

WOODBINE BD OF ED-00905840 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	Woodbine Elementary School	325	01/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 12/19/2019 10:51 AM	CAP Accepted			
	CAP Submitted CHERYL ROBBINS 12/19/2019 10:50 AM	rosters will be counted, and re-counted by a second person for verification of correct meal counts before being submitted to SNEARs. This process started on December 5, 2019.			
	CAP Rejected Lorena Paredes 12/11/2019 03:56 PM	Date of implementation must be indicated.			
	CAP Submitted CHERYL ROBBINS 12/09/2019 08:27 AM	rosters will be counted, and re-counted by a second person for verification of correct meal counts before being submitted to SNEARs			
	Flagged Lorena Paredes 12/06/2019 01:41 PM	One breakfast meal was underclaimed. SFA count for review month October was 3518. SA count was 3519. Breakfast counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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.			
Local School Wellness	Local School Wellness		1000	01/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 12/19/2019 10:46 AM	CAP Accepted			
	CAP Submitted DARREN HARRIS 12/18/2019 04:22 PM	The Local Wellness Policy will be updated for Board approval to reflect the change of an annual assessment rather than a triennial assessment. The policy will also state that the policy will be posted on the website. The most up to date version will be posted on the website, and will be verified on an annual basis. The date of Board approval of the second reading and adoption of revised policy is expected to be January 21, 2020, with full implementation of new policy on the website by January 22, 2020.			
	Flagged Lorena Paredes 12/06/2019 01:42 PM	The Local Wellness Policy posted on the website is not the most current and updated copy. The SFA must place the most recent copy of the current Local School Wellness Policy on the website and/or web address where the policy is posted. In addition, it must be revised to state an annual assessment is conducted rather than a triennial assessment. Please 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 - Day of Review	Meal Components and Quantities - Day of Review	Woodbine Elementary School	403	01/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 12/11/2019 04:07 PM	CAP Accepted			
	CAP Submitted CHERYL ROBBINS 12/09/2019 11:45 AM	As of December 4, 2019, rather than have the students order milk when they order lunch, we now send two varieties of milk, (FF chocolate and 1% white) to the Kindergarten classrooms with the lunches so that they may choose at the time they receive their lunch.			
	Flagged Lorena Paredes 12/06/2019 01:43 PM	<p>A minimum of two varieties of fluid milk must be offered throughout the lunch 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.</p> <p>Kindergarten served lunch in the classroom and only 1 type of milk (FF chocolate) available. 13 meals served with only one milk type. This is a first-time violation. If two milks are not served at next AR, it will be a repeat violation subject to Fiscal Action.</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. Indicate the date of implementation.</p>			
Afterschool Snack Program	Afterschool Snack Program	Woodbine Elementary School		01/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 12/11/2019 04:07 PM	CAP Accepted			
	CAP Submitted CHERYL ROBBINS 12/09/2019 08:36 AM	Production records for afterschool snack are now pre-populated with the portion size of the daily offering included. The planned portion size for each day was added to the production records on 12/4/2019, and moving forward, will be included daily.			
	Flagged Lorena Paredes 12/06/2019 01:44 PM	<p>Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.</p> <p>Production records did not have the planned portion size section completed.</p> <p>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.</p>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	Woodbine Elementary School	501	01/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 12/11/2019 03:58 PM	CAP Accepted			
	CAP Submitted CHERYL ROBBINS 12/11/2019 10:51 AM	Teachers and aid serving breakfast in the classroom were trained on offer vs serve on 12/10/2019. Teachers were trained that students should not be completing the roster when the breakfast is taken, the meal must be checked for the correct components and checked off by teachers or aids. The teachers were trained on a reimbursable meal, offer vs serve, including the required components of the breakfast meal.			
	Flagged Lorena Paredes 12/06/2019 01:41 PM	Cafeteria was trained on OVS on 8/22/19 but teachers and aids serving breakfast in the classroom did not receive training. Several teachers also where observed allowing the students to check the rosters off themselves thus not being mindful if a student took a reimbursable meal. All food service staff/cashiers/teachers serving meals in classrooms must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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 - Day of Review	Meal Components and Quantities - Day of Review	Woodbine Elementary School	401	01/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 12/11/2019 03:57 PM	CAP Accepted			
	CAP Submitted CHERYL ROBBINS 12/11/2019 10:55 AM	Teachers and aids serving breakfast in the classroom were trained on offer vs serve on 12/10/2019. Teachers were trained that students should not be completing the roster. When the student selects the breakfast items, the meal must be checked for the correct components and checked off by teachers or aids. The teachers were trained on a reimbursable meal, offer vs serve, including the required components of the breakfast meal. Students must take at least three components, with at least one being a 1/2 c of fruit or vegetable.			
	Flagged Lorena Paredes 12/06/2019 01:43 PM	Four meals at breakfast were incomplete - either did not have three out of the four items or did not have a fruit component. Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be 1/2 cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Meals were not included in counts for the day. 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.			
Professional Standards	Professional Standards		1206	01/06/2020	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 12/05/2019 11:29 AM	CAP Removed			
	Flagged Lorena Paredes 12/05/2019 11:29 AM	Expected/planned trainings were shown on review and meet the requirements for training hours.			

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Professional Standards	Professional Standards		1219	01/06/2020	Flagged
Corrective Action History	Flagged Lorena Paredes 12/05/2019 07:58 AM	OVS training and Civil Rights training are necessary for teachers/aids serving meals in classrooms. Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must complete training sufficient enough to perform the duties related to the program. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. 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 - Day of Review	Meal Components and Quantities - Day of Review	Woodbine Elementary School	407	01/06/2020	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 12/04/2019 03:42 PM	CAP Removed			
	Flagged Casey Miller 12/03/2019 01:18 PM				
Afterschool Snack Program	Afterschool Snack Program	Woodbine Elementary School	1700	01/06/2020	Flagged
Corrective Action History	Flagged Casey Miller 12/03/2019 02:05 PM				