

BRIDGETON CITY BD OF ED-01100540 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	10/18/2018	CAP Accepted
Corrective Action History	CAP Accepted Beatris Garcia 06/26/2019 01:36 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 10/12/2018 03:07 PM	The food services department is audited on a yearly basis. The audits are conducted in the districts finance department through our Assistant Business Administrator and Accountants. They Used the USDA calculator to determine if we have equaled or exceeded 7 CFR 210.14(f). It was determined that we had exceeded the amount allowed and would need to raise our prices by 33%. We complied with the directive and increased our food cost prices in an effort to balance the budget as needed.			
	Flagged Beatris Garcia 10/11/2018 01:54 PM	Finding: Revenue from Non-Program Foods Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).			
On-Site Assessment Tool - Site	Afterschool Snack Program	BUCKSHUTEM ROAD	1700	12/31/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:59 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 10:10 AM	Following the exit interview with Lea Berry, immediate action was taken to correct the under-claim error for after school snack reimbursement. A training for after school snack standard operating procedures is scheduled on 12/14/18. This training will include how to properly fill out the after school snack production record and how to fill out the summary sheet. All managers will be reminded that they are to double check the forms before sending them over to the assistant food services director, who will be checking them for human errors as well. To take extra measures, the district nutritionist will do one final check before the information is submitted to the state for reimbursement.			
	Flagged Lea Berry 11/28/2018 01:23 PM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	BRIDGETON HIGH	401	12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:59 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 10:09 AM	The employee that was responsible for the Kiosk in H-hall during the review was removed from the kiosk as of 11/29/18. She was relocated to the cafeteria so she could be re-trained and monitored on a daily basis by the Manger. The Manager also held a small meeting on 11/29/18 to remind the staff of what constitutes a reimbursable breakfast and lunch. The Manger reported to me that she observed the breakfast service of the H-hall kiosk on the morning of 11/29/18 and there were only two students that needed to be instructed to take the required components. The four breakfast kiosks in the Bridgeton High School will have the required signage as mandated by the Department of Agriculture. Each item will be labeled for what component it counts as, and what combination of items the students must take in order for the meal to be reimbursable. The kiosk will also have the daily menu posted as well. Students will be re-trained to take a fruit or vegetable and the proper amount of grain component.			
	Flagged Lea Berry 11/28/2018 01:22 PM	<p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.</p> <p>16 meals observed at breakfast were incomplete meals. The students were not taking a fruit or vegetable or they were just taking a one grain equivalent and a juice.</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 - Site	Offer vs Serve - Day of Review	BRIDGETON HIGH	500	12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:59 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 09:54 AM	The employee that was responsible for the Kiosk in H-hall during the review was removed from the kiosk as of 11/29/18. She was relocated to the cafeteria so she could be re-trained and monitored on a daily basis by the Manger. The Manager also held a small meeting on 11/29/18 to remind the staff of what constitutes a reimbursable breakfast and lunch. The Manger reported to me that she observed the breakfast service of the H-hall kiosk on the morning of 11/29/18 and there were only two students that needed to be instructed to take the required components.			
	Flagged Lea Berry 11/28/2018 01:22 PM	<p>At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable.</p> <p>16 incomplete meals were observed at the High School breakfast. Students and staff must be trained on what meets a reimbursable breakfast.</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 - Site	Meal Components and Quantities - Day of Review	BRIDGETON HIGH	404	12/31/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:58 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 09:54 AM	The four breakfast kiosks in the Bridgeton High School will have the required signage as mandated by the Department of Agriculture. Each item will be labeled for what component it counts as, and what combination of items the students must take in order for the meal to be reimbursable. The kiosk will also have the daily menu posted as well.			
	Flagged Lea Berry 11/28/2018 01:20 PM	<p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast. Posting only a menu does not meet this requirement.</p> <p>Signage is not posted at the beginning of the kiosks at breakfast identifying the components of the reimbursable meal.</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>			
Afterschool Snack Program	Afterschool Snack Program	BRIDGETON HIGH		12/31/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:57 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 09:52 AM	Following the exit interview with Lea Berry, immediate action was taken to correct the under-claim error for after school snack reimbursement. A training for after school snack standard operating procedures is scheduled on 12/14/18. This training will include how to properly fill out the after school snack production record and how to fill out the summary sheet. All managers will be reminded that they are to double check the forms before sending them over to the assistant food services director, who will be checking them for human errors as well. To take extra measures, the district nutritionist will do one final check before the information is submitted to the state for reimbursement.			
	Flagged Lea Berry 11/29/2018 07:26 AM	<p>Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.</p> <p>The documentation used as a production record for the snack program does not list the portion size of the snack.</p> <p>As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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 - Site	Offer vs Serve - Day of Review	BRIDGETON HIGH	502	12/31/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:56 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 09:46 AM	The kiosk in the High school will have the required signage as prescribed by the Department of Agriculture. Each item will be labeled for what it counts as, and how many the students can take. The kiosk will also have the daily menu posted as well.			
	Flagged Lea Berry 11/29/2018 07:34 AM	<p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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>			
Afterschool Snack Program	Afterschool Snack Program	BUCKSHUTEM ROAD		12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:56 PM	CAP Accepted			
	CAP Submitted WARREN DESHIELDS 12/10/2018 09:23 AM	Following the exit interview with Lea Berry, immediate action was taken to correct the under-claim error for after school snack reimbursement. A training for after school snack standard operating procedures is scheduled on 12/14/18. This training will include how to properly fill out the after school snack production record and how to fill out the summary sheet. All managers will be reminded that they are to double check the forms before sending them over to the assistant food services director, who will be checking them for human errors as well. To take extra measures, the district nutritionist will do one final check before the information is submitted to the state for reimbursement.			
	Flagged Lea Berry 11/29/2018 07:33 AM	Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area. 91 snacks were under-claimed in the month of October at Buckshutem Road School. Human error in counting on the production record and correctly transferring numbers to the summary sheet caused the under-claim. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	BUCKSHUTEM ROAD	318	12/31/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:53 PM				CAP Accepted
	CAP Submitted WARREN DESHIELDS 12/10/2018 09:07 AM				<p>Immediately following the exit interview with Lea Berry, the School Business Administrator contacted the principal at Buckshutem Road school to discuss why the teachers had not provided the meal cards to their students and accompanied them to the cafeteria. He emailed me later that evening stating that he needed lanyards and new cards to be issued for a few classrooms.</p> <p>On 11/29/18, the food services department issued new meal cards and lanyards to every student in grades K-2. The new cards have the students ID number printed on them in large font so the students can easily see them and be trained to input them at the POS. I met with the principal that morning and discussed the procedure that is required to ensure that we have an accurate counting system on a daily basis.</p> <p>As of 11/30/18, I observed all the students at Buckshutem Road school using their meal cards correctly for lunch.</p>
	Flagged Lea Berry 11/28/2018 01:10 PM				<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>On the day of review, the students did not have their cards to scan for numerous classrooms. The cashier was letting them go without getting a name to mark on the roster or writing down their name.</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. Fiscal action will be taken. An over claim may be assessed.</p>