

LARC SCHOOL-00809573 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards (1200 - 1211)		1208	03/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 05/22/2018 10:46 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 04/18/2018 09:08 AM	I have made up a form with each employee's name with their training information and also plan to train them myself and document at the time of training and also find them off site training.		
			CAP Rejected Lea Berry 04/17/2018 11:29 AM	Glenda, you are the Food Service Director in the our eyes because you are responsible for the food and the kitchen staff. You must follow the training guidelines as a Director. Please continue to track as the director and explain in the CA that this will be done.		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 11:00 AM	There will be a form with each employee's name and their training listed and dated.		
			Flagged Lea Berry 02/14/2018 11:51 AM			
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards (1200 - 1211)		1211	03/14/2018	Flagged
Corrective Action History			Flagged SHIRLEY WACKER 02/05/2018 09:57 AM			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208	03/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:26 AM	CAP Accepted		
			CAP Submitted SHIRLEY WACKER 03/05/2018 11:15 AM	Once the application is selected for verification it will be checked by the confirming official to see that the determination was done correctly and it was error prone. The confirming official will sign the verification tracker upon completing the review. We will hi-lite the signature of confirming official as a reminder that this must be done. This review will be donewhen the "We must check your application letter "is sent to the family.		
			Flagged Lea Berry 02/14/2018 11:38 AM	The Confirming Official's job is to check the application selected for verification to make sure that is was determined correctly and that it is error prone. The Confirming Official must record on the Verification Tracker the date of the confirmation review. There was not a confirmation review of the application selected for verification. 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	On-Site Assessment Tool	Verification (207 - 215)		215	03/14/2018	CAP Accepted

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Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:37 AM	CAP Accepted			
			CAP Submitted SHIRLEY WACKER 03/05/2018 10:33 AM	The Verification process for future years will be completed in a timely manner. The dates that items are to be completed by will be adhered to. The letter "We have checked your application will be sent by required date. (November 15th.			
			Flagged Lea Berry 02/14/2018 11:09 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. The letter "We Have Checked Your Application" was sent out on November 21st and is past 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1216	03/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/22/2018 10:46 AM	CAP Accepted			
			CAP Submitted GLENDA WESTENBERGER 04/24/2018 09:16 AM	Glenda : I have completed All 12 I did at the Conference Procurement Review for SN 1.50 Exhibits 1.00 Spin Your wheels-Meal or No Meal 1.25 Demo Blende-rless Smoothie Recipes 1.50 Social Media-Do's and Don't 1.50 Web Whole Grain Rich Criteria Key Learning Area 1000 Learning Topic 1150 1.00 Key Area Nutrition Requirements Learning code 1110 USDA 2.00 Production Records Webinar Key Area Operation Learning Topic Food Production Topic code 2120 2.00 Offer vs Serve Key Area Operations Learning Topic Serving Food Topic code 2220 1.00 Total 12.75 The other staff are meeting their hours.. They both did the Civil Rights, and I did the Sanitation in the kitchen,and temperature Logging with them. They both did the Whole Grain Rich Criteria on the web Key Area 1000 Topic Code 1150. They also both did Offer vs Serve for Lunch Key Area Operation Learning Topic Serving Food Topic code 2220. One of my staff is going to do the Production records They both at this point have 5 hours but they both will have the 6 by the end of probably April			
			Flagged Lea Berry 04/17/2018 11:19 AM	School Nutrition Program directors are required to complete at least 12 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/ . As part of the CA please list the trainings to be scheduled to meet the 12 hours for Glenda and list how the other kitchen staff are meeting their hours. 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1221	03/14/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:37 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 11:39 AM	We will keep record of all people that work on the food program logged with their training and date that it was done		
			Flagged Lea Berry 02/14/2018 11:33 AM	Administrative, office and/or other school staff who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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/ . The Determining and Verifying official must have civil rights training, determining official and verification training yearly to meet the 4 hours of annual 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 of implementation..		
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American (1400 - 1402)		1400	03/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 05/22/2018 10:45 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 04/18/2018 08:56 AM	I plan to go over the HACCP each year for the staff training and make sure they fully understand it.		
			Flagged Lea Berry 04/17/2018 11:19 AM	A copy of the written HACCP food safety plan must be available at each school. Employees must be trained on the plan every year. They should sign off on being trained and the SFA can use this as part of the hours they need. 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 Counting and Claiming - Day of Review (317-321)	LARC SCHOOL	320	03/14/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:30 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 11:02 AM	We are going to make sure that the classrooms are correct on the attendance of meals used by using real time for attendance. We are still going to use the ticket but put right on the check edit worksheet. It was started the next week after the review		
			Flagged Lea Berry 02/14/2018 11:39 AM	Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. Currently, you are using two point of service counts. There really is no reason to have tickets and a roster. The tickets can be counted daily and the free, reduced, and paid counts put right on the edit check worksheet. Rosters are tedious have huge risk for human error. Currently they are not being completed correctly. If you choose to get rid of the tickets and just use a roster, there must be a check mark when a child takes a lunch. 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.		
			Flagged Lea Berry 02/07/2018 02:35 PM	Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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.		
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On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	LARC SCHOOL	409	03/14/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:24 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 11:01 AM	The bread has already been taken care of and we are now receiving all whole grain. Some of the bread we use was whole grain but it did not have the gold seal. The CN labels are now available The work sheet is being done		
			Flagged Lea Berry 02/14/2018 11:39 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 was not completed for the days of review. CN labels were not available. Whole grain bread items were not being served. 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)	LARC SCHOOL	410	03/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:31 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 11:20 AM	We have tried giving them the required amount but there a big waste because of their dietary problems. I will go back to giving them the correct amount. I will also keep up to date on the CN labels or food labels or any of the other ways to determine an creditable lunch		
			Flagged Lea Berry 02/14/2018 11:33 AM	At lunch, 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. Many products didn't have a cn label or a product formulation statement. The SFA must have these to determine if the creditable amount is being served and to ensure that products are meeting meal pattern requirements for the day and for the week. 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.		

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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)	LARC SCHOOL	901	03/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:37 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 10:20 AM	We are moving forward and the on site accountability will be done by February 1st each school year		
			Flagged Lea Berry 02/14/2018 11:13 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. The On-site Accountability Review was not completed. 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	Food Safety, Storage and Buy American(1403 - 1410)	LARC SCHOOL	1410	03/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 04/17/2018 11:29 AM	CAP Accepted		
			CAP Submitted GLENDA WESTENBERGER 03/09/2018 11:07 AM	We have informed US Foods and they are looking into the matter since they do delivery to many other schools. We just go a delivery in and I saw that some of the products have made in America on them so they are on it.		
			Flagged Lea Berry 02/14/2018 11:38 AM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. The following items were found in violation of Buy American: -Diced peaches (Greece) -Green beans (Canada) -Tuna (Thailand) -Pears (China) -Apple juice base (China) -Pineapple (Thailand) -Mandarin oranges (China) Fruit cocktail (China) A justification needs to be given by your supplier to explain why you are not able to obtain these items from America. 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.		