

BERKELEY TWP BD OF ED-02900320 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		208	03/28/2020	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:04 AM	CAP Accepted			
	CAP Submitted JENA PISACRETA 03/06/2020 10:18 AM	As of 3/3/20, we have the Confirming Officer double check all applications and signing for proof of review. We will also check the box on the top of form #242.			
	Flagged Casey Miller 02/28/2020 03:54 PM	<p>A Confirmation Review was not conducted. The Confirming Official must sign and date the application selected for verification indicating that a confirmation review was done. Also, check the box on the top of the Verification Tracker Form #242 that a confirmation review was conducted.</p> <p>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>			
Verification	Verification		209	03/28/2020	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:04 AM	CAP Accepted			
	CAP Submitted JENA PISACRETA 03/06/2020 10:16 AM	As of 3/3/20, the SFA has watched the Verification webinar. Moving forward we will double check our verification paperwork and complete the process correctly.			
	Flagged Casey Miller 02/28/2020 03:54 PM	<p>One application selected was not verified in its entirety. Application 1261 had only one income verified, but two incomes were listed on the application. 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>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>			
Verification	Verification		207	03/28/2020	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:04 AM	CAP Accepted			
	CAP Submitted JENA PISACRETA 03/06/2020 10:14 AM	As of 3/3/20, we will only verify the number of applications in the sample size given in Part 1 of the Verification Collection Report.			
	Flagged Casey Miller 02/28/2020 03:54 PM	<p>Verification Collection Report indicated 7 applications needed to be verified, but SFA verified 11 applications. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated.</p> <p>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>			
Professional Standards	Professional Standards		1219	03/28/2020	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:04 AM	CAP Accepted			
	CAP Submitted JENA PISACRETA 03/06/2020 10:12 AM	We had all staff in the Preschool classrooms complete the professional standard training. I have a file in the Board Office with the signed Statements of Certification from all Preschool classroom staff.			
	Flagged Casey Miller 02/28/2020 03:56 PM	<p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who have job duties related to the operation of the National School Lunch and/or School Breakfast Program must meet professional standard training requirements. 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/.</p> <p>SFA was not able to provide civil rights and meal service training documentation for pre-school teachers and aides responsible for breakfast in the classroom.</p> <p>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>			
Civil Rights	Civil Rights		810	03/28/2020	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:03 AM	CAP Accepted			
	CAP Submitted JENA PISACRETA 03/06/2020 09:54 AM	We have added the full non-discrimination statement onto the application as of 3/3/20. All applications moving forward will included the full non-discrimination statement.			
	Flagged Casey Miller 02/28/2020 03:55 PM	<p>The final verification letter, "We Have Checked Your Application" Form 244, did not include the full non-discrimination statement. 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.</p> <p>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 - Day of Review	Meal Components and Quantities - Day of Review	H & M POTTER ELEM	406	03/28/2020	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:03 AM	CAP Accepted			
	CAP Submitted Stacy Oates 03/02/2020 07:07 AM	PreK breakfast production records will be kept separate as of 2/26/2020.			
	Flagged Casey Miller 02/28/2020 03:57 PM	<p>The required breakfast meal patterns for each age/grade group (Pre-K, K-5, 6-8, K-8, 9-12) are intended to result in age-appropriate and nutritious meals. When pre-school students are served meals at a different time or in a different area than K-8 students, schools must follow the pre-school meal pattern. A different menu and separate production records must be kept per meal pattern.</p> <p>A separate breakfast menu and production records were not kept for pre-school students.</p> <p>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>			
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	H & M POTTER ELEM	4	03/28/2020	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 04/13/2020 11:03 AM	CAP Accepted			
	CAP Submitted Stacy Oates 03/02/2020 07:05 AM	Cereal choices are now limited to cereals that contain no more than 6 grams of sugar per dry ounce. Going forward the recommended list of WIC approved cereals will be used for all PreK students. Cereal choices will be limited as of 2/26/2020 for PreK students to plain Cheerios or Corn Flakes.			
	Flagged Casey Miller 02/28/2020 03:56 PM	Honeynut Cheerios served contains 9 grams sugar per dry ounce. Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce. 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.			
Revenue From Non-Program Foods	Revenue from Nonprogram Foods		709	02/18/2020	CAP Submitted

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Corrective Action History	CAP Submitted JENA PISACRETA 03/13/2020 09:31 AM	The District will provide the FSMC with the CAFR exhibit B-5 prior to the completion of the NPFR tool. We will analyze the Revenue Ratio to ensure it is equal to or in excess to the Food Cost Ratio as required .
	CAP Rejected Lisa Garland 02/14/2020 11:33 AM	The submitted CAP is insufficient to address all areas of the findings as requested by the findings letter sent on 2/12/20. Please resubmit accordingly.
	CAP Submitted JENA PISACRETA 02/12/2020 12:02 PM	Corrective Action: Moving forward Non Program Revenue tool will not be completed until District audit is completed. A yearly assessment of pricing for all Non Program Revenue items will be conducted and pricing adjustment completed as required to meet regulations.
	Flagged Lisa Garland 02/05/2020 12:45 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>Additional Revenue was needed to comply.</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 Plan is required</p>