

# HOLY SPIRIT SCHOOL-02808288 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	HOLY SPIRIT SCHOOL	501	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:40 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 12:19 PM	All kitchen staff as well as cashier will make sure the students take 3 required items out of 5.			
	Flagged Kristin Lawton 07/09/2019 03:58 PM	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 - Site	Offer vs Serve - Day of Review	HOLY SPIRIT SCHOOL	500	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:40 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 12:27 PM	All kitchen staff as well as cashier will offer all 5 food items to students and make sure they have 3 required food items at check out.			
	Flagged Kristin Lawton 07/09/2019 03:58 PM	At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	HOLY SPIRIT SCHOOL	409	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:40 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 12:47 PM	In September 2019 we will file the nutritional label from each product used in the meals served. We will add the dark green vegetables such as Kale, Broccoli, Spinach weekly starting in the school year September 2019. We will provide a binder of our recipes including the recipe numbers, kept in our kitchen.			
	Flagged Kristin Lawton 07/09/2019 03:58 PM	<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> <p>Dark green vegetable subgroup was missing from the menu for the week of review. Labels supporting the production records must also be kept on file starting immediately.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	HOLY SPIRIT SCHOOL	404	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:39 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 01:01 PM	In September 2019 we will post on the bulletin board before the serving line what each student is required to choose as part of their lunch meal. The students have access to the water fountain. The students are also able to purchase on our Al-A-Carte menu a bottle of spring water.			
	Flagged Kristin Lawton 07/09/2019 03:56 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this requirement. 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 Components and Quantities - Day of Review	HOLY SPIRIT SCHOOL	401	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:28 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 01:06 PM	We learned that milk was not a component of the 3 out of 5. In September 2019 the food staff and cashiers will make sure each student will choose a vegetable or fruit or both.			
	Flagged Kristin Lawton 07/09/2019 03:55 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. 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 the day of review, 15 meals were counted for reimbursement missing the 1/2 cup fruit or vegetable required for a reimbursable meal.			
Off-Site Assessment Tool	Local School Wellness		1001	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:28 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 01:10 PM	The School Wellness Policy will be place on our website under our Lunch Menu Tab.			
	Flagged Kristin Lawton 07/09/2019 03:53 PM	The Local School Wellness Policy must be made available to the public (including parents, students and others in the community). Acceptable methods include disseminating a printed copy or posting a copy on the SFA's school web site. 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	Offer vs Serve - Day of Review	HOLY SPIRIT SCHOOL	502	08/09/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:22 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 12:14 PM	In September 2019 we will post a large sign on our bulletin board before the serving line. You must select 3 out of 5 items including a fruit or vegetable.			
	Flagged Kristin Lawton 07/09/2019 03:58 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. 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 - Site	Food Safety, Storage and Buy American	HOLY SPIRIT SCHOOL	1405	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:22 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 12:04 PM	In the school year 2019-2020 we will schedule with the township two inspections one in Fall of 2019 and Spring of 2020.			
	Flagged Kristin Lawton 07/09/2019 03:52 PM	SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.			
On-Site Assessment Tool	Verification		215	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:21 PM	CAP Accepted			
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 11:57 AM	In the school year 2019, if the family does not respond in time we will ask for extension or remove from eligibility list.			
	Flagged Kristin Lawton 07/09/2019 03:51 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.			
S-1	S-1	HOLY SPIRIT SCHOOL	16	08/09/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:20 PM				CAP Accepted
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 11:48 AM				We will add the dark green vegetables such as Kale, Broccoli, Spinach weekly starting in our new school year September 2019.
	Flagged Kristin Lawton 07/09/2019 03:51 PM				The week of review was found to have a missing Dark Green Vegetable subgroup. Because this is a repeat violation from the last review cycle, fiscal action will be applied to the week of review. Further information on vegetable subgroups and the lunch meal pattern will be sent to kitchen staff.
Off-Site Assessment Tool	Civil Rights		806	08/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kristin Lawton 08/07/2019 12:19 PM				CAP Accepted
	CAP Submitted MARIE ANTONELLI, M.P.F. 07/31/2019 01:24 PM				In May 2019 the kitchen staff read the powerpoint from the Civil Rights Training of November 16, 2015. In the school year 2019-2020 the staff will login to the Webinar Civil Rights Training.
	Flagged Kristin Lawton 07/09/2019 03:53 PM				Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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 Components and Quantities - Review Period	HOLY SPIRIT SCHOOL	410	08/09/2019	CAP Removed
<b>Corrective Action History</b>	CAP Removed Kristin Lawton 07/09/2019 03:57 PM				CAP Removed
	Flagged Kristin Lawton 06/07/2019 10:15 AM				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. 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
Off-Site Assessment Tool	Local School Wellness		1006	08/09/2019	CAP Removed
<b>Corrective Action History</b>	CAP Removed Kristin Lawton 07/09/2019 03:54 PM	CAP Removed			
	Flagged Kristin Lawton 06/03/2019 02:58 PM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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	Local School Wellness		1004	08/09/2019	CAP Removed
<b>Corrective Action History</b>	CAP Removed Kristin Lawton 07/09/2019 03:53 PM	CAP Removed			
	Flagged Kristin Lawton 07/09/2019 03:53 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	HOLY SPIRIT SCHOOL	1406	08/09/2019	CAP Removed
<b>Corrective Action History</b>	CAP Removed Kristin Lawton 07/09/2019 03:52 PM	CAP Removed			
	Flagged Kristin Lawton 07/09/2019 03:52 PM	The most recent food safety inspection report was not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.			
	CAP Removed Kristin Lawton 07/09/2019 03:52 PM	CAP Removed			
	Flagged Kristin Lawton 07/09/2019 03:52 PM	The most recent food safety inspection report was not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.			