

NORTH HUDSON ACADEMY-01809694 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	North Hudson Academy	501	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:43 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:39 PM	Training on Offer vs Serve will be provided and documented to all food service staff/cashiers. Only staff that have necessary training with provide food serve. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	Professional Standards		1219	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:42 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:39 PM	Administrative staff will ensure that any staff who regularly work on National School Lunch and/or School Breakfast receive at least the minimum professional training requirements. Training will be provide using the various formats available. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 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..			
On-Site Assessment Tool	Professional Standards		1217	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:42 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:40 PM	School will use either the USDA Training Tracking Tool or the Soars Team Work tracker to appropriately document training hours of staff. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Civil Rights		810	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:42 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:42 PM	Administrative staff will review documents/policies to ensure that the current USDA non-discrimination statement is included on all program materials/documents distributed to households. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	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: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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.			
Off-Site Assessment Tool	Meal Counting and Claiming		302	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:41 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:46 PM	The SFA uses a paper roster as the primary system for counting student meals. SFA will make a duplicate copy immediately of the paper roster and store the duplicate copies in the event that the original paper roster is compromised. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/11/2019 10:26 AM	The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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.			
Off-Site Assessment Tool	Certification and Benefit Issuance		107	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:41 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:46 PM	SFA will provide written notification to each household of the denied benefits. Staff will watch the Certification & Benefit Issuance Determining Officials webinar. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/11/2019 10:26 AM	The SFA must provide written notification to each household of the denied benefits. The notification must advise the household of the reason for denial, the right to appeal, and the ability to reapply for benefits at any time during the school year. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS under the Training Tab, for further guidance. 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	Professional Standards		1214	07/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:41 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:41 PM	School Nutrition Program director will monitor staff professional training hour to ensure staff receive at least the minimum professional training requirements. Training will be provide using the various formats available. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	School Nutrition Program directors are required to complete at least 12 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.			
On-Site Assessment Tool	Verification		209	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:40 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:43 PM	Staff responsible for the verification process will view the Verification webinar to ensure that applications selected for verification are chosen randomly from error prone applications. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	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. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	North Hudson Academy	318	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:40 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:44 PM	Staff will be trained to ensure that accurate counts of reimbursable meals are taken at the point of service. Date of implementation 7/1/19. An independent review of the classroom/office point of service counts will be taken to monitor the accuracy of reimbursable meals served. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	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. 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. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.			
Off-Site Assessment Tool	Certification and Benefit Issuance		111	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:39 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/24/2019 02:45 PM	Staff responsible for determining eligibility will ensure that if one student is receiving SNAP or TANF benefits that free meal eligibility is extended to all students in the household. Staff will watch the Certification & Benefit Issuance Determining Officials webinar. Date of implementation 7/1/19.			
	Flagged Katie Hunter 06/11/2019 10:26 AM	If one student in a household is receiving SNAP or TANF benefits, free meal eligibility must be extended to all students in the household. 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	Certification and Benefit Issuance		126	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:39 PM	CAP Accepted			
	CAP Submitted ANTHONY RIVAS 07/29/2019 02:34 PM	I have addressed the errors on the application and have received the notice for the Independent Review.			
	Flagged Katie Hunter 06/28/2019 09:34 AM	<p>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.</p> <p>The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>			