

# COMMERCIAL TWP BD OF ED-01100950 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	HALEYVILLE-MAURICETOWN	409	08/24/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 08/05/2020 11:21 AM	CAP Accepted			
	CAP Submitted JOANN TRUSIAK 07/24/2020 11:36 AM	Will check production records everyday to ensure all counts are recorded correctly for all 5 meal components. Retraining staff on these processes on the staff opening meeting on the 3 of September when we go back to work.			
	Flagged Lea Berry 07/21/2020 03:19 PM	<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>Although all five meal components were offered daily, the starchy sub group was not offered over the course of the week.</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>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	HALEYVILLE-MAURICETOWN	410	08/24/2020	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lea Berry 08/05/2020 11:19 AM	CAP Accepted			
	CAP Submitted JOANN TRUSIAK 07/24/2020 11:37 AM	Will check production records to make sure there is a 1/2cup starchy food group on the production records. Retrain staff on this procedures to ensure that the minimum requirements are met. Well be talked about in the staff opening meeting on the 3rd of September when we go back to work			
	Flagged Lea Berry 07/21/2020 03:23 PM	<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>The 1/2 cup starchy sub group (potatoes, corn etc.) was not offered on the week of review.</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>			
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	HALEYVILLE-MAURICETOWN	325	08/24/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>CAP Accepted Lea Berry 08/05/2020 11:18 AM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted JOANN TRUSIAK 07/24/2020 11:38 AM</p>	<p>Will take extra time and care with the rosters to ensure they are correctly counted. Will be retraining staff on these procedures. Be more diligent on students coming in late or leaving early so count is correct.</p>			
	<p>Flagged Lea Berry 07/21/2020 03:24 PM</p>	<p>Lunch and Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>Breakfast - February 24th on Etter Roster one over claimed breakfast</p> <p>Lunch - McNiss 2 over claimed one on Feb. 26th and one on Feb. 28th.</p> <p>Dickerson 1 under claim Feb. 18th</p> <p>This resulted in 1 over claim for breakfast and 1 over claim for lunch for the month.</p> <p>The counts when counted down were incorrect based on human error. The rosters should be double checked prior to putting the counts in for reimbursement.</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>			
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review</p>	<p>HALEYVILLE-AURICETOWN</p>	<p>320</p>		<p>CAP Removed</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Removed Lea Berry 07/21/2020 03:22 PM	CAP Removed			
	Flagged Lea Berry 07/21/2020 02:56 PM	Daily breakfast and lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.  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.			
Professional Standards	Professional Standards		1206		CAP Removed
Corrective Action History	CAP Removed Lea Berry 07/02/2020 08:33 AM	CAP Removed			
	Flagged JOANN TRUSIAK 10/11/2019 01:09 PM				
Fresh Fruit and Vegetable Program - Review Period	Fresh Fruit and Vegetable Program - Review Period	HALEYVILLE-MAURICETOWN	1901	03/07/2020	CAP Accepted
Corrective Action History	CAP Accepted Janet Celi 02/24/2020 02:07 PM	CAP Accepted			
	CAP Submitted DARREN HARRIS 02/21/2020 04:37 PM	A calendar kept with FFVP serving days will be kept each month and held internally with the monthly FFVP submittals.			
	Flagged Janet Celi 02/07/2020 06:38 AM	Although the expenses reported were correct the <b>"Days of Operation" were incorrect.</b>  Indicate how this will be corrected on future FFVP vouchers.  The FSD should count the actual FFVP serving days each month and report them to the FFVP voucher submitter.			