

## OAKLAND BD OF ED-00303760 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		111	03/27/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/25/2020 10:36 AM	CAP Accepted			
	CAP Submitted Annette Wells 03/17/2020 09:50 AM	The district reviewed direct certified list to be sure all students within the household are included as eligible for free meals. This process will be repeated with each Direct Certification throughout the year. This process was performed immediately and will continue in the district as a matter of practice.			
	Flagged Erlisa Levin 03/11/2020 09:33 AM	If one student in a household is receiving SNAP or TANF benefits, free meal eligibility must be extended to all students in the household. Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

## OAKLAND BD OF ED-00303760 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	MANITO	401	03/27/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/25/2020 10:35 AM	CAP Accepted			
	CAP Submitted Annette Wells 03/17/2020 09:45 AM	<p>1) Knowing the 5 components of a Reimbursable Meal: The cashier at Manito was retrained and required to watch our company Meal or No Meal training video. She was able to at a quick glance at a meal and know if it's a reimbursable meal or an A la cart items. She was able to do this successfully over a large number of times. We will continue to test her skills and as well as work with her on suggesting the student to take the 5 components daily. All FSMC cashiers will be properly trained with this video.</p> <p>Also, effective immediately, a basket of fruit and a vegetable is located by each register that is easily accessed right at the register.</p>			
	Flagged Erlisa Levin 03/11/2020 09:34 AM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component 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 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	MANITO	500	03/27/2020	CAP Accepted

## OAKLAND BD OF ED-00303760 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/25/2020 10:35 AM				CAP Accepted
	CAP Submitted Annette Wells 03/17/2020 09:47 AM				Employees were retrained on the offer vs served program. The FSMC's quick steps training reviews each of the 5 categories and what is required to be available in ½ cup portions containers each day. They also added a poster in the kitchen as a reminder with the categories and fruits and vegetables in them and the amount required as a full portion. All employees were trained with different methods on how to encouraged students to take a fruit and or a vegetable with their lunch.
	Flagged Erlisa Levin 03/11/2020 09:34 AM				At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. 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.
Verification	Verification		209	03/27/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/17/2020 02:44 PM				CAP Accepted
	CAP Submitted Annette Wells 03/17/2020 10:19 AM				On February 28, 2020, an Error Prone Letter was sent to the parent of Application #38.  The district will ensure that moving forward, all employees overseeing the Child Nutrition Program will participate in the on-line training modules to be in compliance with all aspects of the program.
	Flagged Erlisa Levin 03/11/2020 09:34 AM				Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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.

## OAKLAND BD OF ED-00303760 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		207	03/27/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/17/2020 02:35 PM	CAP Accepted			
	CAP Submitted Annette Wells 03/11/2020 09:52 AM	Effective immediately, all staff responsible for the Child Nutrition Program will participate in all SNEARS trainings to ensure compliance with the verification process and all other aspects of the program.			
	Flagged Erlisa Levin 03/11/2020 09:34 AM	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. 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..Describe in the CAP how this will be corrected.			
Dietary Specifications and Nutrient Analysis	Dietary Specifications and Nutrient Analysis	MANITO	603	03/27/2020	CAP Removed
<b>Corrective Action History</b>	CAP Removed Erlisa Levin 03/06/2020 09:56 AM	CAP Removed			
	Flagged Erlisa Levin 02/27/2020 11:22 AM				