

HOLLAND TWP BD OF ED-01902220 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	HOLLAND TWP ELEM SCHOOL	901	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/16/2019 01:50 PM	CAP Accepted			
	CAP Submitted BRIAN MCCARTHY 01/22/2019 11:41 AM	Review conducted on 9/10/2018. Please see attachment. Please let me know if you have any questions. We will make sure to complete each year before 2/1 deadline. Thanks. Brian			
	CAP Rejected Kristin Lawton 01/09/2019 11:15 AM	Please provide approximate date in which the On Site Review of lunch will be conducted before the February 1st deadline.			
	CAP Submitted BRIAN MCCARTHY 01/02/2019 08:16 AM	In future, this review will be done annually in Fall of fiscal year. The review (with form #142) has been added to our procedures for the lunch program, and put on calendars. Both the Business Administrator and Payroll/Food Service personnel will ensure that this task is completed in a timely manner before February 1st of fiscal year.			
	Flagged Kristin Lawton 12/07/2018 11:05 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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	Verification		215	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 01/09/2019 11:14 AM	CAP Accepted			
	CAP Submitted BRIAN MCCARTHY 01/02/2019 08:19 AM	Both the Business Administrator and Payroll/Lunch Business staff personnel will be responsible for ensuring timely completing of Direct Certification process and the timely sending of form 244 (We have checked your application letter) to parents in future. This will ensure that latter form is sent out before 11/15 deadline.			
	Flagged Kristin Lawton 12/07/2018 11:06 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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	Professional Standards		1213	01/07/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kristin Lawton 01/09/2019 09:16 AM				CAP Accepted
	CAP Submitted LYDIA MAGGIO 12/10/2018 12:04 PM				The food service director will attend the Serve Serve training class and receive completion certificate by the end of the 2018-2019 school year. Maschio's Food Services will be offering the class in the Winter/Spring of 2019.
	Flagged Kristin Lawton 12/10/2018 11:50 AM				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. 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 when the food safety training will be completed.
Off-Site Assessment Tool	Civil Rights		806	01/07/2019	CAP Removed
Corrective Action History	CAP Removed Kristin Lawton 12/07/2018 11:05 AM				CAP Removed
	Flagged Kristin Lawton 12/03/2018 09:50 AM				Please provide the date in which Civil Rights training was completed.
Off-Site Assessment Tool	Certification and Benefit Issuance		121	01/07/2019	CAP Removed
Corrective Action History	CAP Removed Kristin Lawton 12/03/2018 09:41 AM				CAP Removed
	Flagged CAROL COLE 09/25/2018 02:08 PM				