

LAWRENCE TWP BD OF ED-02102580-02102580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	10/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 10/11/2019 11:58 AM	CAP Accepted			
	CAP Submitted THOMAS ELDRIDGE 10/11/2019 11:58 AM	Going forward the school district will properly complete the nonprogram food revenue annually. The district will ensure that the NPRT will match the B-5 and include all of its nonfood program revenues and costs in the calculation. The SFA revenue ratio via the tool will equal or exceed the SFA food cost ratio. We will increase revenues on adult prices to be sufficient to cover the costs. This will be monitored by Thomas Eldridge, SBA, effectively immediately.			
	Flagged Lisa Garland 10/09/2019 01:47 PM	<p>Finding: Revenue from Non-program Foods</p> <p>The NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation.</p> <p>In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p> <p>A Corrective Action is required</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	SLACKWOOD	325	01/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 12/27/2018 12:04 PM	CAP Accepted			
	CAP Submitted MARY DILORENZO 12/20/2018 11:27 AM	Rosters will be counted using a cross hatch system to verify that all students served are properly claimed. In addition, rosters will be provided to MaryBeth DiLorenzo at the end of each week for review and cross reference. The October voucher will be revised to reflect the correct claim. Person Responsible: MaryBeth DiLorenzo Date Implemented: 12/20/18			
	Flagged Corinne Santos-Hernandez 12/17/2018 01:42 PM	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. 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. There are a total of 1 day that had an over claim. There are also 11 days that had an under claim. The rosters did not match the daily edit check worksheets used for the claim. The under claims will be resubmitted to reflect the correct total reimbursement claim.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SLACKWOOD	500	01/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 12/27/2018 12:03 PM	CAP Accepted			
	CAP Submitted MARY DILORENZO 12/20/2018 11:56 AM	<p>The revised policy has been posted on the LTPS district website and can be found at this address:</p> <p>https://drive.google.com/drive/folders/0B7PaFIJzvz2gcnI5dmlmOTgtdUE</p>			
	Flagged Corinne Santos-Hernandez 12/13/2018 11:22 PM	<p>At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. 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>The reviewed schools are implementing Offer versus Serve properly and staff have been trained annually and as needed. The Board of Education SFA's policy for breakfast Offer versus Serve needs to be revised to reflect the correct policy. Please refer to Form 204 for further guidance.</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	SLACKWOOD	324	01/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 12/27/2018 11:59 AM				CAP Accepted
	CAP Submitted MARY DILORENZO 12/20/2018 10:24 AM				Rosters will be counted using a cross hatch system to verify that all students served are properly claimed. In addition, rosters will be provided to MaryBeth DiLorenzo at the end of each week for review and cross reference. The October voucher will be revised to reflect the correct claim. Person Responsible: MaryBeth DiLorenzo Date Implemented: 12/12/18
	Flagged Corinne Santos-Hernandez 12/17/2018 01:41 PM				<p>The system for counting breakfast meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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.</p> <p>There is a total of one day with an over claim. On October 4, 2018, there was an over claim of 2. The claim was 43 when the correct total should be 41.</p> <p>A total of 11 days from the review month had an under claim. These will be resubmitted for the correct reimbursement claim.</p>
Off-Site Assessment Tool	Civil Rights		807	01/14/2019	CAP Accepted

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 12/27/2018 11:57 AM	CAP Accepted			
	CAP Submitted KEITH LEDER 12/14/2018 12:42 PM	<p>The method of collection has been checked off and the name, date and title of the person who completed the form have been added.</p> <p>Date Implemented: 12/12/18</p> <p>Person Responsible: Ann Park, Educational Data Specialist</p>			
	Flagged Corinne Santos-Hernandez 12/13/2018 11:20 PM	<p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. 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>12/3/18 - the Civil Rights collection report was available for review and all were completed for this school year. The information is correct but method of collection was not checked off and the name, date and title of the person who completed the form did not complete the section. This was provided as a technical assistance because the documentation was very detailed and completed for this school year. (Corinne - lead reviewer)</p>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	SLACKWOOD	1408		CAP Removed
Corrective Action History	CAP Removed Corinne Santos-Hernandez 12/12/2018 04:10 PM	CAP Removed			
	Flagged Corinne Santos-Hernandez 12/12/2018 04:10 PM	Temperature was not documented for 12/11/18 for the walk in fridge, freezer and milk cooler. There was a temperature log sheet posted for each of the appliances. - 12/12/18			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	SLACKWOOD	322		CAP Removed

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Corrective Action History	CAP Removed Corinne Santos-Hernandez 12/12/2018 03:42 PM	CAP Removed			
	Flagged Corinne Santos-Hernandez 12/12/2018 09:50 AM	<p>The system for counting reimbursable breakfast meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. When a school claims more meals than students eligible in any category, a flaw exists in the method of accountability and/or system of updating all documentation. Immediate investigation and corrective action is necessary. The system for counting meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. 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.</p> <p>October 4th and 24th were incorrectly claimed with an over claim. Edit check worksheets and rosters used for breakfast serving period does not match. Please see below:</p> <p>October 4, 2018: over claim of 3</p> <p>October 24, 2018 - over claim of 1</p> <p>There are 2 days that were over claimed for the review period.</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	SLACKWOOD	321		CAP Removed
Corrective Action History	CAP Removed Corinne Santos-Hernandez 12/12/2018 09:47 AM	CAP Removed			
	Flagged Corinne Santos-Hernandez 12/10/2018 05:52 PM	<p>Breakfast meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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.</p> <p>The review month is October 2018. After review of edit check worksheet and rosters, there are numerous days that were under claimed for breakfast. There are 2 days that were over claimed. Copies of the edit check worksheet for the breakfast serving period for the review month are filed for review.</p>			