Kingdom Charter School of Leadership-08006067 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	The Kingdom Charter School of Leadership	410	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 04/05/2019 09:30 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 04/04/2019 05:33 PM	Please see attached documents and a statement from our vendor below This is Bob Kardane from Karson Food Service, we are the food service company for Kingdom Charter School. Riscee Langhorne forwarded me your findings from your review of their food service program. We have CN labels for all of our vegetarian items except the Veggie Chicken Patty. i will have our production team pull the documents and forward them to Riscee. I am attaching a revised copy of our March Menu to show that moving forward, for Veggie Chicken Parmigiana, we are supplementing the 1 ounce of mozzarella cheese with a 1 oz. Cheese Stick. On days when the Chicken Patty is offered plain without cheese, we will add 2 1 oz. mozzarella sticks to fulfill the 2 oz. protein requirement. I appreciate the feedback and will take all necessary steps to make sure Kingdom is compliant, not just on their regular lunches, but on their vegetarian meals as well. Feel free to contact me with anything else you may need.			
	CAP Rejected Kate Marsh 02/19/2019 11:10 AM	Please provide more details - how has this been corrected? What products are being used or added to the vegetarian menu to ensure compliance?			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:07 PM	Submit finding to our vendor for correction. Expected action to be completed by 2/28/2019 if not already done so,			
	Flagged Kate Marsh 01/02/2019 10:29 AM	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 Agricultures Form web site for specific component and minimum quantity requirements. Vegetarian meals were served that do not have a CN label or product formulation statement. Additional meat/meat alternate options were not served with these meals. 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	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 04/05/2019 09:29 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 04/04/2019 05:26 PM	Our form was corrected on Dec 8, 2018.			
	CAP Rejected Kate Marsh 03/05/2019 09:46 AM	Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) Please indicate the date of correction for all application errors on SFA-1 form.			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:31 PM	Corrections were made on 12/8/2018 for all errors reported. We now have improved procedures and checks to eliminate future errors in determinations.			
	Flagged Kate Marsh 01/02/2019 10:31 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.			
Off-Site Assessment Tool	Local School Wellness		1006	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 04/05/2019 09:25 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:47 PM	The School Local Wellness Policy will be included in all Student registration packets, posted on the school's website. Implementation 2/28/2019			
	Flagged Kate Marsh 01/02/2019 10:30 AM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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 - Review Period	The Kingdom Charter School of Leadership	325	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 03/05/2019 09:47 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:13 PM	We have corrected our procedures as of November 30, 2018 and provided Edit check worksheet to Kate Marsh for review for the months of November through January 2019.			
	Flagged Kate Marsh 01/02/2019 10:30 AM	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. Daily meal counts from the roster must be used for reimbursement NOT the daily order numbers from the computerized system. 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	Meal Counting and Claiming - Day of Review	The Kingdom Charter School of Leadership	320	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 03/05/2019 09:47 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:15 PM	We have corrected our procedures as of November 30, 2018 and provided Edit check worksheet to Kate Marsh for review for the months of November through January 2019.			
	Flagged Kate Marsh 01/02/2019 10:30 AM	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast AND lunch is an ongoing systemic problem. The system of counting meals, must be corrected. Daily order counts CANNOT be used for reimbursement. 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.			
Off-Site Assessment Tool	Professional Standards		1208	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 11:07 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/08/2019 04:56 PM	We will track all training hours for Food Service staff and keep records in their personnel folders.			
	Flagged Kate Marsh 01/02/2019 10:30 AM	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) be used. 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	Professional Standards		1217	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 11:05 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:19 PM	Employee files will be updated by June 30, 2019 with documents of training. The SOARS training tracker will also be updated annually by June 30th.			
	Flagged Kate Marsh 01/02/2019 10:30 AM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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	Professional Standards		1214	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 11:01 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 01:09 PM	The school will schedule the at least the minimum of 12 training hours for our directors and at least 1 other member of the admin team. Date of implementation June 30, 2019.			
	Flagged Kate Marsh 01/02/2019 10:29 AM	School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	The Kingdom Charter School of Leadership	901	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 10:02 AM	CAP Accepted			
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:55 PM	SFA has completed on site accountability review on Feb 1, 2019. Calendar date will be implemented so that this deadline is not missed in the future.			
	Flagged Kate Marsh 01/02/2019 10:28 AM	1. All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. 2. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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		214	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name		Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 08:24 AM	CAP Accepted				
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:52 PM	All errors were corrected and updated upon site review. All eligibility status changes are sent home in letter form to families and updated in the school's Student record systems. Date of implementation November 8, 2018.				
	Flagged Kate Marsh 01/02/2019 10:28 AM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 08:23 AM	CAP Accepted				
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 12:59 PM	We will set calendar guidelines to ensure the due date for the Verification process is not missed in the future. Implementation date 2/28/2019				
	Flagged Kate Marsh 01/02/2019 10:30 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) 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.				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	The Kingdom Charter School of Leadership		403	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name		Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 08:22 AM	CAP Accepted				
	CAP Submitted BASHUNDRIA LANGHORNE 02/08/2019 05:09 PM	We have already contacted our vendor and now provide both Fat Free and 1% milk for all meals served. DOI; 12/1/2018				
	Flagged Kate Marsh 01/02/2019 10:29 AM	A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. The day of review only served fat free chocolate milk. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. The vendor delivers multiple fat varieties, but only enough of skim chocolate for lunch and 1% white/skim for 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	Certification and Benefit Issuance			134	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 08:22 AM	CAP Accepted				
	CAP Submitted BASHUNDRIA LANGHORNE 02/08/2019 05:07 PM	We have set calendar dates to run the report to ensure that no further deadlines are missed. Date of Implementation-2/28/2019				
	Flagged Kate Marsh 01/02/2019 10:30 AM	The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63). 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			128	02/11/2019	CAP Accepted

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Section	Form subsection	Site Name		Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 02/19/2019 08:20 AM	CAP Accepted				
	CAP Submitted BASHUNDRIA LANGHORNE 02/11/2019 01:01 PM	SFA corrected this and updated procedures upon on site review on Nov. 8, 2018.				
	Flagged Kate Marsh 01/02/2019 10:29 AM	If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24 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	The Kingdom Charter School of Leadership		321	02/11/2019	Flagged
Corrective Action History	Flagged Kate Marsh 12/19/2018 11:46 AM					
Off-Site Assessment Tool	Certification and Benefit Issuance			108	02/11/2019	CAP Removed
Corrective Action History	CAP Removed Kate Marsh 12/05/2018 09:55 AM	CAP Removed				
	Flagged Kate Marsh 11/15/2018 10:18 AM	The hearing official can not be a person involved with the application approval or the verification process. 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.				