

# MONROE TWP BD OF ED-01503280 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Special Milk Program	WHITEHALL	2000	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 09/20/2019 02:13 PM	CAP Accepted			
	CAP Submitted LISA SCHULZ 08/15/2019 04:27 PM	<p>Change to the past corrective action plan:</p> <p>On Tuesday, May 28 the district began a new Kindergarten distribution for their Special Milk Program.</p> <p>All elementary schools are participating in this new process. The café staff comes to the kindergarten hallway with the milk and roster. Students are released from their classes to participate in the kindergarten milk if they choose.</p> <p>This process takes place twice a day to cover the AM and PM kindergarten students. The student's participation is recorded on a student roster and is then placed in the POS computer under the student's account along with any cash funds that may have been collected toward the milk program.</p>			
	CAP Rejected Lea Berry 06/10/2019 02:07 PM	What was the date of correction for this process?			
	CAP Submitted LISA SCHULZ 04/26/2019 02:31 PM	Require kindergarten classes to send students participating in the milk program to the cafeteria for their required milk. This will eliminate roster error and the student will be rung in at the time of service.			
	Flagged Lea Berry 03/29/2019 10:12 AM	As discussed at the exit conference, violations were found for the Special Milk 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.			
	On-Site Assessment Tool	Certification and Benefit Issuance		126	04/29/2019
<b>Corrective Action History</b>	CAP Accepted Lea Berry 06/12/2019 10:44 AM	CAP Accepted			
	CAP Submitted DEBORAH GILMORE 06/10/2019 04:11 PM	All application errors were corrected by April 24, 2019.			
	CAP Rejected Lea Berry 06/10/2019 02:04 PM	The SFA must indicate the date of correction for all application errors.			
	CAP Submitted DEBORAH GILMORE 04/26/2019 12:01 PM	Will check for social security numbers on all applications submitted. Will check that the current application is being used.			
	Flagged Lea Berry 03/29/2019 10:20 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.			

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On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	WILLIAMSTOWN MIDDLE SCHOOL	401	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 06/10/2019 02:08 PM	CAP Accepted			
	CAP Submitted LISA SCHULZ 04/26/2019 02:19 PM	Retrain all food service associates on breakfast meal components. Use the second associate at each kiosk to ensure the students have all their required components prior to reaching the register. This way the cashier is not re-directing students back through the line.			
	Flagged Lea Berry 03/29/2019 10:11 AM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item 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 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	WHITEHALL	403	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 06/10/2019 02:07 PM	CAP Accepted			
	CAP Submitted LISA SCHULZ 04/26/2019 02:57 PM	A new flyer will be included in the student lunch packet that is to be sent out the first day of school and will require parents to return the flyer if their child is to be offered Lactaid milk. The school nurse will then input the information into PowerSchool, student information system, which will then transfer into the FSMC POS system.			
	Flagged Lea Berry 03/29/2019 10:12 AM	If milk substitutions are made for lunch, the SFA must offer allowable substitutes that meet USDA requirements. Juice or water are not acceptable substitutions. Refer to FNS Memo SP-07-2010, Q and As: Milk substitutions for Children with Medical or Special Dietary Needs available under Resources in SNEARS.  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 Milk Program	Special Milk Program	WHITEHALL		04/29/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lea Berry 06/10/2019 02:05 PM	CAP Accepted			
	CAP Submitted LISA SCHULZ 04/26/2019 02:58 PM	If the process changes for kindergarten students to pick up their milk in the café the rosters will no longer be required or needed. No outside person would need to request milk in place of a student, the student will put in their ID# and record the milk themselves through the POS.			
	Flagged Lea Berry 03/29/2019 10:20 AM	<p>Milk counts must be taken at the point of service.</p> <p>On the day of review. The aid came into the Whitehall cafeteria and took milk for the am and pm classes. She not only checked off the roster for the day of but for the entire week. The PM kindergarten class did not arrive yet. There must be a point of service count. The roster must go to the class room and once the student is given the milk can they check the name off. At the end of the day the roster must be returned to the cafeteria to be claimed.</p> <p>As discussed at the exit conference, violations were found for the Special Milk 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.</p>			
On-Site Assessment Tool	Civil Rights		810	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 06/10/2019 02:05 PM	CAP Accepted			
	CAP Submitted DEBORAH GILMORE 04/26/2019 11:57 AM	Will check the Department of Agriculture's website each July before creating literature to be sent home to the parents. Will use the most current statements available.			
	Flagged Lea Berry 03/29/2019 10:18 AM	<p>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: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a>.</p> <p>The correct USDA non-discrimination statement is not on the verification letters.</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>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		208	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 06/10/2019 02:04 PM	CAP Accepted			
	CAP Submitted DEBORAH GILMORE 04/26/2019 11:59 AM	All applications chosen for the verification process will be reviewed by a supervisor to verify accuracy.			
	Flagged Lea Berry 03/29/2019 10:19 AM	<p>The Confirming Official, after checking the applications selected for verification are correctly determined and error prone, must record on the Verification Tracker or on the application the date of the confirmation review.</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>			