

HAMILTON TWP BD OF ED-00101940 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		214	04/11/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/12/2020 10:20 AM	CAP Accepted			
	CAP Submitted BILL TRACKMAN 03/12/2020 10:10 AM	Effective 3/11/20 10 calendar days will take effect to insure Households for whom benefits are to be reduced or terminated, due to verification will be issued written advance notice of the change. within those 10 calendar days.			
	Flagged Lorena Paredes 03/11/2020 03:17 PM	Households in which there was a reduction of program benefits were given more than 10 calendar days for the changes to take effect. Households for whom benefits are to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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.			
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	WILLIAM DAVIES MIDDLE	318	04/11/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/12/2020 10:19 AM	CAP Accepted			
	CAP Submitted BILL TRACKMAN 03/12/2020 09:58 AM	The persons responsible for picking up the breakfast will receive the offer vs serve and component training. The tri fold training document will be reviewed with them and left with them for reference by the FSA The meals will be circled on the roster after they are delivered to the student so that proper claiming can be done after the "sale." This was discussed 3/11 and reviewed with all staff involved on 3/11 and 3/12 to insure meals are credited after they are handed to the students. The roster is then returned for the cashier to put in the sale.			
	Flagged Lorena Paredes 03/11/2020 03:16 PM	Breakfast: Meals for special needs classroom were claimed in computerized POS prior to being bought down to the class. Breakfast was observed in classroom and reimbursable meals were served. An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. 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..			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	WILLIAM DAVIES MIDDLE	410	04/11/2020	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 03/12/2020 10:18 AM	CAP Accepted			
	CAP Submitted BILL TRACKMAN 03/12/2020 09:53 AM	The rice and beans recipe was revised on 3/11 to serve the 3/4 c black beans seperately from the rice so the vegetable componant is met. The recipe was put in the book that same day. Portion sizes were discussed with all employees to ensure they are all aware of the requirements. Meal patters for daily and weekly were review with the lead cook and her alternate upon her absence. This discussion took place 3/11/20.			
	Flagged Lorena Paredes 03/11/2020 03:17 PM	<p>Review week production records and support documentation (CN labels, PFS, etc) indicate insufficient quantity of whole grains in the daily salad options for the review week. Menu quantities met daily but not weekly requirements. Insufficient quantity of vegetables for the review week by 1/4 cup (3.5 cups served but 3.75 required). On Thursday, 2/27/20, 1/2 cup black beans were served but requirement is for 3/4 cup. Additionally, the beans/peas/legumes subgroup was not met. First time violation not subject to fiscal action.</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. Production records must document that both daily and weekly minimum quantities for each component including the vegetable subgroups 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. 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. 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>			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American		1400	04/11/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/12/2020 10:17 AM	CAP Accepted			
	CAP Submitted BILL TRACKMAN 03/12/2020 09:49 AM	effective 3/11 a signature page was set up and insured there was a line for date implemented. The new page was put in all manuals at all schools and the FS office 3/12.			
	Flagged Lorena Paredes 03/11/2020 03:17 PM	Although a copy of the written HACCP food safety plan was available, SOPs were not signed and dated to indicate review and implementation. 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.			