

## PLEASANTVILLE PUBLIC SCH-00104180 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Meal Counting and Claiming		316	06/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/19/2019 02:07 PM	CAP Accepted			
	CAP Submitted TRACY PEDANO 07/18/2019 10:57 AM	<p>The district is no longer claiming ASSP for PECC. This was stopped/implemented February 1, 2019.</p> <p>The district will be utilizing Form 314 (Daily Snack Counts for the ASSP) for all afterschool programs. This will be implemented September 2019.</p>			
	CAP Rejected Lorena Paredes 07/18/2019 08:59 AM	<p>You cannot compare meal counts with attendance as attendance does not mean a reimbursable snack was served. Daily Snack Count Record for Site Area Eligible form 316 or Daily Snack Count Record for Site Area NOT Eligible Form 315 should be used to count snacks at each site that is serving ASSP. Please indicate how you will effectively count snacks and the date of implementation. In addition, please indicate the date the district stopped claiming after school snack at the PECC since snack was being served during the school day.</p>			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:29 PM	<p>The breakfast, lunch and snack counts were based on student attendance and using the POS reports as a guide for reimbursement.</p> <p>Emails were sent out to all Principals to relay to their PreK aides and teachers on proper "Preschool Meal Instructions" on 2/6/2019. Randomly and periodically, meal counts will be compared with attendance to ensure proper counts are being recorded. Also audits of PreK classes to observe meal service will also be implemented throughout the year and training material will be provided and posted in Prek classroom.</p> <p>Implementation was made immediately after the review.</p>			
	Flagged Lorena Paredes 05/29/2019 06:18 AM	<p>All counts at the Early Childhood Center for the month of January and months prior have exact counts for breakfast and lunch. The totals for each meal service total the amount of snacks claimed for the month and months prior as well. When conducting edit checks, if questionable patterns in the free, reduced price, or paid counts appear at breakfast lunch, and after school snack, if applicable, a further look into claiming of meals is required and an explanation must be provided. 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>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	LEEDS AVE	318	06/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/02/2019 02:14 PM	CAP Accepted			
	CAP Submitted ELISHA THOMPkins, JR 06/26/2019 03:31 PM	POS scanners and ID cards were implemented (May 2019) to aid in the ease of an accurate process for accounting for reimbursements.			
	Flagged Lorena Paredes 05/29/2019 06:16 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/02/2019 01:36 PM	CAP Accepted			
	CAP Submitted ELISHA THOMPkins, JR 06/26/2019 03:32 PM	The lunch applications that were flagged have been updated/corrected. This took place on 2/27/2019 and 3/8/2019.  One application was redone by the parent and re-processed accordingly resulting in no status change.			
	Flagged Lorena Paredes 05/29/2019 06:15 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	Verification		214	06/29/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/01/2019 10:31 AM	CAP Accepted			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:31 PM	<p>Our district completed the collection of documents and notified households of the results of the verification process on November 15th. If the verification resulted in a status change, the families were notified and given 10 days after the November 15th date instead of 10 days prior to November 15th.</p> <p>Action plan:</p> <p>Our district will reduce or terminate benefits, as necessary, and will notify parents with an effective date prior to November 15th based on results of the completed verification process.</p> <p>Implementation will take place during the 2019-2020 school year verification process and thereafter.</p>			
	Flagged Lorena Paredes 05/29/2019 06:15 AM	Households for whom benefits were 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..			
On-Site Assessment Tool	Verification		215	06/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/01/2019 10:21 AM	CAP Accepted			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:31 PM	<p>During this 2018-2019 school year, the effective date of the status changes, if necessary, took place 10 days after the November 15th date.</p> <p>Action plan:</p> <p>The verification process will be completed and status changes made, if necessary, with an effective date 10 days prior to the November 15th deadline. Parents will be notified, accordingly.</p> <p>Implementation will take place during the 2019-2020 school year verification process.</p>			
	Flagged Lorena Paredes 05/29/2019 06:15 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) and making the effective changes 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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		208	06/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/01/2019 10:20 AM	CAP Accepted			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:31 PM	This school year, the confirming official confirmed the application but did not sign and date in the correct location on the application.  Action Plan:  The confirming official will confirm and date the application in the proper area on the application at the time the application has been selected for verification.  Implementation will take place during the 2019-2020 verification process.			
	Flagged Lorena Paredes 05/29/2019 06:15 AM	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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	MIDDLE SCHOOL	403	06/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/01/2019 10:18 AM	CAP Accepted			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:30 PM	An additional variety of milk, skim milk, was provided the following service day, April 1, 2019 to meet requirements. Going forward, walkthroughs will be conducted to make sure all areas are compliant.			
	Flagged Lorena Paredes 05/29/2019 06:18 AM	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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	MIDDLE SCHOOL	401	06/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 07/01/2019 10:17 AM	CAP Accepted			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:30 PM	All breakfast meals were packaged (April 1, 2019) in a grab and go fashion to include all components to ensure this does not happen in the future. Staff was trained on what a reimbursable meal is for all meal schedules. Also staff was instructed to politely educate students on what a complete meal was and to direct students back to collect other components if their meal chosen was not compliant.  Implementation is already in effect.			
	Flagged Lorena Paredes 05/29/2019 06:18 AM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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 Counting and Claiming - Day of Review	MIDDLE SCHOOL	318	06/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 07/01/2019 10:14 AM	CAP Accepted			
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:30 PM	POS scanners and ID cards were implemented (May 2019) to aid in the ease of an accurate process for accounting and reimbursements. Instructor in charge of ISS was informed (May 16, 2019) to bring students down prior to the start of any lunch period so that students could physically go through the POS line themselves.			
	Flagged Lorena Paredes 05/29/2019 06:17 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch for the students in ISS. 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. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem beginning with the start of the school year (September) and will require a recalculation. The meal counting system must be corrected to include a point of service for the ISS students. 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. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool - Site	Smart Snacks in School	LEEDS AVE	1105	06/29/2019	CAP Removed

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<b>Corrective Action History</b>	CAP Removed Lorena Paredes 06/20/2019 01:58 PM	CAP Removed			
	Flagged Lorena Paredes 05/29/2019 06:16 AM	<b>Nabisco 100 Calorie Oreo Thin Crisps</b> are not compliant to be sold in schools. All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS. 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	Afterschool Snack Program	LEEDS AVE	1700	06/29/2019	Flagged
<b>Corrective Action History</b>	Flagged Lorena Paredes 05/10/2019 09:03 AM	As discussed at the exit conference, violations were found for the After School Snack 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.			
Off-Site Assessment Tool	Professional Standards		1208	06/29/2019	Flagged
<b>Corrective Action History</b>	Flagged TRACY PEDANO 10/01/2018 01:07 PM				
Group 1: CA Count (2)				06/29/2019	CAP Accepted
	<b>Section</b>	<b>Form subsection</b>	<b>Site</b>	<b>Question #</b>	
	Afterschool Snack Program	Afterschool Snack Program	LEEDS AVE		
	Afterschool Snack Program	Afterschool Snack Program	MIDDLE SCHOOL		

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 07/17/2019 04:53 PM				CAP Accepted
	CAP Submitted TRACY PEDANO 07/09/2019 11:16 AM				Snack counts are included on the attendance rosters as to whether or not a snack is taken - this is for all afterschool programs. The implementation of the afterschool snack count process began with the February 2019 reimbursement and continued through June 2019. This process will continue next year and thereafter.
	CAP Rejected Lorena Paredes 07/02/2019 02:04 PM				Please explain what is meant by "From February through June 2019, only afterschool snacks have been claimed." In addition, you MUST indicate the date of implementation or Corrective Action will be rejected.
	CAP Submitted ELISHA THOMPKINS, JR 06/26/2019 03:35 PM				Snack counts for students was based on their attendance. We began including snack counts on the attendance/rollcall sheets after the review was conducted to ensure proper counting of snacks. Implementation was done immediately after the exit conference for all locations.  From February through June 2019, only afterschool snacks have been claimed.
	Flagged Lorena Paredes 05/29/2019 06:12 AM				Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area. 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.