/27/2019 09:34 AM				CAP Accepted
	CAP Submitted CARMEN RUBERT 02/26/2019 05:46 PM				<p>All steps taken (verbal/phone conversations) to request required/missing information needed for verification has been(annotated in the verification notification tracker (Form 242) and included in the "We Must Check Your Application Letter (Form 236); and all correspondence has been attached with the respective application.</p> <p>From this moment forward, any verification notification attempt will automatically be initiated using the "We Must Check Your Application Letter (Form 236) and all the information will equally be annotated on the Verification Tracker (Form 242) until the process is completed.</p> <p>Correction and implementation initiated on 2/08/19.</p>
	Flagged Kate Marsh 02/08/2019 10:43 AM				<p>The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236) and all correspondence be kept on file.</p> <p>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.</p> <p>Indicate the date of implementation.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Water	St Anthony of Padua School	1300	03/08/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 09:48 AM	CAP Accepted			
	CAP Submitted CARMEN RUBERT 02/14/2019 01:39 PM	Since our water cooler dispenser is unavailable, as of February 8th, 2019, a water station has been set daily right after the serving line is cleared. At such, portable water is and will continue to be available to students in water bottles or in water serving dispensers.			
	Flagged Kate Marsh 02/08/2019 10:42 AM	<p>Potable water must be available for students at breakfast and lunch.</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>			