CENTER SCHOOL-02409486 - Corrective Action Report

Section	Form subsection	Site Name		Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CENTER SCHOOL		1404		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/03/2019 02:09 PM	CAP Accepted				
	CAP Submitted SANDRA BRADDY-HALL 05/01/2019 02:15 PM	The Food Safety Plan booklet was sent to us by the reviewer. It was printed on 4/29/19, holed punched and placed in a binder. The binder is kept in the office of the Food Services Manager.				
	Flagged Kristin Lawton 04/29/2019 02:03 PM	SFA did not have a copy of the written food safety plan available on day of review. 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. 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		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/03/2019 02:09 PM	CAP Accepted				
	CAP Submitted SANDRA BRADDY-HALL 05/01/2019 02:25 PM	We completed Part 1 of the verification process on 10-16-18. There was some confusion on how to complete part 2, so the submissions were rejected. After contacting the division of food and nutrition , we were guided through how to correctly complete the form and it was successfully submitted on 12-03-18. To avoid this mishap in the future, we/the submitter will contact the division of food and nutrition earlier by 11/10 to ensure that the form is completed properly and/or address any errors.				
	Flagged Kristin Lawton 04/29/2019 02:02 PM	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 - Site	Meal Components and Quantities - Day of Review	CENTER SCHOOL		400		CAP Accepted

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Section	Form subsection	Site Name		Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 05/03/2019 02:08 PM	CAP Accepted				
	CAP Submitted SANDRA BRADDY-HALL 05/01/2019 02:52 PM	We have three (3) lunch services. One of the required meal components, a whole grain was not available for the first lunch service. The SFA provider, Sodexo made a mistake and forgot to deliver, dinner rolls. However, we also, failed to identify that the dinner rolls were missing when we checked in the food that was delivered to us. To ensure that this does not happen in the future, beginning immediately, 5/1/19, we will refer to Form #198 (Lunch meal Pattern) during the check in process. We will also train all relevant staff to use form #198 to verify that we are receiving the required meal components from Sodexo.				
	Flagged Kristin Lawton 04/29/2019 02:03 PM	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. In this case, a whole grain was not available prior to meal service. It was added quickly to avoid any non-reimbursable meals. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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.				
Off-Site Assessment Tool	Civil Rights			806		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/03/2019 02:08 PM	CAP Accepted				
	CAP Submitted SANDRA BRADDY-HALL 05/01/2019 03:02 PM	We hired a lunch aide on 1/2/19 and had not yet provided her with civil rights training. Yesterday, 4/30/19 she began her training. She logged onto the webinar in the training section in SNEARS. She is only here for 3 hours a day and has about an hour that she can commit to training. She is on scheduled to have the civil rights training completed by, Friday 5/10/19.				
	Flagged Kristin Lawton 04/29/2019 02:03 PM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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	Food Safety, Storage and Buy American			1400		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/03/2019 02:07 PM	CAP Accepted				
	CAP Submitted SANDRA BRADDY-HALL 05/01/2019 02:12 PM	The Food Safety Plan booklet was sent to us by the reviewer. It was printed on 4/29/19, holed punched and placed in a binder. The binder is kept in the office of the Food Services Manager.				
	Flagged Kristin Lawton 04/29/2019 02:02 PM	A copy of the written HACCP food safety plan must be available at each school. 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.				

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Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Verification		200		CAP Removed

Corrective Action History	CAP Removed Kristin Lawton 04/29/2019 02:05 PM	CAP Removed
	Flagged Kristin Lawton 04/16/2019 01:45 PM	The Verification Collection Report was not electronically submitted in SNEARS by November 30th. 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.