

Technical Assistance Log

WESTBRIDGE ACADEMY-01409361

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
03/21/2022	2545	Other					Amy Martin	<input checked="" type="checkbox"/>
How Provided	Phone			Comments	Exit Conference completed via video conference today, 3/21/2022. During the Exit Conference, it was discussed with the SFA that they should continue serving the 9-12 meal pattern despite being a K-12 school. The SFA is relatively small and although regulations would dictate the SFA use two different meal patterns (K-8 and 9-12), it would not be practical, especially with meals being vended. This has been discussed with my supervisor, Liz Gartlan, and at this point the SFA should continue with the 9-12 meal pattern.			

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Westbridge Academy-1420	409	04/21/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/01/2022 12:37 PM CAP Accepted				
	Corrective Action Plan: Submitted by JOHN CERNIGLIA 04/01/2022 12:35 PM Westbridge Academy Child Nutrition Corrective Action Plan March 22 Item(s) for Corrective Action: <u>Meal Components & Quantities: Question: 409</u> Production Records Document all information needed on the Production Logs rather than other logs Complete the Production Record in its entirety Ensure Production Record reflects items served, if altered Ensure Recipe Numbers are included on Production Records Corrective Action: SFA staff to review current Production Record SFA will use the Production Record form for recording information noted on the document SFA to complete Production Records in their entirety o Use 9 – 12 Grade Group SFA to train staff to complete Production Records correctly and in their entirety SFA staff will meet with Nu-Way staff to review components of the Production Record, responsibilities and ensure accuracy of reporting Corrective Action Measures: SFA Staff to review Production Records Daily o Second staff member to review Production Record				

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SFA Staff to ensure Production Records Meal components and serving sizes/portions are accurate

- o Second Staff Member to ensure Meal components and serving sizes/portions are accurate

Vendor/SFA Staff to review Production Records daily

- o Production Record must be updated to reflect what was actually served, if changes made to Production Record, they must be initialed

Date of Meeting/Implementation:

SFA created new Meal Tracking Roster on 3/24 for 4/1/22 implementation

SFA Child Nutrition Team met on 3/21 and 3/22 after Review to discuss Corrective Action Plan

- o Issues and Production Record discussed

Production Record Reference Guide Created 3-21-22

SFA Staff communicated with Nu-Way staff 3/28, 3/30 and 3/31/22 regarding Review and Production Records

Vendor/Nu-Way representative stated that they will be taking care of Corrective Action concerns on their end

Vendor: Nu-Way

- o Vendor has implemented suggested changes 3/22 upon after becoming aware of this need from a previous review
- o Menu and Nutrition Consultant scheduled, 3/22, to assist for Production Record and Menu updating
- o IT professional, scheduled, 3/22, to implement computer system changes to ensure accuracy

Vendor to have made Corrective Action recommendations by June 22

SFA will maintain ongoing communication with Vendor

SFA to continue to notify Vendor when an error in a Production Record is noticed

Flagged by Amy Martin 03/21/2022 11:55 AM

Although the supporting documentation demonstrates that all meals during the review week were available and served to students, the production records (PR) must also indicate this. Instead of keeping various logs, all applicable data must be written on the PR and the PR must be completed in its entirety for each menu item served. In addition, PR should be reflective of actual items served and must be updated when products are altered. Lastly, recipe numbers should be listed on the PR.

Some specifics:

- If serving 8oz total juice using 4oz cups, portion size must be 2-4oz cups
- graham crackers served are 0.75oz, not 0.5oz

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.

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Report Selections

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