

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		131	07/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 07/10/2020 02:00 PM	CAP Accepted			
	CAP Submitted JASMIN JENKINS 07/06/2020 05:07 PM	The District has completed worksheet SFA-2 as of 6/30/2020. Going forward the District will have all applications reviewed and verified once processed.			
	Flagged Dianne Kennedy 02/21/2020 12:32 PM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required deadline. 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	FLORENCE AVE	401	07/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 07/10/2020 02:00 PM	CAP Accepted			
	CAP Submitted Krystal Tanner 07/07/2020 09:25 AM	During the day of the onsite review, out of over 500 students, one student got past the cashier without noticing. As the onsite reviewers witnessed, cashier was properly trained in recognizing a reimbursable meal. This was simply human error. Since the day of the review, February 19, 2020, lunch aides have been also recruited to assist in student traffic to ensure no students pass through without giving the cashier time to thoroughly review the components on each student's tray.			
	CAP Rejected Dianne Kennedy 07/06/2020 09:44 AM	Please indicate the date of correction.			
	CAP Submitted Krystal Tanner 06/29/2020 12:03 PM	During the day of the onsite review, out of over 500 students, one student got past the cashier without noticing. As the onsite reviewers witnessed, cashier was properly trained in recognizing a reimbursable meal. This was simply human error. Since the day of the review, lunch aides have been also recruited to assist in student traffic to ensure no students pass through without giving the cashier time to thoroughly review the components on each student's tray.			
	Flagged Dianne Kennedy 02/21/2020 12:36 PM	One lunch had only a sandwich and milk, missing a fruit component and was claimed as reimbursable. Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 components in the proper quantities. One component selected must be ½ 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 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	07/03/2020	CAP Accepted

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Dianne Kennedy 07/10/2020 02:00 PM				CAP Accepted
	CAP Submitted JASMIN JENKINS 07/06/2020 12:48 PM				The District has completed worksheet SFA-1 as of 6/30/2020. Going forward the District will have all applications reviewed and verified once processed.
	Flagged Dianne Kennedy 02/21/2020 12:32 PM				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. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	FLORENCE AVE	321	07/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 07/10/2020 01:59 PM				CAP Accepted
	CAP Submitted Krystal Tanner 07/07/2020 10:29 AM				Starting 2/20/20, the day following the onsite review, corrective action began. A Whitsons Admin Team Member was assigned to visit the classrooms at breakfast time to ensure proper counting procedures were being followed. For a consecutive 5 business days, classrooms were monitored during breakfast. At the end of those 5 days, all classrooms were in compliance. Periodic visits also occurred the following weeks and classrooms remained in compliance.
	CAP Rejected Dianne Kennedy 07/06/2020 09:35 AM				Please indicated a date.
	CAP Submitted Krystal Tanner 06/29/2020 11:47 AM				The day after the onsite review, corrective action began. A Whitsons Admin Team Member was assigned to visit the classrooms at breakfast time to ensure proper counting procedures were being followed. For a consecutive 5 business days, classrooms were monitored during breakfast. At the end of those 5 days, all classrooms were in compliance. Periodic visits also occurred the following weeks and classrooms remained in compliance.
	Flagged Dianne Kennedy 02/21/2020 12:33 PM				SBP: systemic counting error in classroom feedings; 30 classrooms. Room #213 teacher had served the meals, cleared the desks and students had paperwork and were listening to the morning announcements. Teacher stated that she then will check off student meals on roster after the announcements. Observed that the roster was blank and the meals were cleared from desks. TA given onsite. KH Room #102 marking meals by attendance; not by meals served. TA given onsite. KH TA given to multiple SBP classrooms on the correct SOP for classroom feedings and what constitutes a complete meal. KH The school's explanation does not describe an acceptable meal counting system for breakfast. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count. 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.
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	MADISON AVE	409	07/03/2020	CAP Accepted

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Dianne Kennedy 07/06/2020 09:45 AM	CAP Accepted			
	CAP Submitted Krystal Tanner 06/29/2020 11:59 AM	All menus were and continued to be in compliance. During onsite review for breakfast and lunch, reviewers did witness that all components were present. The lack of adequate meal components was strictly a recording issue. Production records from the day of the review on were closely monitored for proper recording and staff was properly trained again in counting meal components that were available. It is Whitsons' policy to provide, not only the fruit that is on the menu, but to also provide an additional variety at the register. School staff overlooked the counting of the additional options. But this was available each day. This counting mishap was corrected the day after the onsite review, has and will remain accurate.			
	Flagged Dianne Kennedy 02/21/2020 12:37 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. 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>All meal components must be served to Pre- K in order to claim the meal. Based on the production records given for the review period milk was not served with every meal claimed. Refer to S-15.</p>			
Reporting and Recordkeeping	Reporting and Recordkeeping		1500	07/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 07/06/2020 09:45 AM	CAP Accepted			
	CAP Submitted Krystal Tanner 06/29/2020 11:56 AM	Did not recall that this policy was missing at the time of review. Not only is the OVS policy available within the district policies, but is also available and posted at every school. Madison Ave. school is a newly built school so the was overlooked being posted. It is now posted and will remain moving forward.			
	Flagged Dianne Kennedy 02/21/2020 12:38 PM	Missing OVS breakfast policy when have OVS for breakfast. SFA must have policies required to demonstrate compliance with program requirements. 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 - Review Period	Meal Components and Quantities - Review Period	FLORENCE AVE	409	07/03/2020	CAP Accepted

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Dianne Kennedy 07/06/2020 09:38 AM	CAP Accepted			
	CAP Submitted Krystal Tanner 06/29/2020 11:53 AM	All menus were and continued to be in compliance. During onsite review for breakfast and lunch, reviewers did witness that all components were present. The lack of adequate meal components was strictly a recording issue. Production records from the day of the review on were closely monitored for proper recording and staff was properly trained again in counting components distributed and returned to kitchen.			
	Flagged Dianne Kennedy 02/21/2020 12:35 PM	Week of review (01/07) 604 meals were claimed for reimbursement, however, only 548 had a fruit with the meal. (01/09) 622 meals were claimed for reimbursement, however, only 602 meals had 3 items the others had only two item which does not count as reimbursable. At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.			
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	BERKELEY TERRACE	11	07/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 07/06/2020 09:38 AM	CAP Accepted			
	CAP Submitted Krystal Tanner 06/29/2020 11:48 AM	Only one menu was previously provided for the CACFP students within the K-5 buildings. Subsequent to the review, a separate menu is being provided which will only indicate white milk availability. From the day after the review, moving forward, only lowfat or fat free white milk was served and will continue to be served in the future. Additionally, notification was provided to The District, The Principal, and the Director of Early Childhood to inform them of the incident and that they should ensure that the staff member follow proper procedures and follow the meal requirements set forth by the USDA, the Department and The District.			
	CAP Rejected Dianne Kennedy 06/26/2020 01:16 PM	Indicate only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
	CAP Submitted Krystal Tanner 06/17/2020 11:56 AM	Only one menu was previously provided for the CACFP students within the K-5 buildings. Subsequent to the review, a separate menu is being provided which will only indicate white milk availability. Additionally, notification was provided to The District, The Principal, and the Director of Early Childhood to inform them of the incident and that they should ensure that the staff member follow proper procedures and follow the meal requirements set forth by the USDA, the Department and The District.			
	Flagged Dianne Kennedy 02/21/2020 12:32 PM	Fat Free chocolate and strawberry milk was served to 1 pre-k classroom. Also listed flavored milk choices on the menu. Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Fresh Fruit and Vegetable Program - Review Period	Fresh Fruit and Vegetable Program - Review Period	FLORENCE AVE	1901	03/31/2020	CAP Accepted

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Corrective Action History	<p>CAP Accepted Janet Celi 06/19/2020 07:46 AM</p>	<p>CAP Accepted</p>
	<p>CAP Submitted Krystal Tanner 06/17/2020 11:50 AM</p>	<p>#1901: Labor Although all reimbursement claims were supported with documentation, the 44.5 hours claimed for your FFVP for January seemed excessive.</p> <p>Indicate how you will monitor the hours claimed for the FFVP. There should be strategies implemented to insure that the hours submitted for the FFVP are accurate and reasonable. A supervisor should be assigned to review the hours on a weekly basis.</p> <p>Subsequent to the review, time submitted was reviewed by Krystal Tanner, Food Service Director and Makaila Bridgeman, Asst. Food Service Director. It was communicated with staff member(s) that only a certain amount of time was expected to be used to prepare items, based upon their level of readiness to serve and the time of distribution. Each day, the staff member(s) was required to call the food service office and report exactly what they were preparing for the next day and serving for the current day. It would be communicated that any time submitted over the expectation had to be pre-approved. Additionally, on each timesheet, the staff member(s) was required to write next to each day, the tasks that were being performed. This way, when time was submitted, it would be adjusted(if necessary) according to evaluation by administration.</p> <p>As a result, there was a reduction in the hours worked that were submitted.</p>
	<p>Flagged Janet Celi 03/02/2020 12:14 PM</p>	<p>Although all reimbursement claims were supported with documentation, the 44.5 hours claimed on your FFVP voucher for January seemed excessive.</p> <p>Indicate how you will monitor the hours claimed for the FFVP. There should be strategies implemented to insure that the hours submitted for the FFVP are accurate and reasonable. A supervisor should be assigned to review the hours on a weekly basis.</p>

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program	MADISON AVE	1700		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/20/2020 01:00 PM		CAP Removed		
	Flagged Gregory Walker 02/20/2020 11:31 AM		As discussed at the exit conference, violations were found for the After School Snack Program. 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.		
Afterschool Snack Program	Afterschool Snack Program	FLORENCE AVE	1700		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/20/2020 12:59 PM		CAP Removed		
	Flagged Dianne Kennedy 02/20/2020 11:49 AM				
Afterschool Snack Program	Afterschool Snack Program	BERKELEY TERRACE	1700		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/20/2020 11:58 AM		CAP Removed		
	Flagged Dianne Kennedy 02/20/2020 11:58 AM		As discussed at the exit conference, violations were found for the After School Snack Program. 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.		
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	FLORENCE AVE	1411		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/20/2020 11:47 AM		CAP Removed		
	Flagged Dianne Kennedy 02/20/2020 11:47 AM		The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. 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 Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	FLORENCE AVE	320		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/20/2020 10:55 AM		CAP Removed		
	Flagged Katie Hunter 02/19/2020 10:15 AM				
Professional Standards	Professional Standards		1206		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/18/2020 12:58 PM		CAP Removed		
	Flagged JASMIN JENKINS 10/10/2019 11:39 AM				
Group 3: CA Count (2)				07/03/2020	CAP Accepted

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
	Section	Form subsection	Site	Question #	
	Verification	Verification			208
	Verification	Verification			211
Corrective Action History	CAP Accepted Dianne Kennedy 07/10/2020 01:58 PM	CAP Accepted			
	CAP Submitted JASMIN JENKINS 07/06/2020 12:40 PM	The District will use form 236 "We Must Check your Application Letter" to ensure all required terminology is used. This will be implemented September 9, 2020. (The first day of school)			
	Flagged Dianne Kennedy 02/21/2020 12:40 PM	The notification letter did not have the correct Non-Discrimination Statement. The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation. The Confirming Official must record on the Verification Tracker 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.			
Group 2: CA Count (2)				07/03/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Afterschool Snack Program	Afterschool Snack Program	FLORENCE AVE		
	Afterschool Snack Program	Afterschool Snack Program	MADISON AVE		

IRVINGTON BD OF ED-01302330 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Dianne Kennedy 07/06/2020 09:42 AM	CAP Accepted			
	CAP Submitted Krystal Tanner 06/29/2020 12:09 PM	As per the suggestion of the reviewer, the State afterschool snack counting sheet was distributed immediately to all participating schools. By the Monday following the review, all schools were using this form and proper, accurate counting of afterschool snacks commenced. Moving forward, this form will continue to be the standard and only form used when reporting afterschool snack counts.			
	Flagged Dianne Kennedy 02/21/2020 12:39 PM	Counted 540 Claimed 422, recommend to use Form 314 Daily count Record for Site/ Area Eligible Schools Counted 2849 Claimed 2844, recommend to use Form 314 Daily count Record for Site/ Area Eligible Schools			
Group 1: CA Count (2)				07/03/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Civil Rights	Civil Rights		800	
	Civil Rights	Civil Rights		810	
Corrective Action History	CAP Accepted Dianne Kennedy 07/10/2020 01:59 PM	CAP Accepted			
	CAP Submitted JASMIN JENKINS 07/06/2020 07:17 PM	The most current non-discrimination statement will be added to all materials distributed/shown to the public. The District will refer to form #213 every year to ensure it is always using the most updated version. All materials distributed to the public will be updated the first day of school, September 9, 2020.			
	Flagged Dianne Kennedy 02/21/2020 12:39 PM	"This institution is an equal opportunity provider," is the shorten format of the non-discrimination. The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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.			