

QUINTON BD OF ED-03304280 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	QUINTON TWP	1407	04/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:31 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/13/2020 12:07 PM	The HACCP food safety plan was revised to reflect the most current version and will be board approved on April 30th. The revised plan was provided to staff electronically for review (due to the current school closure) and will be signed as soon as the building is reopened. Plan will be reviewed on an annual basis during the August training/cafeteria opening days.			
	Flagged Lea Berry 03/13/2020 10:00 AM	SFA did have a food safety plan implemented, however the staff needs to be trained and sign off when they were trained. This should be a yearly training. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.			
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	QUINTON TWP	318	04/13/2020	CAP Accepted

QUINTON BD OF ED-03304280 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:30 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/13/2020 12:12 PM	<p>Two new PIN pads were ordered for the breakfast carts so that students will be able to enter their own number as they purchase breakfast each morning. For any children that don't know their number, cafeteria staff will ask them their name to be sure they are recording the sale to the correct student.</p> <p>Cards with the student's name and number were generated from OnCourse and provided for the K-2 grade students to use as a tool in learning their number. These will be used by students until they are able to remember their number on their own. For the 2020-2021 school year the district is looking to shorten PIN numbers to 4 digits to make them easier for the students to remember.</p>			
	Flagged Lea Berry 03/13/2020 10:02 AM	<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and 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.</p> <p>On the day of observation for breakfast, the pin pad was broken for the breakfast cart. The cashier was typing in the last name of the student and then identifying the student by their picture in the POS. The cashier did ask a few children there name if they did not know who they were.</p> <p>At lunch, the k-2 grades are being looked up by last name in the POS which holds up the line. The students need to learn their PIN numbers and put them in like the rest of the school.</p> <p>As part of corrective action identify the date the pin pad was put into operation and the students started to use their pins.</p>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	QUINTON TWP	409	04/13/2020	CAP Accepted

QUINTON BD OF ED-03304280 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>CAP Accepted Lea Berry 04/14/2020 01:28 PM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted KAREN MATHEWS 04/14/2020 10:02 AM</p>	<p>Monthly menus will be prepared and then reviewed to ensure that all components of the reimbursable meal, in daily and weekly requirements, are met. Implementation will take place with the first menu prepared upon the return to school.</p>			
	<p>Flagged Lea Berry 03/13/2020 10:00 AM</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.</p> <p>The USDA menu worksheet was not completed. Based on the menu and production records it was determined that the red orange and legume subgroups were not met for the review week. This will be a repeat violation if it occurs at the next review.</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>			

QUINTON BD OF ED-03304280 - Corrective Action Report

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Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	QUINTON TWP	1411	04/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:24 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/14/2020 10:04 AM	Items that were on hand from other countries were from previous years. Upon returning from this extended break, items will be removed from the shelves/storage areas and replaced. US Foods has been contacted about shipping items that are not compliant.			
	Flagged Lea Berry 03/13/2020 10:00 AM	<p>The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American.</p> <p>On day of review the mandarin oranges on the shelf were from China and the Pineapple Tidbits were from Indonesia.</p> <p>Documentation must be on file for agricultural food components that are not produced or manufactured in the US. 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>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	QUINTON TWP	501	04/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:21 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/14/2020 10:04 AM	Cafeteria Staff will be completing online training during the shut down and will continue to receive yearly training on Offer vs. Serve.			
	Flagged Lea Berry 03/13/2020 10:01 AM	<p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>Training documentation was not available for the day of review. The staff is definitely confused on offer versus serve and needs to be trained.</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>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	QUINTON TWP	500	04/13/2020	CAP Accepted

QUINTON BD OF ED-03304280 - Corrective Action Report

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<p>Corrective Action History</p>	<p>CAP Accepted Lea Berry 04/14/2020 01:19 PM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted KAREN MATHEWS 04/14/2020 10:04 AM</p>	<p>After review, staff meeting was held and correct meal pattern was shared for breakfast and lunch. Staff are also being provided with online training on Offer vs. Serve.</p> <p>Breakfast carts will have labels stating "take one" or "take two" on items in bins.</p>			
	<p>Flagged Lea Berry 03/13/2020 10:01 AM</p>	<p>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.</p> <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.</p> <p>At breakfast the students were required to take a milk.</p> <p>At lunch all five components are being offered, however on the day of review the vegetables were pre-plated for all students. Under offer vs. serve the students have a right to decline components.</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>			
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period</p>	<p>QUINTON TWP</p>	<p>410</p>	<p>04/13/2020</p>	<p>CAP Accepted</p>
	<p>CAP Accepted Lea Berry 04/14/2020 01:15 PM</p>	<p>CAP Accepted</p>			

QUINTON BD OF ED-03304280 - Corrective Action Report

Corrective Action History	CAP Submitted KAREN MATHEWS 04/14/2020 10:08 AM	<p>For breakfast items have been added to make them compliant, Graham fish crackers are also 1 ounce equivalent. Breakfast carts have been labeled with "take one" or "take two" to make choices more clear.</p> <p>Lunch meals have been adjusted to include a piece of bread with chicken tenders and PB&J is now getting Cheese-its served with them.</p>

QUINTON BD OF ED-03304280 - Corrective Action Report

	<p>Flagged Lea Berry 03/13/2020 10:02 AM</p>	<p>At lunch and breakfast, 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 Agriculture's Form web site for specific component and minimum quantity requirements. At lunch and breakfast, 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.</p> <p>The USDA menu worksheet was not completed for the review. Recipes were not available for all items with more than one ingredient. The following items did not meet both daily and weekly requirements:</p> <p>Breakfast- pop tart met one ounce equivalent</p> <ul style="list-style-type: none"> -cereal bars met one ounce equivalent -muffin met one ounce equivalent - parfaits (not sure what they met, a recipe is needed. They did have fruit, granola and yogurt, however they are not measuring out how much of the yogurt.) <p>Lunch - Chicken tenders met 2 M/MA and 1 grain</p> <ul style="list-style-type: none"> - PB& J with cheese stick met 2M/MA and 1 grain - These were corrected for the day of review, however you can not give graham crackers as the other grain. They are considered a dessert cracker and can only be offered 2 ounce equivalent over the week at lunch. <p>Warning if the above breakfast and lunch quantity issues are found at the next Administrative Review they would be a repeat violation and meals will be taken back.</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>			
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American</p>		<p>1400</p>	<p>04/13/2020</p>	<p>CAP Accepted</p>

QUINTON BD OF ED-03304280 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:13 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/14/2020 10:08 AM	The HACCP food safety plan was revised to reflect the most current version and will be board approved on April 30th. The revised plan was provided to staff electronically for review (due to the current school closure) and will be signed as soon as the building is reopened.			
	Flagged Lea Berry 03/13/2020 10:02 AM	Although a copy of the written HACCP food safety plan was available at the school, it was not signed of on by the employees. 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.			
Professional Standards	Professional Standards		1217	04/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:12 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/14/2020 10:34 AM	All staff training hours for 2019-2020 will be input into SOARS Team Work tracker and future training will be recorded as it is completed.			
	Flagged Lea Berry 03/13/2020 10:02 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..			
Professional Standards	Professional Standards		1215	04/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:01 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/14/2020 10:43 AM	All training already completed by the manager during the 2019-2020 school year will be recorded in SOARS Team Work tracker this week. Future training will be recorded as completed.			
	Flagged Lea Berry 03/13/2020 10:02 AM	School Nutrition Program managers are required to complete at least 10 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.			
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	QUINTON TWP	2	04/13/2020	CAP Accepted

QUINTON BD OF ED-03304280 - Corrective Action Report

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Corrective Action History	CAP Accepted Lea Berry 04/14/2020 01:00 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/14/2020 11:32 AM	Pre-school students will follow the CACFP meal pattern for lunch once school reopens. In the meantime, since they are being served with all students, they will follow the NSLP meal pattern for lunch. During the closure all cafeteria staff will watch the SNEARS webinar so that they will be prepared once school reopens.			
	Flagged Lea Berry 03/13/2020 10:23 AM	<p>The pre-school students can remain co-mingled for breakfast and you can continue to follow the NSLP meal pattern for breakfast or you can choose to have them eat separate and change to the CACFP meal pattern.</p> <p>The pre-school students are segregated for lunch, so you must follow the CACFP meal pattern for lunch. There is a webinar that you should watch on the SNEARS website.</p> <p>Explain in detail, how the finding will be corrected. Indicate the date of implementation.</p>			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	04/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/14/2020 12:58 PM	CAP Accepted			
	CAP Submitted KAREN MATHEWS 04/13/2020 12:04 PM	Homeless Liaison verified that the student and his mother were homeless living in Quinton with family.			
	Flagged Lea Berry 03/13/2020 09:31 AM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Application 373 was checked off as homeless, however the homeless liaison didn't know if they were indeed homeless. Talk to the homeless liaison or the family to determine if they are truly homeless.</p> <p>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>			