

SPRING LK HGHTS BD OF ED-02504990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	08/02/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 07/30/2019 12:05 PM	CAP Accepted			
	CAP Submitted GREG KELLY 07/30/2019 12:04 PM	Going forward the school district will properly complete the non program food revenue tool annually. We will ensure that the non program food revenue tool will match the figures to our exhibit B-5 and include all of its non-program food revenues and costs and its calculations. The SFAs revenue ratio via the tool will equal or exceed the SFAs food cost ratio. We will increase revenue on adult prices to be sufficient to cover the cost. This will be monitored by Greg Kelly, fsd and Matt Varley, b.a. Effective immediately we will institute this process.			
	Flagged Lisa Garland 07/30/2019 11:21 AM	<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>In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</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 Corrective Action Plan is required</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	SPRING LAKE HEIGHTS SCHOOL	404	04/25/2019	CAP Accepted

SPRING LK HGHTS BD OF ED-02504990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:12 PM	CAP Accepted			
	CAP Submitted GREG KELLY 03/25/2019 04:18 PM	Offer Vs Serve posters were printed and posted the same day of the review, 03/19/2019.			
	Flagged Fatima Malik 03/25/2019 03:21 PM	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 lunch. Posting only a menu does not meet this requirement. 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	Food Safety, Storage and Buy American	SPRING LAKE HEIGHTS SCHOOL	1407	04/25/2019	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:11 PM	CAP Accepted			
	CAP Submitted GREG KELLY 03/25/2019 04:21 PM	The Standard Operating Procedures were reviewed and signed the very next day. 03/20/2019 The SOP's will be reviewed at the beginning of each school year.			
	Flagged Fatima Malik 03/25/2019 03:21 PM	SFA has a written food safety plan, but standard operating procedures (SOPs) were not signed and dated. 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	Food Safety, Storage and Buy American	SPRING LAKE HEIGHTS SCHOOL	1406	04/25/2019	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:11 PM	CAP Accepted			
	CAP Submitted GREG KELLY 03/25/2019 04:24 PM	The food safety inspection report was moved out of the office area and posted out at the serving area the same day 03/19/2019. The next inspection is due to be done in April, 2019.			
	Flagged Fatima Malik 03/25/2019 03:22 PM	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SPRING LAKE HEIGHTS SCHOOL	502	04/25/2019	CAP Accepted

SPRING LK HGHTS BD OF ED-02504990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:11 PM	CAP Accepted			
	CAP Submitted GREG KELLY 03/25/2019 04:36 PM	Signage was printed and posted the same day as the review, 03/19/2019. The signs are now laminated and displayed in all the appropriate places notifying the children of the components that make up a reimbursable meal. All employees are trained regularly during monthly staff meetings about reimbursable meals.			
	Flagged Fatima Malik 03/25/2019 03:23 PM	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. 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	Meal Components and Quantities - Review Period	SPRING LAKE HEIGHTS SCHOOL	409	04/25/2019	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:11 PM	CAP Accepted			
	CAP Submitted GREG KELLY 03/25/2019 04:45 PM	We reviewed the corrections on the production records and fixed the nutritional information to match the nutritional fact sheets. Recipes will be reviewed and corrected to also match the fact sheets. Meeting with the manager and staff was held on 03/20/2019 to discuss all of the corrections.			
	Flagged Fatima Malik 03/25/2019 03:23 PM	At 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. Although the meal pattern was compliant the production records crediting information did not match the information stated on the product formulation sheets. 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		208	04/25/2019	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:10 PM	CAP Accepted			
	CAP Submitted MATTHEW VARLEY 03/26/2019 11:43 AM	On March 19, 2019 our Confirming Official reviewed & signed the application.			
	Flagged Fatima Malik 03/25/2019 03:25 PM	The Confirming Official must record on the application the date of the confirmation review. 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.			