

# BURCH CHARTER SCH OF EX-08006022 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	BURCH CHARTER SCH OF EX-08006022	302		CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Dianne Kennedy 10/28/2019 02:04 PM CAP Removed				
	Flagged by Dianne Kennedy 10/28/2019 02:04 PM The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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.				
Group 1: CA Count (4)		BURCH CHARTER SCH OF EX-08006022		12/01/2019	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 11/29/2019 08:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by JOEL JULIEN 11/27/2019 10:24 AM  1- Classroom Staff was trained on Offer vs Serve on November 5th (Signing sheet attached) 2- Classroom Staff received Civil Rights document to read, sign and return to the Office on November 18 3- Classroom staff training on Accountability will be January 15, 2020 at the next Professional Development training 4- All three (3) Cafeteria workers had the Civil rights training on Wednesday 20, 2019 (2 completions screen are uploaded. Ignore the duplicate)				
	Corrective Action Plan: Rejected by Dianne Kennedy 11/26/2019 09:06 AM Please write in the dates of the other trainings indicated in the CAP				
	Corrective Action Plan: Submitted by JOEL JULIEN 11/25/2019 02:30 PM All three cafeteria workers will attend an online course for Servsafe certification January 21 to the latest				

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	<p>Flagged by Dianne Kennedy 11/01/2019 01:04 PM</p> <p>Teachers in the classroom are responsible for meal counting during breakfast. They were not trained in accountability nor Civil Rights. 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 meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a>. 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>Flagged by Dianne Kennedy 11/01/2019 01:04 PM</p> <p>SFA does not have a log of training. Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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>Flagged by Dianne Kennedy 11/01/2019 01:04 PM</p> <p>School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a>. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p> <p>Flagged by Dianne Kennedy 11/01/2019 01:04 PM</p> <p>Food Service Director is not ServSafe Certified. 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 <a href="http://www.theicn.org">www.theicn.org</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Burch Charter School of Excellence	318	12/01/2019	CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 01/07/2020 09:44 AM CAP Accepted				
	Corrective Action Plan: Submitted by JOEL JULIEN 12/10/2019 01:10 PM On November 1, 2019 Burch Charter School of Excellence's classroom staff started to properly count reimbursable breakfast. Also Cafeteria staff have been packing breakfast to go that includes three items in the bag plus separate serving of milk.				
	Corrective Action Plan: Rejected by Dianne Kennedy 11/29/2019 08:59 AM Please indicate the date the the systemic issue of counting and claiming was corrected and breakfast was claimed correctly.				
	Corrective Action Plan: Submitted by JOEL JULIEN 11/25/2019 02:23 PM Classroom staff were trained in Offer vs Serve on November 5, 2019 (Sign-in sheet attached)				
	Flagged by Dianne Kennedy 11/01/2019 01:06 PM 10/30/19: Observed teachers claiming meals without having all the items necessary to make a reimbursable breakfast. Discuss with teachers the requirement for a reimbursable breakfast and how to claim reimbursable breakfast. Discuss how to claim breakfast that are not reimbursable.				
	10/31/19 each classroom had breakfast OVS posters posted and were correctly counting and claiming meals. 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. 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..				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Burch Charter School of Excellence	501	12/01/2019	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 11/29/2019 08:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by JOEL JULIEN 11/25/2019 02:18 PM The three (3) Cafeteria workers will have a training on Offer vs Serve on December 11, 2019				
	Flagged by Dianne Kennedy 11/01/2019 01:05 PM There is no log indicating staff were trained in OVS. Staff/cashiers 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.				
Special Provisions Options	Special Provisions Options (On-Site Assessment Tool - Site) (2113H)	Burch Charter School of Excellence	2115	12/01/2019	CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 11/29/2019 08:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JOEL JULIEN 11/25/2019 02:27 PM				
	The number was taken from the DC report and It appears that the number of rows (156) on the spreadsheet was reported without taking in consideration the column title of the first row and that is where the discrepancy from. Staff will make sure to account for that row whenever the Total DC spreadsheet is used.				
	Flagged by Dianne Kennedy 11/01/2019 03:03 PM				
	At the time of the CEP application, 156 students were reported from D/C and 351 students were enrolled; however on site, the count was 155 students from D/C and 351 enrolled. Explain in detail how the this error will not occur in the future. Indicate the date of implementation.				

**Report Selections**

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