

ATLANTIC CO SPEC SERV-00100125 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	01/26/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lisa Garland 01/19/2018 01:58 PM	CAP Accepted			
			CAP Submitted LISA MOONEY 01/19/2018 01:57 PM	Going forward the school district will properly complete annually the non-program food revenue tool. We will insure that the NPFR tool will match the figures to our Exhibit B-5 and include all of its non program revenues and costs and its capitalization. The revenue ratio via the tool will equal or exceed the food cost ration. This will be monitored by the Business Administrator, Lisa Mooney effective immediately.			
			Flagged Lisa Garland 01/19/2018 10:18 AM	Finding: Revenue from Non-Program Foods 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	ACSS-MAYS LANDING	404	01/05/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 02/01/2018 10:02 AM	CAP Accepted			
			CAP Submitted LISA MOONEY 12/06/2017 01:53 PM	The signage has been posted as required. This has been completed as of December 6, 2017.			
			Flagged Lea Berry 12/05/2017 11:42 AM	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 lunch. Posting only a 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	ACSS-MAYS LANDING	409	01/05/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 02/01/2018 10:01 AM	CAP Accepted			
			CAP Submitted LISA MOONEY 12/06/2017 01:52 PM	The food service director is aware that the USDA menu worksheet was not fully completed and will complete and submit the worksheet to the reviewer prior to January 5, 2018.			
			Flagged Lea Berry 12/05/2017 11:53 AM	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. The USDA menu worksheet for breakfast and lunch was not fully completed at the time of review and this information could not be verified. As part of the corrective action the USDA menu worksheet and all back up information must be submitted to our office to my attention by January 5, 2017.			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	ACSS-MAYS LANDING	901	01/05/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 02/01/2018 09:59 AM	CAP Accepted			
			CAP Submitted LISA MOONEY 12/06/2017 01:49 PM	The on-site accountability review has been scheduled to be completed on December 11, 2017 prior to the February 1st due date for the 2017-2018 school year. Now that the district has been notified this is required for single sites it will be completed each year prior to February 1st. The new food service director who is starting January 2, 2018 has been made aware of the requirement and will be on-site on December 11, 2017 to observe the review which will be completed by our current food service director.			
			Flagged Lea Berry 12/05/2017 11:40 AM	All SFAs must conduct an on-site accountability review for breakfast and lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) and the SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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 the on-site reviews were completed.			