

LAFAYETTE TWP BD OF ED-03702490 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	11/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 11/18/2019 11:44 AM	CAP Accepted			
	CAP Submitted ERIN SIIPOLA 11/18/2019 11:27 AM	District was serving Breakfast and Lunch to Montague School District through Ala Carte sales. We are no longer serving breakfast or lunch to Montague School District therefore corrective action has already been taken.			
	Flagged Lisa Garland 11/04/2019 02:09 PM	<p>Finding: Revenue from Non-program Foods</p> <p>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>A Corrective Action Plan is required</p>			
On-Site Assessment Tool	Professional Standards		1213	06/24/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 06/21/2019 10:15 AM	CAP Accepted			
	CAP Submitted MAUREEN REMNER 06/05/2019 11:44 AM	I have enrolled Sue Simons the current manager at Lafayette in the online eight hour course for her to re certify her Serv-Safe. I will schedule the test once she has completed the course, expected by 6-15-19. I will submit the Serv-Safe certificate once she completes the test.			
	Flagged Katie Hunter 05/24/2019 11:36 AM	The Food Service Manager did not have an up to date Serve Safe Certification (expired 2018). Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.theicn.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.			
On-Site Assessment Tool	Civil Rights		810	06/24/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 06/21/2019 10:15 AM	CAP Accepted			
	CAP Submitted ERIN SIIPOLA 06/21/2019 08:52 AM	Policies were revised at the June 12, 2019 board meeting. They are attached. We have also updated the special dietary needs procedure to include the USDA nondiscrimination statement. Corrective Action has been taken on this. Moving forward as reviewed with Katie the wellness policy will be reviewed once a year and if no change are made we will note it was reviewed with the date.			
	Flagged Katie Hunter 05/24/2019 11:36 AM	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 . 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	Certification and Benefit Issuance		126	06/24/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 06/21/2019 10:15 AM	CAP Accepted			
	CAP Submitted ERIN SIIPOLA 06/21/2019 08:52 AM	On May 23, 2019 the family was notified of the change in their lunch status from free to reduced due to the audit. See attached letter. Each application is reviewed by 2 people and it was an over site on both of our ends. Applications will continue to be reviewed by 2 people.			
	Flagged Katie Hunter 05/24/2019 11:36 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. 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.			
On-Site Assessment Tool	Professional Standards		1215	06/24/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 06/21/2019 10:15 AM	CAP Accepted			
	CAP Submitted ERIN SIIPOLA 06/21/2019 08:51 AM	Corrective action has been taken and is completed as of 6/16/19. Webinars have been watched and reviewed but not documented and we were unaware the last page with the number of hours had to be printed and kept for our records. Moving forward all webinars will be logged in our tracking sheets and the last page will be printed at the end of the webinar.			
	Flagged Katie Hunter 05/24/2019 11:36 AM	Administrative Staff did not meet the training requirements (only documented Civil Rights training for 2018-19). 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.			