

LACEY TWP BD OF ED-02902480 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	LACEY TWP MIDDLE	410	06/24/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 06/17/2019 09:30 AM	CAP Accepted			
	CAP Submitted CRYSTAL DECARO 06/17/2019 09:27 AM	<p>In order to meet the weekly grain requirement for Grade 6-8, entree salads for lunch will be packaged with a roll and croutons, or three packages of crackers as of Tuesday, May 28th, 2019. Should there be any Gluten Free requests from students that have provided a doctor's note, an entree salad will be prepared and packaged together with a meat/meat alternative component that equates to 2oz (for example, tuna salad, sliced deli meat, hard boiled eggs, etc.) along with a fruit option (for example, 2oz bag of sliced apples).</p> <p>In order to meet the weekly grain requirement for Grade 6-8, all breakfast options will include a package of graham crackers. If a student does not choose a graham cracker with their breakfast, a bin will be placed by the register with graham crackers available. Additionally, there will be signage placed on the line during breakfast to encourage students that, "each breakfast contains 2 Whole Grain options, for example, a muffin, or donut paired with a graham cracker." As of September 2019, the Middle School will serve 2oz WG equivalent cereal bowls to ensure the weekly grain requirement is met.</p> <p>As of Tuesday, May 28th, 2019, all production records will be separate for Breakfast and Lunch, with corresponding meal components.</p> <p>As of Friday, May 24th, 2019, the entire staff became clear of all expectations at a Mandatory Training meeting that reviewed the findings from this audit. As a team, we will continue to make sure all lunch entrees offered have at least 2oz equivalent M/MA and 2oz equivalent WG components. Additionally, we will continue to make sure all breakfast entrees offered have at least 2oz WG component.</p>			
	CAP Rejected Casey Miller 06/17/2019 09:18 AM	Production records should reflect changes made at time of correction			

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	<p>CAP Submitted CRYSTAL DECARO 06/06/2019 09:44 AM</p>	<p>In order to meet the weekly grain requirement for Grade 6-8, entree salads for lunch will be packaged with a roll and croutons, or three packages of crackers as of Tuesday, May 28th, 2019. Should there be any Gluten Free requests from students that have provided a doctor's note, an entree salad will be prepared and packaged together with a meat/meat alternative component that equates to 2oz (for example, tuna salad, sliced deli meat, hard boiled eggs, etc.) along with a fruit option (for example, 2oz bag of sliced apples).</p> <p>In order to meet the weekly grain requirement for Grade 6-8, all breakfast options will include a package of graham crackers. If a student does not choose a graham cracker with their breakfast, a bin will be placed by the register with graham crackers available. Additionally, there will be signage placed on the line during breakfast to encourage students that, "each breakfast contains 2 Whole Grain options, for example, a muffin, or donut paired with a graham cracker." As of September 2019, the Middle School will serve 2oz WG equivalent cereal bowls to ensure the weekly grain requirement is met.</p> <p>As of Tuesday, May 28th, 2019, all production records will be separate for Breakfast and Lunch, with corresponding meal components.</p> <p>As of Friday, May 24th, 2019, the entire staff became clear of all expectations at a Mandatory Training meeting that reviewed the findings from this audit. As a team, we will continue to make sure all lunch entrees offered have at least 2oz equivalent M/MA and 2oz equivalent WG components. Additionally, we will continue to make sure all breakfast entrees offered have at least 2oz WG component.</p> <p>As of September 2019, the monthly menus and daily production reports will reflect these changes to ensure reimbursable meal accuracy and clarity on entree offerings.</p>

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	<p>Flagged Casey Miller 05/24/2019 04:24 PM</p>	<p>At lunch and breakfast, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>For the review week for lunch, the roll packaged with the entree salads was not in sufficient quantities to meet the weekly grain minimum.</p> <p>For the day of and review week for breakfast, the muffin, cereal, and donut items were not in sufficient quantities to meet the weekly grain minimum.</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> <p>At lunch and breakfast, production records must be complete, separate, and document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p>Production records were not separate for breakfast and lunch and incomplete.</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>			
<p>On-Site Assessment Tool - Site</p>	<p>Meal Components and Quantities - Day of Review</p>	<p>MILL POND SCHOOL</p>	<p>402</p>	<p>06/24/2019</p>	<p>CAP Accepted</p>
	<p>CAP Accepted Casey Miller 06/17/2019 09:30 AM</p>	<p>CAP Accepted</p>			

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Corrective Action History	CAP Submitted CRYSTAL DECARO 06/17/2019 09:27 AM	<p>As of Tuesday, May 28th, 2019, all entree salads for lunch will be packaged with a roll and croutons, or three packages of crackers in order to meet the weekly grain requirement. Should there be any Gluten Free requests from students that have provided a doctor's note, an entree salad will be prepared and packaged together with a meat/meat alternative component that equates to 2oz (for example, tuna salad, sliced deli meat, hard boiled eggs, etc.) along with a fruit option (for example, 2oz bag of sliced apples).</p> <p>As of Friday, May 24th, 2019, the entire staff became clear of all expectations at a Mandatory Training meeting that reviewed the findings from this audit. As a team, we will continue to make sure all lunch entrees offered have at least 2oz equivalent M/MA and 2oz equivalent WG components.</p>
	CAP Rejected Casey Miller 06/17/2019 09:17 AM	Production records should reflect changes made at time of correction
	CAP Submitted CRYSTAL DECARO 06/06/2019 09:59 AM	<p>As of Tuesday, May 28th, 2019, all entree salads for lunch will be packaged with a roll and croutons, or three packages of crackers in order to meet the weekly grain requirement. Should there be any Gluten Free requests from students that have provided a doctor's note, an entree salad will be prepared and packaged together with a meat/meat alternative component that equates to 2oz (for example, tuna salad, sliced deli meat, hard boiled eggs, etc.) along with a fruit option (for example, 2oz bag of sliced apples).</p> <p>As of Friday, May 24th, 2019, the entire staff became clear of all expectations at a Mandatory Training meeting that reviewed the findings from this audit. As a team, we will continue to make sure all lunch entrees offered have at least 2oz equivalent M/MA and 2oz equivalent WG components.</p> <p>As of September 2019, the monthly menus and daily production reports will reflect these changes to ensure reimbursable meal accuracy and clarity on entree offerings.</p>

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	<p>Flagged Casey Miller 05/24/2019 04:24 PM</p>	<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.</p> <p>The crackers packaged with the salad entrees offered at lunch for the day of review were not in sufficient quantities to meet the daily or weekly grain requirement.</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>			
<p>On-Site Assessment Tool - Site</p>	<p>Meal Components and Quantities - Review Period</p>	<p>MILL POND SCHOOL</p>	<p>410</p>	<p>06/24/2019</p>	<p>CAP Accepted</p>
	<p>CAP Accepted Casey Miller 06/17/2019 09:30 AM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted CRYSTAL DECARO 06/17/2019 09:28 AM</p>	<p>As of Tuesday, May 28th, 2019, entree salads offered during lunch were adjusted to include 2oz WG equivalent component, such as croutons added with the roll.</p> <p>As of Friday, May 24th, 2019, the entire staff became clear of all expectations at a Mandatory Training meeting that reviewed the findings from this audit. As a team, we will continue to make sure all lunch entrees offered have at least 2oz equivalent M/MA and 2oz equivalent WG components. Additionally, we will ensure that production reports are updated to include the correct WG requirement and M/MA requirement by pre-populating them according to the monthly menu.</p>			
	<p>CAP Rejected Casey Miller 06/17/2019 09:17 AM</p>	<p>Production records should reflect changes made at time of correction</p>			

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Corrective Action History	CAP Submitted CRYSTAL DECARO 06/06/2019 10:11 AM		<p>As of Tuesday, May 28th, 2019, entree salads offered during lunch were adjusted to include 2oz WG equivalent component, such as croutons added with the roll.</p> <p>As of Friday, May 24th, 2019, the entire staff became clear of all expectations at a Mandatory Training meeting that reviewed the findings from this audit. As a team, we will continue to make sure all lunch entrees offered have at least 2oz equivalent M/MA and 2oz equivalent WG components. Additionally, we will ensure that production reports are updated to include the correct WG requirement and M/MA requirement by pre-populating them according to the monthly menu.</p> <p>As of September 2019, the monthly menus and daily production reports will reflect these changes to ensure reimbursable meal accuracy and clarity on entree offerings.</p>		
	Flagged Casey Miller 05/24/2019 04:24 PM		<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Forms web site for specific component and minimum quantity requirements.</p> <p>Production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p>For the review week, the roll packaged with the entree salads was not in sufficient quantities to meet the weekly grain minimum. The production records did not indicate the creditable meal contributions component for the grain and meat/meat alternative in the entree salads.</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>		
Special Milk Program	Special Milk Program	MILL POND SCHOOL		06/24/2019	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 06/17/2019 09:00 AM	CAP Accepted			
	CAP Submitted CRYSTAL DECARO 06/06/2019 10:22 AM	<p>As of Friday, May 24th, 2019, coded rosters were made to ensure accurate milk counts, please see attached. Additionally, the Food Service staff will deliver and check off milk received at the point of service using the coded rosters.</p>			
	Flagged Casey Miller 05/24/2019 05:06 PM	<p>Milk counts must be taken at the point of service. As discussed at the exit conference, violations were found for the Special Milk Program. 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>			
Special Milk Program	Special Milk Program	MILL POND SCHOOL		06/24/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 06/17/2019 08:59 AM	CAP Accepted			
	CAP Submitted CRYSTAL DECARO 06/06/2019 10:36 AM	<p>As of Friday, May 24, 2019, coded rosters were made to ensure accurate milk counts and a separate inventory log will be kept for any milks given for the Special Milk Program. Additionally, staff is clear that all documents will be retained for at least 3 years, plus the current school year.</p> <p>As of Monday, June 3, 2019, form #6 will be used to keep an accurate track of the milk used for the Special Milk Program.</p>			
	Flagged Casey Miller 05/24/2019 05:06 PM	<p>The SFA must maintain documentation of milk inventory, cost, and counts for the program. These milk records must be retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits.</p> <p>The SFA did not have separate inventory records or point of service count rosters to support the number of milk served or purchased for the split session milk program.</p> <p>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>			
Special Milk Program	Special Milk Program	MILL POND SCHOOL		06/24/2019	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 06/17/2019 08:58 AM	CAP Accepted			
	CAP Submitted CRYSTAL DECARO 06/06/2019 10:45 AM	As of Friday, May 24, 2019 , milk counts were corrected by offering milk to all students. Additionally, a Food Service staff member will use coded rosters at the point of service to ensure accurate milk counts.			
	Flagged Casey Miller 05/24/2019 05:07 PM	Milk service counting procedures must yield accurate milk counts. As discussed at the exit conference, violations were found for the Special Milk Program. 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.			