

# HILLSIDE BD OF ED-03902190 - 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)	HILLSIDE BD OF ED-03902190		04/15/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Dianne Kennedy 05/04/2023 05:42 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Sara Engst 03/21/2023 03:28 PM</p> <p>Re-training for all district staff will take place on Thursday, March 23. This training will include detailed review of all production records. Food service director has been advised to collect all production records on Friday for review.</p> <p>Flagged by Jill Dailey 03/15/2023 02:36 PM</p> <p>For the Week of Review, the Weekly Fruit Bar were dated for the month of March and not the month of February. The area supervisor confirmed that the Weekly Fruit Bar was correct and miss dated. The days did line up as the week of review was only four days, as Monday was a half day and no lunch was served. On the day of review, the manager was completing the Weekly Fruit Bar, but Monday and Tuesday was not completed. They stated that the FSD took the production records and weekly fruit and vegetable bar production records to monitor for accuracy. Discussed revising these policies and having FSD collect and review production records after the week is complete. The manager needs to be trained on completing production records on a daily basis.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	HILLSIDE BD OF ED-03902190	126	04/15/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Dianne Kennedy 05/11/2023 04:56 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Dianne Kennedy 05/11/2023 04:56 PM</p> <p>Correct is in SFA 1 and SFA2</p>				
	<p>Corrective Action Plan: Rejected by Dianne Kennedy 05/04/2023 06:17 PM</p> <p>Please enter this information and date in the SFA-1 and SFA-2 in the Correction tabs.</p>				
	<p>Corrective Action Plan: Submitted by Matthew Leonardis 03/21/2023 12:02 PM</p>				
	<p>Application # 16595, parent contacted, application updated with SSN#</p> <p>Application # 16841, parent contacted, application updated with SSN#</p> <p>Application # 16935, parent contacted, application updated with SSN#</p> <p>Application # 17068, parent contacted, application updated with SSN#</p> <p>Application # 17445, parent contacted, application updated with SSN#</p> <p>Application # 16207, parent contacted, application updated no SSN#</p>				

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**Corrective Action History**

- Application # 16208, parent contacted, application updated no SSN#
- Application # 16221, parent contacted, application updated no SSN#
- Application # 16226, parent contacted, application updated no SSN#
- Application # 16580, parent contacted, application updated no SSN#
- Application # 16623, parent contacted, application updated no SSN#
- Application # 16628, parent contacted, application updated no SSN#
- Application # 16687, parent contacted, application updated no SSN#
- Application # 16716, parent contacted, application updated no SSN#
- Application # 16891, parent contacted, application updated no SSN#
- Application # 16912, parent contacted, application updated no SSN#
- Application # 17185, parent contacted, application updated no SSN#
- Application # 17218, parent contacted, application updated no SSN#
- Application # 17352, parent contacted, application updated no SSN#
- Application # 17419, parent contacted, application updated no SSN#
- Application # 17454, parent contacted, application updated no SSN#
- Application # 17482, parent contacted, application updated no SSN#
- Application # 17488, parent contacted, application updated no SSN#
- Application # 17521, parent contacted, application updated no SSN#
- Application # 17576, parent contacted, application updated no SSN#
- Application # 17597, parent contacted, application updated no SSN#
- Application # 16798, parent contacted application updated with correct household member names
- Application # 17022, parent contacted application updated with correct household member names
- Application # 17341, parent contacted, application updated with correct SNAP case number

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	<p>Flagged by Jill Dailey 03/15/2023 02:33 PM</p> <p>37 incomplete 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	HILLSIDE BD OF ED-03902190	141	04/15/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Dianne Kennedy 05/09/2023 06:01 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Matthew Leonardis 03/21/2023 12:03 PM</p> <p>Effective immediately, in addition to utilizing the POS matching function to identify additional student household members of DC students, we will also manually compare the addresses of our students in our district's student database (Genesis) to the addresses of the DC students. This will allow us to quickly identify any additional students in the household who may also be eligible for benefits.</p> <p>Flagged by Jill Dailey 03/15/2023 02:36 PM</p> <p>The SFA did not extend benefit immediately to students living in the household. The SFA extended benefits a month after the DC student effective date. The SFA must extend free meal benefits to all students living in a household where any member has either been directly certified or has submitted an application with a SNAP or TANF case number.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	HILLSIDE BD OF ED-03902190	209	04/15/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Dianne Kennedy 05/04/2023 05:42 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Matthew Leonardis 03/21/2023 12:02 PM</p> <p>Effective immediately 03/21/23, when our our cafeteria POS randomly selects error prone applications for verification, If the 3% of the applications selected by the POS are not error prone, all applications will be manually reviewed to confirm that no additional error prone applications exist to meet the 3% sample size.</p> <p>Flagged by Jill Dailey 03/15/2023 02:33 PM</p> <p>Non Error Prone Applications were selected. Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	HILLSIDE BD OF ED-03902190	701	12/01/2023	CAP Submitted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Matthew Leonardis 12/13/2023 01:02 PM</p> <p>Due to the Pandemic our net cash resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14.</p> <p>Since the Pandemic has ended our school district has been using the excess net cash resources to improve the food service operation. In addition to enhancing the food served to our students we are in the process of replacing our cafeteria serving lines districtwide.</p>				
	<p>Flagged by Lisa Garland 11/21/2023 01:48 PM</p> <p>FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	HILLSIDE BD OF ED-03902190	709	12/01/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lisa Garland 12/19/2023 02:07 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Matthew Leonardis 12/13/2023 01:04 PM</p> <p>Due to revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account, our school district will be increasing non-program item pricing to bring in additional revenue which will cover all costs associated with those non program foods.</p>				
	<p>Flagged by Lisa Garland 11/21/2023 01:48 PM</p> <p>FINDING: Non-Program Food Revenue Tool.</p> <p>Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f)</p> <p>Additional Revenue needed to comply</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>WALTER O. KRUMBIEGEL-2722</p>	<p>318</p>	<p>04/15/2023</p>	<p>CAP Removed</p>
	<p>Corrective Action Plan: Removed by Jill Dailey 03/15/2023 05:57 PM</p> <p>CAP Removed</p>				

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<b>Corrective Action History</b>	<p>Flagged by Jill Dailey 03/15/2023 05:57 PM</p> <p>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.</p> <p>At breakfast on the day of review, an aide come through the line with a reimbursable breakfast meal for a special needs student. The aide entered the student's ID number and a reimbursable meal was claimed. Staff stated that this student is "a runner" and for his safety and others his meal is taken to him in the classroom. A recommendation was made that a roster list is used for any students with these type of special circumstances. The reimbursable meal should be taken to the classroom and a roster would be checked once the student receives the meal. The roster list would be brought back to the kitchen to be entered into the POS. Rosters should then be kept on file.</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.</p> <p><b>Indicate the date of implementation.</b></p>
	<p>Corrective Action Plan: Removed by Jill Dailey 03/15/2023 05:49 PM</p> <p>CAP Removed</p>
	<p>Flagged by Jill Dailey 03/15/2023 12:58 PM</p> <p>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.</p> <p>At breakfast on the day of review, an aide come through the line with a reimbursable breakfast meal for a special needs student. The aide entered the student's ID number and a reimbursable meal was claimed. Staff stated that this student is "a runner" and for his safety and others his meal is taken to him in the classroom. A recommendation was made that a roster list is used for any students with these type of special circumstances. The reimbursable meal should be taken to the classroom and a roster would be checked once the student receives the meal. The roster list would be brought back to the kitchen to be entered into the POS. Rosters should then be kept on file.</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.</p> <p><b>Indicate the date of implementation.</b></p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	WALTER O. KRUMBIEGEL-2722	401	04/15/2023	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Jill Dailey 03/15/2023 06:08 PM				
	<p>CAP Removed</p> <p>Flagged by Jill Dailey 03/15/2023 06:08 PM</p> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item 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. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.</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.</p> <p><b>Indicate the date of implementation.</b></p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	WALTER O. KRUMBIEGEL-2722	500	04/15/2023	CAP Accepted

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Dianne Kennedy 05/04/2023 05:41 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Sara Engst 03/16/2023 07:24 PM</p> <p>All district employees will be re-presented with training on Offer vs. Serve and our PaySchools register system. In addition, all district employees will be required to re-take a ten question quiz on the Offer vs. Serve policy. Results must be ten out of ten correct or further training will take place with those select employees. The date of the training (implementation) will be 3/23/23. Once training has taken place FSD and area supervisor will monitor meal periods at all schools to ensure staff have a thorough understanding of the policy and it is being implemented correctly.</p>				
	<p>Flagged by Jill Dailey 03/15/2023 02:36 PM</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. And 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>For the day of review at breakfast, 1 meal was claimed as reimbursable without having the required 1/2 C fruit/vegetable component. The cashier was confused as breakfast is free to all students. Area Supervisor from FSMC available on-site to void the claimed reimbursable meal and mark as a charged breakfast meal. The cashier handled the remaining non-reimbursable meals correctly for the remainder of meal service. Advised that all staff need training on the cash register and how to properly claim meals that are not reimbursable.</p> <p>For the day of review at lunch, 5 meals went through the line without a 1/2C fruit or vegetable. Area supervisor present helped correct the issue. 2 students came back and took a juice and 1 student came back and took an apple. 2 meals had to be voided as the students denied a fruit or vegetable component.</p> <p>Mandatory Offer Versus Serve Training and register training should be implemented for all staff.</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.</p> <p><b>Indicate the date of implementation.</b></p>				

**Report Selections**

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