

CENTRAL REG BD OF ED-02900770 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		213	05/18/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 05/15/2019 12:10 PM	CAP Accepted			
	CAP Submitted KEVIN O'SHEA 04/18/2019 03:04 PM	In the future we will provide a specific date for any change in eligibility status so that the parent/guardians are aware.			
	Flagged Casey Miller 04/18/2019 11:57 AM	<p>The SFA's notice of adverse action must contain all required information.</p> <p>The SFA's notice of adverse action due to verification results using Form 244 "We Have Checked Your Application" did not include the effective date of change in eligibility for benefits that were terminated due to no response.</p> <p>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	05/18/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 05/15/2019 12:09 PM	CAP Accepted			
	CAP Submitted KEVIN O'SHEA 04/18/2019 03:04 PM	One can of peaches was detected as not being made in America. After discovery we immediately contacted the vendor that shipped the can and requested a refund/credit to our account. At the beginning of each year the District will contact all sales representatives and/or owners of companies that provide food to the District's food service program to remind them of the Buy American provisions.			
	Flagged Casey Miller 04/18/2019 11:57 AM	<p>Review of agricultural food components indicated violations of the Buy American Provision. Exemption documentation was not available for foods that did not meet the Buy American provision.</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	Civil Rights		810	05/18/2019	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 05/15/2019 12:09 PM	CAP Accepted			
	CAP Submitted KEVIN O'SHEA 04/18/2019 03:04 PM	See attached revised form that will be utilized going forward			
	Flagged Casey Miller 04/18/2019 11:58 AM	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement.</p> <p>SFA's Eligibility Letter (Form #70), DC Letter, and Verification Letter "We Have Checked Your Application" (Form #244) did not have the full non-discrimination statement.</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	Verification		215	05/18/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 05/15/2019 12:08 PM	CAP Accepted			
	CAP Submitted KEVIN O'SHEA 04/18/2019 03:04 PM	The District will revise its letter to parents of those who are selected for verification such that they have no longer than 1 week to provide the necessary supporting documentation. This change will allow for the entire process to be able to be completed no later than November 15 each year.			
	Flagged Casey Miller 04/18/2019 11:58 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	Verification		209	05/18/2019	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 05/15/2019 12:08 PM	CAP Accepted			
	CAP Submitted KEVIN O'SHEA 04/18/2019 03:04 PM	see attached documents which were sent to the parent to change status. In the future overtime pay will only be considered when it is on a recurring basis.			
	Flagged Casey Miller 04/18/2019 11:58 AM	<p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>One application selected for review was incorrectly verified. Error was recorded on SFA-2.</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>			