

## ARCHWAY PROGRAMS-00809277 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	ARCHWAY LOWER SCHOOL	410	01/06/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 01/13/2020 02:43 PM	CAP Accepted			
	CAP Submitted KIM DEPALMA 01/10/2020 03:32 PM	This action was implemented on the next order date, which was December 9, 2019.			
	CAP Rejected Kate Marsh 01/09/2020 09:48 AM	Please indicate date of implementation.			
	CAP Submitted KIM DEPALMA 01/07/2020 03:54 PM	Kaiser rolls with the equivalent of 2 grains have been substituted for the hamburger buns.			
	Flagged Kate Marsh 12/05/2019 08:31 AM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. 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.</p> <p>The hamburger bun did not meet the daily grain requirement of 2 grain equivalents for 9-12 grade group. The bun provided 1.75 grain equivalents and therefore did not meet the daily or weekly grain requirement for 9-12 grade group.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>			
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	ARCHWAY LOWER SCHOOL	318	01/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 01/13/2020 02:43 PM	CAP Accepted			
	CAP Submitted KIM DEPALMA 01/10/2020 03:31 PM	This action was implemented on Wednesday, December 4, 2019.			
	CAP Rejected Kate Marsh 01/09/2020 09:48 AM	Please indicate date of implementation.			
	CAP Submitted KIM DEPALMA 01/07/2020 03:54 PM	Signage has been ordered through marketing department to ensure that staff understand the components of a reimbursable meal. The serving process has been revised to include a reimbursable meal to be handed to a student or teacher at the point of service.			
	Flagged Kate Marsh 12/05/2019 08:32 AM	<p>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. On day of review, some teachers started to check the roster for breakfast prior to the students taking a full reimbursable meal. They were checking off the roster as students received the entree (in a container) but not as they took a fruit or juice, which was at the end of the line. All teachers must be trained in the proper way to take a count and how to identify a reimbursable meal. All students did take a complete meal but the teachers must check off AFTER the complete meal is received.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b> Fiscal action will be taken. An over claim may be assessed.</p>			
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	ARCHWAY LOWER SCHOOL	325	01/06/2020	CAP Accepted

## ARCHWAY PROGRAMS-00809277 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 01/13/2020 02:42 PM	CAP Accepted			
	CAP Submitted KIM DEPALMA 01/10/2020 03:30 PM	This action was implemented on Wednesday, December 4, 2019.			
	CAP Rejected Kate Marsh 01/09/2020 09:47 AM	Please indicate date of implementation.			
	CAP Submitted KIM DEPALMA 01/07/2020 03:53 PM	Rosters will be reviewed and compared to meal count sheets after each meal service, to ensure proper reimbursement.			
	Flagged Kate Marsh 12/05/2019 08:31 AM	<p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast AND lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b> Fiscal action will be taken. An over claim may be assessed.</p>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	ARCHWAY LOWER SCHOOL	502	01/06/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 01/09/2020 09:49 AM	CAP Accepted			
	CAP Submitted KIM DEPALMA 01/07/2020 03:54 PM	Signage has been ordered though our marketing department on 12/5/19 for identifying what constitutes a reimbursable meal. All signage will be posted by 1/2/2020.			
	Flagged Kate Marsh 12/05/2019 08:27 AM	<p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>			
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring	ARCHWAY LOWER SCHOOL	902	01/06/2020	CAP Accepted

# ARCHWAY PROGRAMS-00809277 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 01/09/2020 09:46 AM	CAP Accepted			
	CAP Submitted KIM DEPALMA 01/07/2020 03:53 PM	We did follow-up with the classrooms after the initial on-site review; however we did not document the revisit. Future on-site reviews that are conducted will be monitored and documented within the necessary 45 calendar days. If further action is needed, it will be added to an Outlook Calendar to ensure follow-up is performed and documented.			
	Flagged Kate Marsh 12/05/2019 08:30 AM	<p>When the SFA identifies meal counting and/or claiming problems during an on-site accountability review, a follow-up review must be conducted within 45 calendar days to ensure that appropriate corrective action was taken. No follow up review was documented.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	ARCHWAY LOWER SCHOOL	404	01/06/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 01/09/2020 09:46 AM	CAP Accepted			
	CAP Submitted KIM DEPALMA 01/07/2020 03:53 PM	Signage for the Breakfast and Lunch requirements have been ordered from our marketing department on 12/5/19. Signage will be posted on 1/2/2020.			
	Flagged Kate Marsh 12/05/2019 08:26 AM	<p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable <b>breakfast</b>. Posting only a menu does not meet this requirement.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p> <p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable <b>lunch</b>. Posting only a menu does not meet this requirement.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>			