

WOODBURY BD OF ED-01505860 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		214	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:14 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:53 AM	The district has currently corrected the eligibility status of the result of a verification. The district going forward will make the verification changes if the benefits are increased within three operating days and if the benefits are reduced the district will provide the household with a ten calendar day advanced notice of the change. Date of implementation: February 26, 2020			
	Flagged Amy Martin 02/03/2020 01:26 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than three (3) operating days of the date the SFA makes the final decision with verification. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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..			
Verification	Verification		208	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:53 AM	In the future the district shall follow all directions on how to complete the verification process. The confirming official will record the the verification tracker the date of the confirmation review. Date of implementation: February 26, 2020			
	Flagged Amy Martin 02/03/2020 01:26 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.			
Verification	Verification		207	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:53 AM	The SFA will reviewed the Eligibility Manual for School Meals. The SFA will complete three more verifications and the district will upload form 242 for each of the three applications picked for verification. Date of implementation: February 26, 2020.			
	Flagged Amy Martin 02/03/2020 01:26 PM	<p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>Five (5) applications must have been verified by the SFA. Only one of the original verified applications was able to be produced during the AR. Three (3) of the applications did not have any supporting documents to prove that verification was ever initiated or completed. The remaining two applications were verified however we did have an issue with the "We have checked your application" letter that was sent home (One application containing two (2) students were sent a letter that stated the benefits would remain as reduced even though the benefits were correctly changed to paid after reviewing pay stubs.)</p> <p>The number of applications verified by the SFA must be the same as the sample size number identified in Part 1 of the Verification Collection Report. The SFA must complete the three (3) verifications due to lack of documentation and ability to prove that they were in fact, verified. Those that were initially notified must be followed through and all letters must be retained. Indicate the date the verification process was completed and upload the Verification Tracker Form 242 for each of the three (3) applications.</p>			
Verification	Verification		215	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:53 AM	Going forward the District will ensure to complete the the Verification Process by sending Form 244 by the November 15th deadline. Date of implementation: February 26, 2020.			
	Flagged Amy Martin 02/03/2020 01:26 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th 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.			
Verification	Verification		213	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:53 AM	The SFA will make sure that all required information, including the notification of appeal rights are included, by using Form 255. Date of Implementation: February 26, 2020.			
	Flagged Amy Martin 02/03/2020 01:24 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
Verification	Verification		212	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:53 AM	The District currently implements various ways (i.e. phone calls, etc.) if a household fails to respond to the first attempt to request for verification. In the future, the district will ensure that a second attempt is made to households either by email or Form 21. Date of implementation: February 26, 2020.			
	Flagged Amy Martin 02/03/2020 01:24 PM	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
Verification	Verification		211	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	Steps: We amended our notification letter to include all required information. We continue to utilize the "We Must Check Your Application Letter" out of Lunchtime's software. Measures: We will use Form 236 "We Must Check Your Application Letter", when going through the verification process. Date of implementation: February 19, 2020			
	Flagged Amy Martin 02/03/2020 01:24 PM	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 were 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.			
Verification	Verification		209	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:13 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	The district randomly chose three additional applications to meet the required sample size and sent the required forms to the applicants. In the future, the district will ensure that there are enough applications picked for verification and if the list does not meet the required sample size, we will randomly pick applications for the verification process. Date of implementation: February 26, 2020			
	Flagged Amy Martin 02/03/2020 01:24 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	All corrections have been made between January 24, 2020 and January 27, 2020.			
	Flagged Amy Martin 02/03/2020 11:35 AM	Incomplete and/or incorrectly determined applications and benefit determinations were found during the State Agency review of the selected applications/certifications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and SFA-2). The SFA must indicate the date of correction for all errors.			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	EVERGREEN AVE	409	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	The cafeteria staff has been retrained on completing the production sheet. A separate tally sheet for production has been developed in order to account for all menu items. This information is then put onto the production sheet for accuracy. (2/3/20)			
	Flagged Amy Martin 02/03/2020 11:32 AM	<p>Although the production records at breakfast indicated that all meal components in the proper quantities were provided to students, the accuracy of the production record is questioned. Per the production records, all students took at every item. Per my observation on the day of review this is not what is happening. In addition, the day of review production record for breakfast was observed at lunch service and it again appeared as though all students took every component, which is not accurate. Also multiple different types of fruit were served on the day of review and only two listed. Production records need to be accurate as this must mirror what was offered and served on any given date.</p> <p>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.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		137	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	The date of correction is 1/24/20. As part of the Eligibility Determinations we will cross reference the DC list with the Benefit Issuance Document to make sure that students are correctly determined transferred into the system. We will also look at the paper applications to make sure that the information is correct to ensure that the students are transferred into the system correctly. Date of implementation is 2/19/20.			
	Flagged Amy Martin 02/03/2020 11:27 AM	<p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). All errors must be corrected. Record the date of correction in the CA.</p> <p>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.</p>			
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	EVERGREEN AVE	325	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	<p>-All breakfast rosters have been updated to explain the reimbursable meal and the breakfast process. (2/3/20)</p> <p>-Cafeteria Staff was re-trained on Offer Vs. Serve and meal components. (2/3/20)</p> <p>-A letter was sent to all teachers explaining the breakfast program along with the Offer Vs. Serve requirements (2/3/20)</p> <p>-A meeting was held on 2/18/20 with all of the teachers to explain the breakfast and lunch regulations along with the offer vs. serve requirements.</p>			
	Flagged Amy Martin 02/03/2020 10:47 AM	<p>Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Breakfast review month was December. Students are served in the classrooms and teachers are checking the rosters. The rosters were unable to be found for the Administrative Review, therefore the claim could not be validated. There are no rosters available from September through December.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals of breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>			
Reporting and Recordkeeping	Reporting and Recordkeeping	EVERGREEN AVE	1502	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	All breakfast rosters will be sent to the Food Service Director's office at the end of each month for safe keeping. (2/3/20)			
	Flagged Amy Martin 01/31/2020 01:38 PM	<p>SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings.</p> <p>Breakfast rosters from September 2019-December 2019 were not retained.</p> <p>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.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	EVERGREEN AVE	320	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:52 AM	<p>-All students have lunch cards available (updated on 2/3/2020) All students receiving a reimbursable lunch will give their card to the cashier for review and then will be put into the POS.</p> <p>-Pre School teachers will collect the cards for their students after they receive their complete meal and will bring those cards to the cashier to be processed. (2/3/20)</p> <p>-For any student that receives a lunch in the classroom, the teacher will deliver the meal to the student. Once the student accepts the complete meal, the teacher will return the student's lunch card to the cashier in the cafeteria for processing. (2/3/20)</p> <p>-All breakfast rosters have been updated to explain the reimbursable meal and the breakfast process. (2/3/20)</p>			
	Flagged Amy Martin 01/31/2020 01:35 PM	<p>Daily breakfast and lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.</p> <p>Explain in detail, how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. Answer separately for both breakfast and lunch. Indicate the dates of implementation. Fiscal action will be taken. An over claim may be assessed.</p>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	EVERGREEN AVE	501	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:12 AM				CAP Accepted
	CAP Submitted Nancy Mccabe 03/02/2020 09:51 AM				<p>-Cafeteria Staff was re-trained on Offer Vs. Serve and meal components. (2/3/20)</p> <p>-A letter was sent to all teachers explaining the breakfast program along with the Offer Vs. Serve requirements (2/3/20)</p> <p>-A meeting was held on 2/18/20 with all of the teachers to explain the breakfast and lunch regulations along with the offer vs. serve requirements.</p>
	Flagged Amy Martin 01/31/2020 01:34 PM				<p>Food service staff/cashiers and teachers distributing meal benefits must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>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.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	EVERGREEN AVE	500	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:11 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:51 AM	<p>-Breakfast items will be bundled except for assorted milk and juice. This will ensure that all breakfasts are compliant (2/3/20)</p> <p>-The cashier will remain at her station in order to ensure that all meals are complete with a fruit and/or a vegetable (2/3/20)</p>			
	Flagged Amy Martin 01/31/2020 01:33 PM	<p>At lunch, under offer versus serve, all five (5) required meal components must be offered to students in minimum required quantities. Students must take a minimum of three (3) food components in the required portion size. One (1) component selected must be at least ½ cup fruit and/or vegetable.</p> <p>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.</p> <p>At breakfast, under offer versus serve, four (4) food items from the three (3) required meal components must be offered to students in minimum required quantities. Students must select a minimum of three (3) food items in the required portion size. One (1) of the food items selected must be at least ½ cup fruit and/or vegetable.</p> <p>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.</p>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	EVERGREEN AVE	410	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:11 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:51 AM	The 2.8oz. PB&J Uncrustable is being served with a cheese stick and pack of goldfish crackers in order to meet the weekly requirements. (2/3/20)			
	Flagged Amy Martin 01/31/2020 01:30 PM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. At lunch, a 2.8oz PB&J Uncrustable was a daily offering. The PB&J provides 1 oz equivalent of meat/meat alternate and 1 oz equivalent grain, which meets the minimum required daily offering. However, since this is daily offering, over the course of the week it would only provide 5 oz meat/meat alternate and 5 oz grain equivalents; which does not meet the weekly requirements of 8-9 oz equivalents meat/meat alternate and 8-9 oz equivalents of grain. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>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.</p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	EVERGREEN AVE	406	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:11 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:51 AM	The correct age/grade appropriate meal patterns for breakfast and lunch and separate production sheets have been implemented beginning 2/3/2020 utilizing the Child and Adult Care Food Program (CACFP) Preschool meal pattern.			
	Flagged Amy Martin 01/31/2020 01:26 PM	<p>The correct age/grade appropriate meal patterns for breakfast and lunch must be followed. This is intended to result in age-appropriate and nutritious meals. Since the Preschool students are not co-mingled with the older grades, they must be served meals that meet Child and Adult Care Food Program (CACFP) Preschool meal pattern. Separate production records for the Preschool meals must be kept. More information regarding the CACFP Preschool meal pattern can be found at:</p> <p>https://fns-prod.azureedge.net/sites/default/files/resource-files/ServingSchoolMealstoPreschoolers.pdf</p> <p>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.</p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	EVERGREEN AVE	401	03/05/2020	CAP Accepted
	CAP Accepted Amy Martin 03/04/2020 11:11 AM	CAP Accepted			

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Corrective Action History	<p>CAP Submitted Nancy Mccabe 03/02/2020 09:51 AM</p>	<p>-Breakfast items will be bundled except for assorted milk and juice. This will ensure that all breakfasts are compliant (2/3/20)</p> <p>-A letter was sent to all teachers explaining the breakfast program along with the Offer Vs. Serve requirements (2/3/20)</p> <p>-A meeting was held on 2/18/20 with all of the teachers to explain the breakfast and lunch regulations along with the offer vs. serve requirements.</p> <p>-The cashier will remain at her station in order to ensure that all meals are complete with a fruit and/or a vegetable (2/3/20)</p>

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	<p>Flagged Amy Martin 01/31/2020 01:24 PM</p>	<p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. Since the SFA has offer versus serve, students must select at least three (3) food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers and teachers checking rosters must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>At breakfast, I was unable to discern the total number of meals that were missing meal components as multiple meals that were not reimbursable were claimed for reimbursement. In one classroom five (5) meals were observed with only two (2) components (cheese stick and corn muffin, corn muffin and milk, juice and cheese stick), however due to systemic POS error total actual number missing meal components was impossible to calculate. Also some teachers did not complete the rosters until after the student's had thrown away their trash and simply asked, "Did you take breakfast?"</p> <p>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. Since the SFA has offer versus serve, students must select at least three (3) food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers and teachers (if checking rosters) must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>At lunch, three (3) meals were claimed for reimbursement that did not have the fruit and/or vegetable component. Two (2) additional meals of the Chicken Caesar salad entree did not have any additional fruit and/or vegetables. These were not included in the count as we know that these student's did take the salad, which includes the vegetable component (1 cup per recipe), but the menu was not intended for them to count as their vegetable (entree salad, so not all had access and not credited on the production record).</p> <p>Explain in detail, how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation for both breakfast and lunch.</p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	EVERGREEN AVE	402	03/05/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:11 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:51 AM	All fruits and vegetables options are offered to all students no matter what entree they are receiving. Each student is allowed to take up to two fruits and two vegetables with each lunch. (2/3/20)			
	Flagged Amy Martin 01/31/2020 01:21 PM	<p>All students must have access to the required 3/4 cup per day of vegetable. Failure to offer all student's the "vegetable of the day" may also prevent the student from meeting all the required subgroups. Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group.. 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>During the first three lunch periods, those students that ordered the cold entree (PB&J) were not offered the hot vegetable of the day (mashed potatoes and/or corn). These students did have the option to select the baby carrot (2.6oz) bags (on the serving line for both the hot and cold entree). This was corrected mid-service. However the students that were not offered the mashed potatoes or corn were not offered the required 3/4 cup, as the 2.6oz baby carrots only provide 1/2 cup red/orange vegetable.</p> <p>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.</p>			
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	EVERGREEN AVE	318	03/05/2020	CAP Accepted
	CAP Accepted Amy Martin 03/04/2020 11:10 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:50 AM	<p>-All students have lunch cards available (updated on 2/3/2020) All students receiving a reimbursable lunch will give their card to the cashier for review and then will be put into the POS.</p> <p>-Pre School teachers will collect the cards for their students after they receive their complete meal and will bring those cards to the cashier to be processed. (2/3/20)</p> <p>-For any student that receives a lunch in the classroom, the teacher will deliver the meal to the student. Once the student accepts the complete meal, the teacher will return the student's lunch card to the cashier in the cafeteria for processing. (2/3/20)</p> <p>-All breakfast rosters have been updated to explain the reimbursable meal and the breakfast process. (2/3/20)</p>			

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Corrective Action History	<p>Flagged Amy Martin 01/27/2020 02:20 PM</p>	<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>At breakfast teachers are checking the rosters if the student takes any part of the breakfast, even if the meal is not reimbursable.</p> <p>At lunch, many different POS systems are being utilized. The POS PIN pad is being used as well as some student's are using handwritten index cards with their PIN written on it and inserting their number on the PIN pad while others are dropping their card and leaving it for the cashier to put in their number.</p> <p>On the day of review, two different teachers came through the line and took lunches for two different students who were not physically present in the cafeteria or serving area (due to behavioral or cognitive issues) and gave the cashier the student's index card, which is not allowed.</p> <p>In addition, the preschool uses cards that contain the student's name. Multiple cards were missing when student's were observed as receiving reimbursable meals. I counted 34 reimbursable meals served to the preschool, but only 32 cards were claimed.</p> <p>At multiple times through out meal service cashier left the register and multiple students either put in their PIN or dropped their card and walked away. The cashier never saw if those meal were reimbursable or not.</p> <p>One specials teacher did not provide the index cards for her students (until told to) and student's were nonverbal.</p> <p>Lastly, one specific student typed in their PIN from the index card and a different student with the same last name was charged for the student's meal. It should be noted that their balance was negative \$400+. ? how long this has been happening and are all PINs correct? Many of them were scratched out and re-written while I was observing because they were incorrect.</p> <p>Obviously no system is being utilized properly and breakfast and lunch counts can not be verified.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at both breakfast and lunch are ongoing systemic problems. The meal counting system must be corrected.</p> <p>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. Fiscal action will be taken. An over claim may be assessed.</p>
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Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	EVERGREEN AVE	2	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:10 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:50 AM	A separate CACFP menu and production records have been implemented on 2/3/2020.			
	Flagged Amy Martin 01/27/2020 02:11 PM	<p>The correct age/grade appropriate meal patterns for breakfast and lunch must be followed. This is intended to result in age-appropriate and nutritious meals. Since the Preschool students are not co-mingled with the older grades, they must be served meals that meet Child and Adult Care Food Program (CACFP) Preschool meal pattern. Separate production records for the Preschool meals must be kept. More information regarding the CACFP Preschool meal pattern can be found at:</p> <p>https://fns-prod.azureedge.net/sites/default/files/resource-files/ServingSchoolMealstoPreschoolers.pdf</p> <p>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.</p>			
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	EVERGREEN AVE	12	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:10 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:50 AM	For the Pre-K students, Juice will only be served once per day for the breakfast meal only. Juice will not be served for lunch or snack. The date of implementation was 2/3/20			
	Flagged Amy Martin 01/27/2020 02:10 PM	Juice can only served once per day (including snack). 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.			
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	EVERGREEN AVE	11	03/05/2020	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:10 AM	CAP Accepted			
	CAP Submitted Nancy Mccabe 03/02/2020 09:50 AM	Only low-fat (1 percent) white milk is being served to children 2-5 years of age. This has been implemented on 2/3/20.			
	Flagged Amy Martin 01/27/2020 02:10 PM	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.			
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation)	EVERGREEN AVE	20	03/05/2020	CAP Accepted

WOODBURY BD OF ED-01505860 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 03/04/2020 11:09 AM				CAP Accepted
	CAP Submitted Nancy Mccabe 03/02/2020 09:50 AM				The correct age/grade appropriate meal patterns for breakfast and lunch and separate production sheets have been implemented beginning 2/3/2020 utilizing the Child and Adult Care Food Program (CACFP) Preschool meal pattern.
	Flagged Amy Martin 01/23/2020 12:41 PM				<p>The correct age/grade appropriate meal patterns for breakfast and lunch must be followed. This is intended to result in age-appropriate and nutritious meals. Since the Preschool students are not co-mingled with the older grades, they must be served meals that meet Child and Adult Care Food Program (CACFP) Preschool meal pattern. Separate production records for the Preschool meals must be kept. More information regarding the CACFP Preschool meal pattern can be found at:</p> <p>https://fns-prod.azureedge.net/sites/default/files/resource-files/ServingSchoolMealstoPreschoolers.pdf</p> <p>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.</p>
Community Eligibility Provision	Community Eligibility Provision		2109	03/05/2020	CAP Removed
Corrective Action History	CAP Removed Amy Martin 01/23/2020 12:37 PM				CAP Removed
	Flagged Nancy Mccabe 10/17/2019 02:32 PM				
Professional Standards	Professional Standards		1209	03/05/2020	CAP Removed
Corrective Action History	CAP Removed Amy Martin 01/23/2020 12:37 PM				CAP Removed
	Flagged STEPHANIE MCGUIGAN 10/17/2019 06:56 AM				
Professional Standards	Professional Standards		1206	03/05/2020	CAP Removed
Corrective Action History	CAP Removed Amy Martin 01/23/2020 12:36 PM				CAP Removed
	Flagged STEPHANIE MCGUIGAN 10/17/2019 06:56 AM				