

LOGAN TWP BD OF ED-01502750 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	04/12/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 04/11/2019 02:04 PM	CAP Accepted			
	CAP Submitted SARAH FUNARI 04/11/2019 01:08 PM	<p>Food service manager reviewed the Power Point deck on completing the Non-Program Revenue Tool. (4.11.19)</p> <p>The food service manager will begin using a detailed tool for tracking special events to ensure proper reporting and charges. (As well as funds collected) The tool will be completed on an a basis of "as requested" for food service events then retained for audit purposes. A la carte sale (Snacks) totals will be added to the report monthly to ensure accuracy.</p> <p>Prices for the non-program foods served will be established to reflect a coverage of cost with contribution to the food program.</p>			

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	<p>Flagged Lisa Garland 04/10/2019 02:05 PM</p>	<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 and costs in its calculation.</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 CAP is required</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		126	02/18/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 04/11/2019 12:45 PM	CAP Accepted			
	CAP Submitted SARAH FUNARI 04/09/2019 11:42 AM	The application was re-evaluated and determined on February 8, 2019.			
	CAP Rejected Lea Berry 03/19/2019 11:15 AM	Please provide the date of the new determined application.			
	CAP Submitted VALERIE VILLA 02/19/2019 11:58 AM	Family was contacted and classifies as W.I.C. Family completed a new application with income and student still qualifies for free meals.			
	Flagged Lea Berry 01/18/2019 12:27 PM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Application 3320 did not have a valid case number. Please check with the family for a valid case number. If they don't have a valid case number, they can complete a new application based on income.</p> <p>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 the SFA-1.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	LOGAN ELEM/MIDDLE	410	02/18/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/19/2019 11:24 AM	CAP Accepted			
	CAP Submitted SARAH FUNARI 01/25/2019 02:24 PM	<p>Kitchen manager is now using state approved production sheets which provide a break down of ingredients. This will help ensure the requirements are being met during each meal period.</p> <p>Food service workers have been re-trained on when and why students need an extra grain with their meals.</p>			
	Flagged Lea Berry 01/18/2019 01:24 PM				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	LOGAN ELEM/MIDDLE	1404	02/18/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 03/19/2019 11:23 AM	CAP Accepted			
	CAP Submitted SARAH FUNARI 01/25/2019 02:29 PM	The manager explained the contents of the HACCP book, section by section. All kitchen staff are aware of where to find the book and what they can find within the pages. Each employee signed off agreeing they have received this training and are aware of the HACCP policies. 1/22/2019			
	Flagged Lea Berry 01/18/2019 12:33 PM	<p>SFA did have a copy of the written food safety plan available on day of review, however the plan was not site specific and the employees did not sign off on the plan or made aware of the plan. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles.</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 - Review Period	LOGAN ELEM/MIDDLE	409	02/18/2019	CAP Accepted
	CAP Accepted Lea Berry 03/19/2019 11:23 AM	CAP Accepted			
	CAP Submitted SARAH FUNARI 01/25/2019 02:37 PM	<p>Disco Fries and Kickin Chicken Fries have been removed from the menu as of December 2018.</p> <p>A bread-stick will now come standard with any salad served in the kitchen to meet compliance.</p> <p>Aramark has provided the kitchen with production sheets which match the state requirements. The subgroups are broken out to ensure standards are being met. (1.22.19)</p> <p>The kitchen is now serving extra grains at breakfast to stay compliant for the week. (Immediately)</p> <p>Manager will review menus more than once to ensure all vegetable requirements are being met. This location offers two different vegetables options daily. By offering each subgroup twice a week, the metrics will be met. (ongoing)</p>			

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Corrective Action History	Flagged Lea Berry 01/18/2019 12:33 PM At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. For the review period: <ul style="list-style-type: none"> • The production records used by Aramark do not have all the fields required. Aramark must change their production records to have all the same fields as the SA production form or use the SA form. • The dark green sub-group was not met for the week of review. • Disco Fries, Kickin Chicken Fries, and Salads on 12/11, 12/13, and 12/14 were not offered a bread/grain component. • At breakfast although the minimum daily requirement of 1 ounce equivalent of a bread/grain is met. The weekly requirement of having a minimum of 8 ounce equivalent over the week is not being met. 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.				
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	LOGAN ELEM/MIDDLE	502	02/18/2019

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Corrective Action History	CAP Accepted Lea Berry 03/19/2019 11:22 AM	CAP Accepted			
	CAP Submitted SARAH FUNARI 01/25/2019 02:38 PM	Signage has been added to all service locations. 1.22.19 (What Makes a Meal & Offer vs Serve)			
	Flagged Lea Berry 01/18/2019 12:39 PM	<p>There must be signage at breakfast and lunch explaining what a reimbursable meal is and explaining to the students what they must take when over vs. serve is followed.</p> <p>There was not signage for breakfast or lunch, explaining what a reimbursable meal is or that they must take a fruit or vegetable</p> <p>Please explain how this was corrected and the date correction took place.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	LOGAN ELEM/MIDDLE	404	02/18/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/19/2019 11:22 AM	CAP Accepted			
	CAP Submitted SARAH FUNARI 01/25/2019 02:39 PM	Signage has been added to all service locations. 1.22.19 (What Makes a Meal & Offer vs Serve)			
	Flagged Lea Berry 01/18/2019 12:44 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>There was not any signage posted for 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	LOGAN ELEM/MIDDLE	401	02/18/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 03/19/2019 11:22 AM	CAP Accepted			
	CAP Submitted SARAH FUNARI 01/25/2019 02:46 PM	<p>Manager provided personal, one on one training for the cashier who serves breakfast and lunch. The kitchen manger also spoke to a school employee who assists with breakfast about the rules we must follow. (Although we are 100% aware it is not the school employee's responsibility to ensure meals are complete; having extra eyes will help stay compliant.) 1.22.19</p> <p>The breakfast cashier has confirmed she understands each student must have a fruit or juice. She is also aware of our responsibility to charge the students for a la carte if they do not wish to take the entire meal. 1.22.19</p>			
	Flagged Lea Berry 01/18/2019 01:30 PM	<p>All meals observed and counted for reimbursement for the day of review must contain all of the required components.</p> <p>On day of review at breakfast, students were not made to take a fruit. 17 incomplete meals were observed. If a student chose a milk and juice it was also counted as a meal.</p> <p>On the day at lunch, two lunches were observed with out a fruit or a vegetable. Students were not encouraged to take a fruit or vegetable and the meal was not charged a la carte.</p> <p>Please explain in detail, how this will be corrected going forward and the date of correction.</p>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	LOGAN ELEM/MIDDLE	500	02/18/2019	CAP Accepted

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<p>Corrective Action History</p>	<p>CAP Accepted Lea Berry 03/19/2019 11:17 AM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted SARAH FUNARI 01/25/2019 02:48 PM</p>	<p>Manager provided personal, one on one training for the cashier who serves breakfast and lunch. The kitchen manger also spoke to a school employee who assists with breakfast about the rules we must follow. (Although we are 100% aware it is not the school employee's responsibility to ensure meals are complete; having extra eyes will help stay compliant.) 1.22.19</p> <p>The breakfast cashier has confirmed she understands each student must have a fruit or juice. She is also aware of our responsibility to charge the students for a la carte if they do not wish to take the entire meal. 1.22.19</p> <p>Additionally, offering more options of fresh fruit may encourage students to select an option they enjoy. (ongoing)</p>			
	<p>Flagged Lea Berry 01/18/2019 01:24 PM</p>	<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>On day of review the students were not told that they had to take a fruit or a juice, which ended in 17 incomplete meals being served.</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>			