

## Cresthaven Academy Charter School-08006102 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Cresthaven Academy Charter School-08006102	126	03/03/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 04/13/2023 12:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 03/20/2023 08:44 AM Information was inputted in SFA-1 beginning of March.				
	Corrective Action Plan: Rejected by Dianne Kennedy 03/01/2023 05:20 PM Complete SFA -1. Provide the date in SFA-1 as well.				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:41 PM Date of implementation is immediate...2/24/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 05:01 PM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/23/2023 05:06 PM Parents also completed application online through parent portal and indicated No SSN. Moving forward SFA will reach out to families of paper applications for information.				
	Flagged by Dianne Kennedy 02/01/2023 02:23 PM One incomplete 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.				
	Verification	Verification (On-Site Assessment Tool) (207H)	Cresthaven Academy Charter School-08006102	215	03/03/2023

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 03/01/2023 05:21 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:42 PM Date of implementation is immediate...2/08/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 04:57 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/08/2023 02:19 PM Verification will be done sooner in the school year to ensure it is completed by the required date				
	Flagged by Dianne Kennedy 02/01/2023 02:25 PM				
	Verification was completed after November 15. The SFA must complete the Verification Process which includes sending the "Verification Results 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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	Cresthaven Academy Charter School-08006102	806	03/03/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 03/01/2023 05:18 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:39 PM Implementation date is immediate...2/08/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 04:57 PM Indicate the date of implementation. Thank you				
	Corrective Action Plan: Submitted by Erica Forrester 02/08/2023 02:16 PM An online training system will be utilized to keep track of food service members' trainings and send reminders of completion dates. In-person civil rights training will be documented in a training log and completed prior to scholars starting school year. New hires will have civil rights training within the required time frame.				
	Flagged by Dianne Kennedy 02/01/2023 02:16 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) by September 30. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS. 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.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Cresthaven Academy Charter School - Upper-217713		03/03/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 03/01/2023 05:19 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:40 PM Date of official implementation is 2/28/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 05:01 PM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/23/2023 04:51 PM production record document has been created for the snack program. Training has been scheduled for food staff members (and after school lead) on completing the document as required				
	Flagged by Dianne Kennedy 02/01/2023 02:26 PM Production Records were not completed for ASP. Production records must be completed daily and maintained for a minimum of three years. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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 (On-Site Assessment Tool - Site) (317H)	Cresthaven Academy Charter School - Upper-217713	318	03/03/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 03/01/2023 05:22 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:44 PM Date of implementation is 2/28/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 05:04 PM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/23/2023 05:08 PM SFA has appointed a staff member to keep track of scholars who take a meal at the point of service location to ensure all scholars receive all components and are being reported properly, this is for breakfast and lunch. An ID system where students can swipe or scan is being looked into for easier tracking/				
	Flagged by Dianne Kennedy 02/01/2023 02:08 PM  1/27/23 Breakfast: Breakfast meals were setup in the hallway and as the students entered into the school, they grabbed their breakfast. The students then would enter into the classrooms where the teachers would count the meals when the students are seated with a breakfast. An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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. The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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.  2/1 Lunch: Lunch: POS is taken after student receives meals and is seated. This can leave room error. Recommend to use tickets to help reduce chances of error for lunch.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Cresthaven Academy Charter School - Upper-217713	402	03/03/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 03/01/2023 05:21 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:43 PM Date of implementation is 3/1/23 (March Menu)...menu review and adjustment occurred 2/23/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 04:59 PM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/23/2023 04:35 PM Additional menu review has occurred for the month of march to include an additional fruit component (100% fruit juice) to supplement the requirements				
	Flagged by Dianne Kennedy 02/01/2023 02:17 PM  1/27/23 Breakfast: 1/2 c of fruit (apple 100ct) was served. Breakfast requires 1 c of fruit for K-8 meal count. Portion sizes offered for each required breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Breakfast Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Cresthaven Academy Charter School - Upper-217713	404	03/03/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 04:58 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/08/2023 02:29 PM Signage has been posted in the lunch and breakfast serving lines 2/8				
	Flagged by Dianne Kennedy 02/01/2023 02:22 PM  There is no signage identifying the components of a reimbursable meal. 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 breakfast and lunch. Posting only a monthly 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Cresthaven Academy Charter School - Upper-217713	409	03/03/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 03/01/2023 05:21 PM CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:44 PM Implementation of training 2/24/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 05:00 PM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/23/2023 04:38 PM Additional training has been scheduled for the food staff team to review corrective action item and to rectify issues moving forward.				
	Flagged by Dianne Kennedy 02/01/2023 02:26 PM  The vendor Karson completed menu item and creditable meal component on the production record, however the SFA did not complete the rest of the production record, portion used, temperatures, and milk usage. This was an CA in last review dated 1/25/18. SFA recorded that the issue has been corrected. Please see Corrective Action Report 2017-2018 SY. For lunch and breakfast, daily production records must be complete. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Cresthaven Academy Charter School - Upper-217713	410	03/03/2023	CAP Accepted

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	Corrective Action Plan: Submitted by Erica Forrester 02/24/2023 05:43 PM Date of implementation is 3/1/23 (March Menu)...menu review and adjustment occurred 2/23/23				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 05:00 PM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Erica Forrester 02/23/2023 04:36 PM Menu review has occurred to ensure that all requirements have been met. Additional menu items have been added to supplement weekly requirements				
	Flagged by Dianne Kennedy 02/01/2023 02:27 PM  For week of review 12/4-12/9: Vegetable subgroup red/orange and other was not met. Tuesday 12/6 Italian Bread and Friday 12/9 pizza are not whole grain rich, as a result, whole grain rich grain component was under 80% for the week. At lunch, all vegetable subgroups must meet weekly minimum requirements for each appropriate grade group, also, 80% of grain components for the week must be whole grain rich. 12/9 Pizza did not have any supporting document (CN label or PFS) to verify the crediting resulting in insufficient amount of grain and meat for the day and week. When planning menus, refer to the Vegetable Subgroup Chart, available on the Department of Agriculture's Form web site, and make sure the grain components are whole grain rich and provide Product formulation statement or CN label for combined food or premade food. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.  For the week of review 12/4-12/9: Wednesday 12/7 and Friday 12/9, at breakfast 1/2 c of fruit was served. One cup of fruit is required for the day and 5 c for the week for breakfast. At 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 Breakfast Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Cresthaven Academy Charter School - Upper-217713	1408	03/03/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 04:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Erica Forrester 02/08/2023 02:42 PM				
	Refrigerator temp logs were posted on the right side of the unit and are logged by the food service team. The food service team will use a contactless thermometer to take meal temperatures and log on production record forms daily. implemented 2/8				
	Flagged by Dianne Kennedy 02/01/2023 02:28 PM				
	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service 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.				

**Report Selections**

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged