

# Technical Assistance Log

SACRED HEART SCHOOL-01809366

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
03/18/2022	2544	Professional Standards (On-Site Assessment Tool)			Food Service Director	Adele Lombard	Katie Hunter	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	<a href="https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool">https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool</a> <a href="https://pstrainingtracker.fns.usda.gov/">https://pstrainingtracker.fns.usda.gov/</a> Links to Professional Standards Training Tracker Tool by USDA above. Discussed on exit that training documentation was not recorded on the USDA Tracking Tool or alternate tool for all employees. Supporting documentation was provided to show trainings. Reviewed Professional Standards hours and requirements for each staff member. Uploaded to assist SFA the SNA's Professional Standards Training Codes Guidelines pdf in documents tab.			

# SACRED HEART SCHOOL-01809366 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	SACRED HEART SCHOOL-1640	325	04/25/2022	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/25/2022 12:15 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Adele Lombard 04/25/2022 12:11 PM				
	<p>I have stopped using the self made tally sheets and started using form 144 as of March 21, 2022 provided by the department of agriculture as my daily meal count sheet. I also have a back up system of meal tickets that are handed in by each student that takes a full lunch to ensure that our records numbers are the same across the board. I have also read the claims review process handout 40 from the department of agriculture to insure I am doing the edit worksheets correctly.</p> <p>Flagged by Katie Hunter 03/25/2022 02:21 PM</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing problem.</p> <p>The system of using a tally sheet with penciled X marks on students who did not receive a complete meal, then erasing the X after you remove them from the total count for the month is an inaccurate method of counting, combining, and recording meals. Extensive TA given on exit conference. You must record your reimbursable and non-reimbursable meals on the production record (PR), the tally sheet should match the PR, then this total flows into the Edit Check worksheet daily and totaled for the month and entered into the Reimbursement System.</p> <p>The system of counting meals 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.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	SACRED HEART SCHOOL-1640	409	04/25/2022	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/25/2022 12:15 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Adele Lombard 04/25/2022 12:12 PM				
	<p>We have made changes as of March 21,2022 to the menu to make sure we are meeting all the food group requirements. We also have taken yogurt off the menu to be able to add more fresh fruit and vegetables such as broccoli and mixed greens salad. We also added beans to our menu.</p> <p>Flagged by Katie Hunter 03/25/2022 02:22 PM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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	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)	SACRED HEART SCHOOL-1640	410	04/25/2022	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/25/2022 12:15 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Adele Lombard 04/25/2022 12:12 PM				
	<p>We have made changes to our menu on March 21, 2022 to make sure we are meeting both the daily and weekly requirements. We have added new vegetables like broccoli, mixed greens salad, romaine and beans to our menu. I have reviewed the meal plan chart to insure that each item is being served in the right portions. The kitchen staff have scales and measuring cups to insure the correct portion size is being meet. I have also given the kitchen staff training to insure they understand they daily and weekly requirements, so we will not have this happen again.</p>				
<b>Corrective Action History</b>	Flagged by Katie Hunter 03/25/2022 02:22 PM				
	<p>At 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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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>				
	<p>At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. 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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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>				

**Report Selections**

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