

LAUREL SPRINGS BD OF ED-00702540 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	LAUREL SPRINGS BD OF ED-00702540	108	02/20/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/12/2024 07:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 09:22 AM				
	Moving forward our verifying official will be our Business Administrator (Mark Stratton) and our Hearing official will be our Principal/Superintendent (Ryan Mahlman). At the beginning of our school year we were in the middle of changing our Business Administrator.				
	Flagged by Jill Dailey 01/19/2024 08:54 AM				
	The hearing official can not be a person involved with the application approval or the verification process.				
The hearing official cannot also be the verifying official. Based on documentation reviewed during the on-site portion of the AR showed that the hearing official is also the verifying official.					
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.					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LAUREL SPRINGS BD OF ED-00702540	126	02/20/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/12/2024 08:14 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 09:13 AM				
	The Breakfast On-Site Review was completed on January 24, 2024, see attached.				
Corrective Action History	Flagged by Jill Dailey 01/19/2024 08:55 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 and/or SFA-2.)				
	<p>The SFA must indicate the date of correction for all application errors.</p> <p>Do not identify the students' names when providing the documentation under the SFA comments.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	LAUREL SPRINGS BD OF ED-00702540	214	02/20/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/12/2024 07:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 02:58 PM				
	I have added documentation/notes to my binder of procedures and highlighted the time of 10 Calendar Days advanced notice before change of Charge after completing the verification.				
	Flagged by Jill Dailey 01/19/2024 08:55 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.					
The household selected for Verification was not given 10 calendar days before benefits were reduced. The letter sent to the family was dated for 10/23/2023 and the letter on the date indicating the change in benefits was 10/24/2023.					
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.					
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	LAUREL SPRINGS BD OF ED-00702540	305	02/20/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/12/2024 08:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 04:42 PM				
	The Policy has been updated and added to the School Website, please see document attached.				
	Flagged by Jill Dailey 01/19/2024 08:56 AM				
The SFA's local charge policy, Policy 8550 Outstanding Food Service Charges, was last updated August 2017 and does not meet the current regulations of the Hunger-Free Students' Bill of Rights and Working-Class Families Anti-Hunger Act. The current policy states, "If payment in full is not made within one week from the date of the second notice, the student will be provided a basic lunch..." which goes against this new regulation. The policy must be updated.					
Professional Standards	Professional Standards (On-Site Assessment Tool)	LAUREL SPRINGS BD OF ED-00702540	1213	02/20/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/12/2024 07:53 AM CAP Accepted				
	Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 03:31 PM I have enrolled in the Institute of Child Nutrition on-line training course, I hope to complete the 8 hours of training shortly. I will keep Certificate of Completion in my Lunch binder with a date to re-certify documented so this does not happen again.				
Corrective Action History	Flagged by Jill Dailey 01/19/2024 08:55 AM				
	<p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>The food safety training certificate provided for the AR was expired as of 9/26/2023.</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>Indicate the date when the food safety training will be completed.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	LAUREL SPRINGS-1089	403	02/20/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/13/2024 09:31 AM CAP Accepted				
	Corrective Action Plan: Submitted by SHARON ISARD 02/12/2024 08:29 AM 01/18/2024				
	Corrective Action Plan: Rejected by Jill Dailey 02/12/2024 08:12 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 04:05 PM Moving forward I now order and make sure that there are multiple types of Milk in the refrigerator. I make sure at least two types of milk are stocked in the correct bins marked for Breakfast and Lunch and are available for the students to choose.				
	Flagged by Jill Dailey 01/19/2024 08:56 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. On the day of review at breakfast, the FSD had chocolate chip muffins, orange slices, juice and LF non-flavored milk pulled aside in a box for students. The FSD was informed that two types of milk have to be out and available for students to select. Prior to students receiving breakfast, the FSD corrected this error and brought out FF Chocolate milk as well. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	LAUREL SPRINGS-1089	409	02/20/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 02/13/2024 09:31 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by SHARON ISARD 02/12/2024 08:26 AM</p> <p>As of 01/18/2024.</p>				
	<p>Corrective Action Plan: Rejected by Jill Dailey 02/12/2024 08:11 AM</p> <p>Please indicate the date of implementation.</p>				
	<p>Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 05:33 PM</p> <p>Moving forward, I will make sure that the correct amount of milks are ordered, received and counted correctly to match and/or exceed our meal count each day on our production records.</p>				
	<p>Flagged by Jill Dailey 01/19/2024 08:56 AM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, 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.</p> <p>When operating under Serve Only, students must be served all 5 components. According to the production records, some students during the week of review did not receive a milk.</p> <p>Monday, 12/11, 58 meals were claimed, but only 57 milks were served - 1 meal disallowed</p> <p>Tuesday, 12/12, 57 meals were claimed, but only 55 milks were served - 2 meals disallowed</p> <p>Thursday, 12/14, 58 meals were claimed, but only 55 milks were served - 3 meals disallowed</p> <p>A total of 6 meals will be disallowed due to the missing milk component.</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>Indicate the date of implementation.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	LAUREL SPRINGS-1089	410	02/20/2024	CAP Accepted
<div style="background-color: #cccccc; padding: 5px;">Corrective Action History</div> <p>Corrective Action Plan: Accepted by Jill Dailey 02/13/2024 09:31 AM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by SHARON ISARD 02/12/2024 08:25 AM</p> <p>As of 01/18/2024.</p> <hr/> <p>Corrective Action Plan: Rejected by Jill Dailey 02/12/2024 08:09 AM</p> <p>Please indicate the date of implementation.</p> <hr/> <p>Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 05:26 PM</p> <p>Moving forward I will make sure that the production records reflect the correct amount of vegetables served along with the correct portion size to meet the state requirement under serve only.</p>					

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	<p>Flagged by Jill Dailey 01/19/2024 08:57 AM</p> <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>At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p>For the week of review, according to production records, students did not have access to the following vegetable sub-groups: legumes, starchy, & dark greens.</p> <p>Additionally, Tuesday through Friday, students were not served a minimum of 3/4C vegetable to meet daily and weekly meal pattern requirements when operating under Serve Only.</p> <p>Tuesday, 12/12, students were served 1/2C baby carrots</p> <p>Wednesday, 12/13, students were served 1/2C celery</p> <p>Thursday, 12/14, students were served 1/2C baby carrots</p> <p>Friday, 12/15, students were served 1/2C cucumber slices</p> <p>Students were served a total of 3C vegetable for the week, but according to the meal pattern, the weekly requirement is 3 3/4C.</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>Indicate the date of implementation.</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	LAUREL SPRINGS-1089	901	02/20/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 02/12/2024 07:55 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by SHARON ISARD 02/05/2024 02:45 PM</p> <p>The Breakfast On-site Review was completed on January 24, 2024. For the 2022-2023 our Business Administrator worked remotely or after school hours, he was not here to complete the reviews. Moving forward have a Business Administrator On-Site at least 2 days per week.</p>				
	<p>Flagged by Jill Dailey 01/19/2024 08:54 AM</p> <p>All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.</p> <p>As of 1/17/2024, only the on-site monitoring form for lunch was completed for the 2023-2024 school year. Per the FSD, on-site monitoring forms for the 2022-2023 school year were not complete.</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>Indicate the date of implementation.</p>				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged