

DEERFIELD TWP BD OF ED-01101020 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		126	03/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/19/2020 01:45 PM	CAP Accepted			
	CAP Submitted MELANIE ALLEN 05/08/2020 02:10 PM	Application #10: Last 4 digits of social security number were received; Student remained free status Application #55: Last 4 digits of social security number were received; Student remained free status			
	Flagged Lea Berry 02/20/2020 11:12 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.			
Verification	Verification		208	03/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/19/2020 01:41 PM	CAP Accepted			
	CAP Submitted MELANIE ALLEN 05/08/2020 02:00 PM	Effective immediately after the district's review (2/19/2020), the Confirming Official completes the 'confirming official's signature' and 'date' boxes on each meal application following the Determining Official's meal status determination. The 'verifying official's signature' and 'date' boxes on each meal application will only be completed on the applications which are selected for the Verification Process. The 'signature of verifying official' and 'date verification completed' spaces will be completed on the Verification Tracker once all requested documentation has been received and reviewed and the verification results determined.			
	Flagged Lea Berry 02/20/2020 11:19 AM	The Confirming Official must record on the Verification Tracker or the meal application the date of the confirmation review. 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.			
Verification	Verification		215	03/20/2020	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 05/19/2020 01:40 PM	CAP Accepted			
	CAP Submitted MELANIE ALLEN 05/08/2020 01:52 PM	Effective with the 2020-2021 school year, the Verification Process will begin earlier in the school year. Per the suggestion of the Child Nutrition Specialist who completed the district's review, the initial letter to parents/guardians informing them that their application was selected for verification and that specific documentation from them is requested, will be mailed during the first week in October (2020). This will ensure that there is sufficient time to receive the documentation, review it, and complete the Verification Process by the November 15 deadline.			
	Flagged Lea Berry 02/20/2020 11:19 AM	<p>The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline.</p> <p>Verification was completed by November 20th. In order to meet the deadline it is suggested that you start the process earlier than October 29th. Send out the initial letter in the first week of October in order to meet the deadline.</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	DEERFIELD	325	03/20/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 05/04/2020 11:31 AM	CAP Accepted			
	CAP Submitted JOSEPH OLIVIERI 03/09/2020 12:39 PM	Retrained the teachers on offer vs serve and meal counting on 3/5/20. We will be rolling out our new method of counting on 3/9/20, we will have teachers highlight the kids that are preorder for the following week. When the child takes a complete breakfast they will place a check mark in the box for the day and if they decide not to eat then the teacher will leave blank. After the breakfast bags are collected the cashier will ring in only the children that have check marks next to their name. Once done ringing in she will then cross reference the breakfast rosters to ensure they are matching.			
	Flagged Lea Berry 02/20/2020 11:13 AM	<p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>When checking the rosters for the month of review for breakfast discrepancies were found. Daily rosters are used in the classroom. If a student pre-orders a meal the prior week the teacher puts a check mark on the days the student is ordering. When the child receives the meal another line is added to form an X. The SFA claimed 1781 total breakfasts for January 2020, however when adding the roster I counted 1767 total breakfast meals.</p> <p>I suggest making a key and providing directions on the rosters so teachers are aware what they should be doing. Teach them what an actual point of service count means. The Certifier should be checking rosters prior to certifying the claim for reimbursement to make sure there aren't any discrepancies.</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. Fiscal action will be taken. An over claim may be assessed.</p>			
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	DEERFIELD	318	03/20/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 05/04/2020 11:30 AM				CAP Accepted
	CAP Submitted JOSEPH OLIVIERI 03/09/2020 12:36 PM				Retrained the teachers on offer vs serve and meal counting on 3/5/20. We will be rolling out our new method of counting on 3/9/20, we will have teachers highlight the kids that are preorder for the following week. When the child takes a complete breakfast they will place a check mark in the box for the day and if they decide not to eat then the teacher will leave blank. After breakfast bags are collected the cashier will ring in only the children that have check marks next to their name. Once done ringing in she will cross reference the breakfast rosters with cashiers report to ensure they are matching.
	Flagged Lea Berry 02/20/2020 11:17 AM				<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>On day of review, the rosters in the classrooms are not being done correctly depending on the classroom. One teacher checked off all the kids when only five were present at the time. Her reasoning was that student is always late. A couple classrooms had students eating, but the roster was not checked. The roster must be checked when the student receives the meal. It is highly suggested to put directions and a key on the rosters so everyone is consistent in doing the same procedure. The teachers must be retrained on point of service count.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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.</p>