

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		126	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/03/2020 01:00 PM	CAP Accepted			
	CAP Submitted Lea Berry 03/03/2020 12:59 PM	They were completed.			
	CAP Rejected Lea Berry 03/02/2020 12:18 PM	The corrective action for the application errors needs to be completed.			
	CAP Submitted MICHELLE DAMINGER 01/31/2020 12:16 PM	The applications noted have been correctly recorded and Form 255 has been sent to the families. This was completed on 1/31/20.			
		Family with the application with the missing signature has been notified through Form 64 and given until 2/7/20 to correct. If not corrected by that date the status will move to Denied. This letter was sent home on 1/31/20.			
	Flagged Lea Berry 01/30/2020 09:42 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.			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	J MASON TOMLIN	402	03/02/2020	CAP Accepted

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:26 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 02/28/2020 11:10 AM	<p>Manager is going through retraining on proper Lunch Meal Componentets.</p> <p>Peanut butter and jelly, Bagel, and Cereal lunches are now pre-bagged with all components for a</p> <p>full reimbursable meal.</p> <p>We have purchased the bigger Bagel , PBJ Uncrustables and Cereal to meet the 2 grain requirements.</p>			
	Flagged Lea Berry 01/30/2020 09:40 PM	<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.</p> <p>Prior to meal service the alternate entree options (Bagel Lunch, PB&J Lunch and Cereal Lunch) did not meet the daily and weekly minimum portions. The Bagel Lunch was only credible for 1oz Grain eq, The PB&J Lunch was only credible for 1oz Grain eq and 1oz M/MA eq, The Cereal Lunch was only Credible for 1oz Grain eq. The minimum portions for K-8 meal pattern on Grains is 1 for the daily and 8-10 for the weekly. The minimum portions for the K-8 meal pattern on M/MA is 1 for the daily and 9 to 10 for the weekly. After speaking to the food service staff they did inform us that they do not require the students to take anything else with the alternate lunches therefore the Bagel and cereal lunch will be short on the M/MA for the daily as well as the Grain and M/MA for the weekly. The PB&J meets the daily for Grain and M/MA but does not meet the weekly. We had the food service staff correct the issues prior to service. Only one meal went through without meat/meat alternate due to the confusion at the register.</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>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	J MASON TOMLIN	403	03/02/2020	CAP Accepted

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:26 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 02/28/2020 11:14 AM	<p>We have reached out to the parents of the student with milk allergies. They are on board with us giving lactaid milk. We will be purchasing lactaid milk to have available with the lunch & breakfast meal for students with a milk allergy.</p> <p>Another option for students who do not have any dietary disability or prefer not to drink milk and fall under our offer vs serve will be able to choose other components to make their lunch reimbursable. They also have potable water available if they choose.</p> <p>March 2, 2020 implementation.</p>			
	Flagged Lea Berry 01/30/2020 09:40 PM	<p>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.</p> <p>On day of review, milk allergies were noted in the POS, however substitutions were not made for those students.</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>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	J MASON TOMLIN	410	03/02/2020	CAP Accepted

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

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Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:26 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 02/28/2020 11:17 AM	<p>Manager is now following the K-8 Meal Pattern . We were made aware at on site review that we can not follow the K-5 Meal Pattern. This has since been corrected.</p> <p>Manger is being trained on Meal Patterns and proper Production Sheet Recording with quantities and requirements for full reimbursable meals.</p> <p>1/31/20 implementation.</p>			
	Flagged Lea Berry 02/04/2020 11:07 AM	<p>At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agricultures Form web site for specific component and minimum quantity requirements. 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.</p> <p>There are repeat violations for food quantities.</p> <p>12/9 - 169 lunch meals coming back due to vegetable requirement not being in the required quantity.</p> <p>12/10 - 137 lunch meals are coming back due to vegetable requirement not being in the required quantity. .</p> <p>12/11 - 224 lunch meals are coming back for not offering a creditable meat/meat alternate for the main entree and the alternate meals (pb&j, bagel, and cereal meal not having the correct grain equivalent and meat/meat alternate.</p> <p>12/12- 119 lunch meals coming back for not offering a grain with the main entree and the alternate meals (pb&j, bagel, and cereal meal not having the correct grain equivalent and meat/meat alternate.</p> <p>12/13 - 238 lunch meals coming back due to vegetable requirement not being in the required quantity.</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>			

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	J MASON TOMLIN	409	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:25 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 02/28/2020 11:20 AM	<p>Manager is doing webinar on production sheet recording. She has been retrained by District Manager on how to have the proper quantities and components of the breakfast meal on the production sheets. She is also doing a webinar on meal components.</p> <p>3/2/20 Implementation</p>			
	Flagged Lea Berry 02/03/2020 12:36 PM	<p>76 Breakfasts are coming back due to insufficient amount of fruit served on the production records. Each reimbursable meal must have a fruit or a vegetable in order to be claimed. Production records must show all components in their proper quantities. Please describe how this will be corrected and the date of correction.</p>			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	J MASON TOMLIN	1411	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:24 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 02/28/2020 11:28 AM	<p>Substitution was made through our vendor US Foods. I have spoken with our sales rep at US Foods in regards to putting full disclosure of where the products that are being substituted are coming from.</p> <p>I also have attached the exemption letter from US foods in regards to most of the products that where from China.</p> <p>Going forward US foods is going to put a block on school accounts from being able to purchase these products.</p> <p>Implemented on 2/11/2020 after meeting with US Foods rep.</p>			
	Flagged Lea Berry 01/30/2020 09:53 PM	<p>On day of review it was observed that there were pears, peaches, pineapples, roasted peppers from China, Peru and Indonesia. After investigation, US Foods is substituting these products to the SFA if they are out of a US product. 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>			
Certification and Benefit Issuance	Certification and Benefit Issuance		141	03/02/2020	CAP Accepted

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:17 PM				CAP Accepted
	CAP Submitted MICHELLE DAMINGER 01/31/2020 12:13 PM				Personnel handling determinations have been trained to include all students in household where a DC or application with SNAP or TANF be extended the Free benefits. Form 255 has been mailed to family advising the change in benefit status to Free. Completed on 1/31/20.
	Flagged Lea Berry 01/30/2020 09:42 PM				The SFA must extend free meal benefits to all students living in a household where any member has either been directly certified or has submitted an application with a SNAP or TANF case number. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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..

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Smart Snacks in School	Smart Snacks in School	J MASON TOMLIN	1105	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:09 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 02/28/2020 11:23 AM	<p>Manager is aware of the smart snack calculator. Prior to review day there was a mix up of products that was supposed to be delivered to our Childcare Program (they do not have to follow smart snack guidelines). Staff has been trained to look at packaging and make sure products are for the cafeteria and not CCP.</p> <p>The manager will also be more observant of what is being put out on the snack cart especially when there is a substitute cafeteria worker.</p> <p>CCP ordering will be done on a different day so there is no mix up of products again.</p> <p>This was implemented on 1/31/2020</p>			
Corrective Action History	Flagged Lea Berry 01/30/2020 09:54 PM	<p>All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.</p> <p>On day of review the Smartfood popcorn and the Doritos did not meet smart snack standards.</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>			
	Verification	Verification	208	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:09 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 01/31/2020 12:05 PM	The personnel handling verifications has been trained to have all documents reviewed and signed by the confirming official. This was completed on 1/30/20.			
	Flagged Lea Berry 01/30/2020 09:41 PM	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.			

MANTUA TWP BD OF ED-01502990 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		211	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:08 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 01/31/2020 12:03 PM	The personnel handling verification has been trained on the proper forms to use in notification on 1/30/20. Form 244 will be used and includes the Non-discrimination statement.			
	Flagged Lea Berry 01/30/2020 09:41 PM	The SFA's verification notification letter of results must include all required information. It is highly suggested that the SFA use the "We Have Checked Your Application Letter" (Form 244). 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.			
Local School Wellness	Local School Wellness		1004	03/02/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 03/02/2020 12:08 PM	CAP Accepted			
	CAP Submitted MICHELLE DAMINGER 01/31/2020 11:56 AM	Information is on the school website. We have also held meetings with stakeholders regarding the implementation of the wellness policy. These were done in the fall of 2019, prior to the Administrative Review.			
	Flagged Lea Berry 01/30/2020 09:40 PM	SFAs must make potential stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) aware of their ability to participate in the development, implementation, review and update of the local school wellness policy. Examples of notifying the public include sending a district-wide email, posting information on the school web site or posting flyers in various locations. 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.			