

WILDWOOD BD OF ED-00905790 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Fresh Fruit and Vegetable Program - Review Period	Fresh Fruit and Vegetable Program - Review Period	GLENWOOD AVE ANNEX	1901	11/12/2020	CAP Accepted
	CAP Accepted Janet Celi 11/17/2020 02:57 PM	CAP Accepted			
	CAP Submitted MARTHA JAMISON 11/10/2020 11:06 AM	<p>INVOICES:</p> <p>All FFVP Invoices shall be kept in a separate file and comingled with all other fruit and vegetable invoices for the district. These invoices shall be presented to the CERTIFIER by the SUBMITTER prior to CERTIFYING the claim on a MONTHLY basis and held in a separate file.</p> <p>Paper Supplies shall be ordered on a SEPERATE INVOIVE for all FFVP needs and requirements.</p> <p>DATE ON IMPLIMENTAION 10/1/2020</p> <p>ADMINISTRATIVE LABOR:</p> <p>Labor Certification Form shall be used for ALL ADMINITSRATIVE LABOR claims for Admin Asst's</p> <p>This form shall be completed by SUBMITTER and Food Service Director twice per year and kept on file for review.</p> <p>This Corrective Action was IMPLIMENTED on 10/1/2020</p> <p>HOURLY EMPLOYEE TIMESHEETS:</p> <p>Manual Hourly Employee Timesheet will be used for all FFVP tasks effective 10/1/2020 and shall be verified by a supervisor monthly.</p> <p>IMPLIMENTATION OF THIS CORRECTIVE ACTION IS 10/1/2020</p>			

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Corrective Action History	Flagged Janet Celi 10/14/2020 11:31 AM	<p>Invoices</p> <p>-Invoices were missing for the following produce items: Cherries, Ruby Red Grapefruit, Honeydew Chunks, Meyer Lemons, Kumquat, Cilantro, Radicchio Lettuce, Zucchini Cubes, Beef Steak Tomatoes, Mustard Greens, Savoy Cabbage and 1 case of soufflé cups. Be sure case prices for paper supplies match the invoices. Paper supply case prices did not match the invoice. Indicate how you will correct this problem of insuring invoices are kept on file and prices are verified for the FFVP. Specify date you have corrected this problem</p> <p>Administrative Labor</p> <p>-If claiming administrative labor, you must complete a "Labor Certification Form". No forms were on file for administrative labor. If claiming administrative labor, you must have this form on file to support your voucher. This form should be completed a minimum of twice per year. Keep this form on file with your FFVP paperwork. A form was completed in October 2020 for February 2020. Indicate who and when this will be completed for the future. Specify date this has been corrected.</p> <p>Hourly Employees FFVP Timesheets</p> <p>-Timesheets should be completed for employees who work on the FFVP. Timesheets were not being completed for the FFVP and verified by a supervisor. Indicate the date when and how this will be corrected.</p>			
Afterschool Snack Program	Afterschool Snack Program	GLENWOOD AVE ANNEX	1700	01/20/2020	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 01/13/2020 10:41 PM	CAP Accepted			
	CAP Submitted MARTHA JAMISON 01/13/2020 11:45 AM	Date of Correction is prior to 9/24/2020 for the 2020-2021 School Year			
	CAP Rejected Lorena Paredes 01/13/2020 07:08 AM	Kindly indicate date of correction.			
	CAP Submitted MARTHA JAMISON 01/09/2020 09:23 AM	Two On Site Reviews will be performed this school year as per the regulations. A second review will be performed this school year. The Snack On Site Review will be performed within the first 4 weeks of the 2020-2021 school year as per regulation and will be noted as such on the appropriate documents.			
	Flagged Lorena Paredes 12/19/2019 04:09 PM	The After School Snack Program was not monitored, as required, in the first four weeks of operation for this school year. A review of last year's ASSP On-Site Review form indicated it was not monitored, as required a second time, prior to the end of the school year. Explain in detail, how the finding(s) 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	GLENWOOD AVE ANNEX	411	01/20/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 01/13/2020 10:40 PM	CAP Accepted			
	CAP Submitted MARTHA JAMISON 01/13/2020 11:45 AM	Date of Correction is 1/15/2020			
	CAP Rejected Lorena Paredes 01/13/2020 07:08 AM	Kindly indicate date of correction.			
	CAP Submitted MARTHA JAMISON 01/09/2020 09:23 AM	<p>Counseling has been performed with staff to ensure that any and all menu changes must not be performed in the field without prior authorization from the Food Service Office. Training on Vegetable Sub Groups will take place semi annually instead of initially at the start of the school year.</p> <p>All menu substitutions will be reviewed for menu compliance.</p> <p>Separate production records are being kept Effective January 1, 2020.</p> <p>Monthly monitoring of production records and menu compliance will be monitored more closely.</p>			
	Flagged Lorena Paredes 12/19/2019 04:09 PM	<p>11/20/19: The vegetable subgroups were not met for week of review. Based on production records, baked beans from the beans/peas /legumes category were substituted with green beans from 'other' category resulting in a missing component - no beans/peas/legumes for the week. When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate, acceptable, and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements. This is a first time violation - no fiscal action will be taken. If it is a finding at next AR, it then becomes a repeat violation subject to fiscal action.</p> <p>In addition, separate production records must be kept for students in preschool classes that are served in the classroom and follow the Preschool Meal Pattern.</p> <p>Explain in detail, how the findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			

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Afterschool Snack Program	Afterschool Snack Program	GLENWOOD AVE ANNEX		01/20/2020	Flagged
Corrective Action History	Flagged Lorena Paredes 12/19/2019 04:02 PM				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	GLENWOOD AVE ANNEX	409	01/20/2020	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 12/19/2019 02:59 PM		CAP Removed		
Corrective Action History	Flagged Lorena Paredes 12/18/2019 01:27 PM		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. 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.		