

LOWER TWP BD OF ED-00902840 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	CARL T. MITNICK SCHOOL	325	11/21/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 10/28/2020 12:55 PM	CAP Accepted			
	CAP Submitted Kurt Himstedt 10/22/2020 09:12 AM	District purchased updated POS accountability system in March of 2020. This system has changed the procedure for entering meals in to the Point of Sale. Previously staff would scan barcodes from rosters. A touch screen is now used leaving less room for error. The touch screen allows staff to view all students being claimed on a screen per homeroom prior to claiming/submitting. After meals are entered into the point of sale a second cafeteria staff member will check the counts for accuracy. Both teachers and cafeteria staff will be retrained in BIC SOP's. Training will take place November 3rd and 4th. This procedure will begin as soon as the district is able to claim students according to their determined meal status. The aforementioned procedure date will be determined by the USDA. A training will also take place prior to the procedure begin date.			
	Flagged Lorena Paredes 10/21/2020 09:43 AM	<p>Accurate meal counts for breakfast for the review period were not able to be obtained. Discrepancies were found in the number of number of free, reduced, and paid counts in the classroom rosters.</p> <p>Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected. Explain in detail, how the findings will be corrected and the measures taken to ensure that they will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	CARL T. MITNICK SCHOOL	409	11/21/2020	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 10/28/2020 12:55 PM	CAP Accepted			
	CAP Submitted Kurt Himstedt 10/22/2020 08:31 AM	Breakfast is delivered to classrooms according to number of students enrolled. Breakfast components required for reimbursable meals are pre packaged in a basket for compliance with meal pattern and distribution. Additional fruit and grain items are available for students to choose. Teachers will be retrained/ reminded of the SOP's given for breakfast hanging in the classroom for service (see attached). Kitchen staff will be retrained on BIC SOP's and in claiming and identifying meals for reimbursement. Rosters returned to the cafeteria not clearly marked will be questioned by cafeteria staff. Training will take place November 3rd and 4th.			
	Flagged Lorena Paredes 10/21/2020 09:42 AM	<p>2/28: Roster indicated that one student only took a package of crackers for breakfast and no additional components. This is an incomplete, non-reimbursable meal.</p> <p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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>			
Professional Standards	Professional Standards		1203		CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 10/21/2020 08:40 AM	CAP Removed			
	Flagged Kurt Himstedt 10/16/2019 02:25 PM				
Professional Standards	Professional Standards		1206		Flagged
Corrective Action History	Flagged Kurt Himstedt 10/07/2019 10:35 AM				