

Technical Assistance Log

NEW HORIZONS COMM CHARTER-08007290

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
12/09/2021	2467	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	SFA/Sponsor On-Site Monitoring	901		Charles Mugambe	Dianne Kennedy	<input checked="" type="checkbox"/>
How Provided	Phone, Email			Comments	All SFAs must conduct an accountability review of breakfast and lunch prior to February 1st each school year. The SSO Monitoring Form (#410) attached, must be used. Accountability reviews must be conducted by an SFA employee. 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.			

NEW HORIZONS COMM CHARTER-08007290 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	NEW HORIZONS COMM CHARTER-08007290	800	01/10/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 01/12/2022 10:45 AM CAP Accepted				
	Corrective Action Plan: Submitted by TOM OMWEGA 01/10/2022 03:38 PM We have updated our USDA Non-Discriminatory Statement				
	Flagged by Dianne Kennedy 12/10/2021 10:24 AM				
	The non-discrimination statement uploaded into SOARS is not current. 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: https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs . 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.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	NEW HORIZONS COMM CHARTER-08007290	1500	01/10/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 01/12/2022 10:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by TOM OMWEGA 01/11/2022 12:56 PM The production records will be filled out properly and employee responsible for filling them out has been retrained. You will see the attached training professional certificate.				
	Flagged by Dianne Kennedy 12/10/2021 10:24 AM				
	On production records, second entrees portion planned, portion leftovers, reimbursable meals was not recorded daily. Please enter the numbers of second entrees that were planned, leftover, and served with the other components to make a complete reimbursable meal on the production records daily. Please watch the webinar Production Records to help with completing a production record correctly. The webinar is found in SNEARS under Trainings. It will count towards continuing education credits for nutrition staff.				
Group 1: CA Count (2)		NEW HORIZONS COMM CHARTER-08007290		01/10/2022	CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 01/12/2022 10:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by TOM OMWEGA 01/11/2022 12:51 PM I have attached proof of professional training certificates.				
	Flagged by Dianne Kennedy 12/10/2021 10:28 AM 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: http://professionalstandards.nal.usda.gov/ . 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..				
	Flagged by Dianne Kennedy 12/10/2021 10:28 AM 10 hours of annual training was conducted in 2020. See 2020 CAP. School Nutrition Program managers are required to complete at least 10 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: http://professionalstandards.nal.usda.gov/ . 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	NEW HORIZONS COMM CHARTER-3269	410	01/10/2022	CAP Accepted

NEW HORIZONS COMM CHARTER-08007290 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 01/31/2022 10:53 AM CAP Accepted				
	Corrective Action Plan: Submitted by TOM OMWEGA 01/27/2022 12:07 PM Please see attached and corrected production record for 11/18. The sweet potato has been recorded in the proper subgroup of red/orange category. Additionally, I met with the kitchen staff and instructed them (12/20/21) on the changes that need to be made and handed out copies of Form 138. I also sent them the links for the additional learning on Meal Patterns, Nutritional Quality and Menu Production Records that you graciously had sent to me (also attached). The staff, and myself, are fully and well versed, in the vegetable sub group category and the error will no longer occur. (Food Vendor in charge of production records)				
	Corrective Action Plan: Rejected by Dianne Kennedy 01/12/2022 10:47 AM November 18: At lunch, sweet potato and yams casserole was served and credited as a starch vegetable subgroup on the production records. Sweet potatoes and yams are credited as a red/orange vegetable subgroup. This is a repeat violation from 2020 AR. See S-1 for more details. 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. 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.				
	Corrective Action Plan: Submitted by TOM OMWEGA 01/10/2022 03:40 PM				
	We will work collaboratively with our food vendor to make sure we serve a minimum of two varieties of fluid milk once the supply chain opens up. Here attached is the waiver request.				
	Flagged by Dianne Kennedy 12/10/2021 10:28 AM The Review Week Breakfast: One type of milk (low fat unflavored) was served at each breakfast for the review period. A minimum of two varieties of fluid milk must be offered throughout the breakfast 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. 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.				
	November 18: At lunch, sweet potato and yams casserole was served and credited as a starch vegetable subgroup on the production records. Sweet potatoes and yams are credited as a red/orange vegetable subgroup. This is a repeat violation from 2020 AR. See S-1 for more details. 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. 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.				

Report Selections

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