Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming (300 - 311)			302	12/21/2017	CAP Removed
			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
Corrective Action History			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
Corrective Action History			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
			CAP Removed Linda Scarpa 11/08/2017 05:50 PM	CAP Removed			
			Flagged NADEISHA GREENE 10/02/2017 02:28 PM				
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)			800	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:27 PM	CAP Accepted			
			CAP Submitted NADEISHA GREENE 12/18/2017 11:51 AM	Our food vendor Karson Foods has added the non-discrimination statement of menus (breakfast and lunch). The statement reads "This Institution is an Equ Opportunity Provider." The vendor implemented this on October 26, 2017. The vendor has assured us that this statement will be on all menu materials.			is an Equal 2017. The
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:36 PM	The SFA must use the most of materials made available to the substantial made and the measures taken to endate of implementation.	ne public. All materic school's website mus found from the link nondiscrimination-s s statement will be in	als/documents dist st contain one of th below: tatement. Explain, ncorporated in pro	in detail, how gram materials

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)			806	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:30 PM	CAP Accepted			
Corrective Action History			CAP Submitted NADEISHA GREENE 12/20/2017 12:42 PM	We have reviewed the civil rights training on the USDA's website. On January 2 we will conduct the training. January 2nd is our professional development day. order for this not to happen again, the process and training information has be included to our Operations Manual and will be calendared out in the future.			
corrective Action History			Flagged Linda Scarpa 11/21/2017 12:38 PM	Annual civil rights training is a participants or applicants (e.g. The SFA must keep document attended, date of training and be corrected and the measure Indicate the date of implement	<ul> <li>cafeteria staff, free tation of the annual I topics covered. Exp es taken to ensure the</li> </ul>	e/reduced applicat training that includ plain, in detail, how nat it will not reocc	ion approval). des staff who v the finding will
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA On-Site Monitoring (900)			900	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:34 PM	CAP Accepted			•
Corrective Action History			CAP Submitted NADEISHA GREENE 12/20/2017 11:47 AM	We conducted the On-Site Monitoring Form and the NSLP On-Site Monitoring Form December 5 for breakfast and lunch. Our next scheduled On-Site Monitoring January 16. We have calendared the review, so that we keep track of the Febru 1st deadline. We have added the deadline and system to our Operations Manua ensure that it will not reoccur in the future.			Monitoring is of the February
corrective Action History			Flagged Linda Scarpa 11/21/2017 12:41 PM	All SFAs must conduct, at a m school's breakfast and lunch p year. The on-site review must Monitoring Form (#292) and used. must be used. Explain, measures taken to ensure that implementation.	program under its sp t be conducted by a the NSLP On-Site Mo in detail, how the fir	oonsorship by Febr SFA employee. Th onitoring Form (#1 nding will be corre	uary 1st each e SBP On-Site L42) must be cted and the
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)			1002	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:33 PM	CAP Accepted			
Corrective Action History			CAP Submitted NADEISHA GREENE 12/20/2017 11:16 AM	The Wellness Policy was revie board meeting on December Policy periodically.			
			Flagged Linda Scarpa 11/21/2017 12:41 PM	The Local School Wellness Policy must be reviewed and updated periodically. A example would be to update the policy at an annual stakeholders' meeting. Ex in detail, how the finding will be corrected and the measures taken to ensure t will not reoccur in the future. Indicate the date of implementation.			neeting. Explain,
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)			1006	12/21/2017	CAP Accepted

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
			CAP Accepted Linda Scarpa 12/31/2017 12:32 PM	CAP Accepted			
			CAP Submitted NADEISHA GREENE 12/13/2017 04:28 PM	We currently, have a Wellness the year to all families. Our p			
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:41 PM	SFAs are required to inform the community) about the research School Wellness Policy. Accepelectronic copies or posting the Explain, in detail, how the fine ensure that it will not reoccur	sults of the most recordable methods may ne completed assess ding will be correcte	ent assessment of include disseminate ment on the SFA's dand the measure	the Local ting printed or s school web site. es taken to
			Flagged Linda Scarpa 11/01/2017 10:03 AM	SFAs are required to inform the community) about the research School Wellness Policy. Accepelectronic copies or posting the Explain, in detail, how the fine ensure that it will not reoccur	sults of the most recontable methods may ne completed assess ding will be correcte	ent assessment of include disseminal ment on the SFA's d and the measure	the Local ting printed or s school web site. es taken to
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)			1215	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:26 PM	CAP Accepted			
			CAP Submitted NADEISHA GREENE 12/18/2017 11:46 AM	The Director of Operations co the Food Service Worker com also completed the offer vs. s the USDA's website to take m	pleted her food hand serve webinar on the	dler's course on No	ovember 16. We
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:36 PM	The food service director is re training within the last 5 year completed the training within be completed. A free Food Sa the Institute of Child Nutritior choose their own online or in safety training. Explain in det taken to ensure that it will no food safety training will be co	s prior to the on-site 30 days of hire, if n fety in Schools onlin at www.instituteofc person training reso ail, how the finding of reoccur in the futu	e AR date or should ew. Food safety tr e training course i childnutrition.org of urce to obtain the will be corrected a	d have raining must now s available from or the SFA can required food nd the measures
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)			1216	12/21/2017	CAP Accepted

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
			CAP Accepted Linda Scarpa 01/04/2018 09:08 PM	CAP Accepted			
Corrective Action History			CAP Submitted NADEISHA GREENE 01/02/2018 09:41 AM	The Director of Operations ha The Director took the offer vs and the Minnesota offer vs se reviewing the USDA's website more trainingduring our upco The next training will be the trainings have been recorded added to the calendar and wil	serve webinar on to rve webinar on Deco to take more traini ming professional de civil rights training of in the Operations M	the USDA website of the modern 13th. We had not be not been the	on December 18 ave been ed to conduct on January 2. onformation on gs will also be
			Flagged Linda Scarpa 12/31/2017 12:36 PM	School Nutrition Program dire annual training. Training can courses, live or recorded web meetings etc. Training resour http://professionalstandards.training requirements will be not reoccur in the future. Indi	be obtained in a var inars, in-person trai ces are also availabl nal.usda.gov/. Expla met and the measui	riety of formats, ind nings/workshops, d le at: nin in detail, how the res taken to ensure	cluding online conferences, ne annual
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)			1217	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:32 PM	CAP Accepted			
Corrective Action History			CAP Submitted NADEISHA GREENE 12/20/2017 01:03 PM	The Director of Operations ha The Director took the offer vs and the Minnesota offer vs se reviewing the USDA's website more trainingduring our upco The next training will be the of trainings have been recorded added to the calendar and will	serve webinar on to rve webinar on Deco to take more traini ming professional de civil rights training of in the Operations M	the USDA website of the modern 13th. We had no modern the modern t	on December 18 ave been ed to conduct on January 2. onformation on gs will also be
			Flagged Linda Scarpa 11/21/2017 12:40 PM				cluding online conferences, ne annual
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)			1218	12/21/2017	CAP Accepted

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
			CAP Accepted Linda Scarpa 12/31/2017 12:27 PM	CAP Accepted			
Corrective Action History  On-Site Assessment Tool			CAP Submitted NADEISHA GREENE 12/20/2017 12:26 PM	The full time School Nutrition total of three hours of training website on December 18 and 13th. We have been reviewing planned to conduct more train days on January 2.	<ul><li>g. We took the offer the Minnesota offer g the USDA's websit</li></ul>	vs. serve webinar vs serve webinar e to take more tra	on the USDA on December iningand have
			Flagged Linda Scarpa 11/21/2017 12:38 PM	Full time School Nutrition Pro- annual training. Part time stat to complete at least 4 hours of of formats, including online trainings/workshops, conferent available at: http://profession annual training requirements finding will not reoccur in the	off (working less than of annual training. To burses, live or record nees, meetings etc. alstandards.nal.usd will be met and the	a 20 hours per wee raining can be obta ded webinars, in-p Training resources a.gov/. Explain in measures taken to	ek) are required ained in a variety erson are also detail, how the pensure this
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)			1221	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:30 PM	CAP Accepted			
			CAP Submitted NADEISHA GREENE 12/20/2017 12:29 PM	The full time School Nutrition total of three hours of training website on December 18 and 13th. We have been reviewin planned to conduct more train days on January 2. We no lon meals in the classrooms. The are responsible for the serving	g. We took the offer the Minnesota offer g the USDA's websit ningduring our upconger have teacher co Food Service Worke	vs. serve webinar vs serve webinar e to take more traming professional unting meals, we and the Director	on the USDA on December iningand have development also do not offer
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:38 PM	Administrative, office and/or counting meals in the classror and/or School Breakfast relat professional standard training School Nutrition program related from annual training. Part times required to complete at least a variety of formats, including trainings/workshops, confered available at: http://profession.	om) who regularly wed activities through requirements. Stafted activities are restaff (working less that hours of annual transport of courses, livences, meetings etc. halstandards.nal.usd.the measures taken	rork on National Solut the school year foot the school year for working 20 or magnifed to complete an 20 hours per vaining. Training case or recorded webit Training resources a.gov/. Explain, in	chool Lunch ar must meet ore hours on at least 6 hours week) are in be obtained in nars, in-person are also detail how the

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American (1400 - 1402)			1400	12/21/2017	CAP Accepted	
			CAP Accepted Linda Scarpa 12/31/2017 12:31 PM	CAP Accepted				
Corrective Action History			CAP Submitted NADEISHA GREENE 12/20/2017 12:45 PM	We currently have a Food Alle and updating our food safety				
			Flagged Linda Scarpa 11/21/2017 12:40 PM	No written food safety plan w	as available during t	he review.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review (317-321)	ROSEVILLE COMMUNITY CHARTER	SCH00L	318	12/21/2017	CAP Accepted	
			CAP Accepted Linda Scarpa 12/31/2017 12:29 PM	CAP Accepted				
			CAP Submitted NADEISHA GREENE 12/08/2017 12:32 PM	We immediately stopped using the classroom rosters and checkin after all of the students have obtained their meal, sat down and sith the meal on October 25. We immediately adopting the new syste daily meal count sheet on October 26. Students are checked off a service when they actually obtained the meal. The food service with daily for both breakfast and lunch and the director of operations in the new system.			rted consuming of using the the point of ker checks off	
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:38 PM	taken at the point of service of service operation where a det reduced price or paid meal had how the finding will be correct reoccur in the future. Indicate determined that the inaccural systemic problem. The meal of how the finding will be correct reoccur in the future. Indicate taken. An over claim may be rosters after all of the studen				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review (317-321)	ROSEVILLE COMMUNITY CHARTER	SCH00L	320	12/21/2017	CAP Accepted	

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status	
			CAP Accepted Linda Scarpa 12/31/2017 12:34 PM	CAP Accepted				
			CAP Submitted NADEISHA GREENE 12/20/2017 12:06 PM	manual system. We use a rec when they have picked-up th the tic sheet and circle the la	ow captured by using the Daily Tic Sheet. This is a dinarker to tick off students at the end of the line eir meal. At the end of breakfast and lunch we review st number that was served. That number is then CEP Edit Check Worksheet daily. This was			
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:41 PM	Daily lunch meal totals, by carecorded for each school. Eith as long as the system and propaid reimbursable meals were involves several steps, multipanother and/or many different process, there is more likelihis should be streamlined and contour to the finding will be correct reoccur in the future. Indicate taken. An over claim may be inaccurate method counting, ongoing systemic problem. The Explain in detail, how the finding the indicate that it will not reoccur fiscal action will be taken. An	ner an electronic or rocess used yield an alle served. When the solle transfers of count it sub processes with cod of errors occurring isstently provide acted and the measure the date of implem assessed. The state combining, and recome system of counting will be corrected in the future. Indicates	manual system is a accurate count free SFA's meal countings from one docum in the main mealing. The meal count accurate counts. Expess taken to ensure entation. Fiscal accagency has deterriding of meals for g meals, must be and the measure at the date of imparts.	Ilowable for use, e, reduced, and g process ent/computer to counting ting process plain in detail, that it will not tion will be nined that the lunch is an corrected.	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review (317-321)	ROSEVILLE COMMUNITY CHARTER	SCHOOL	321	12/21/2017	CAP Accepted	
			CAP Accepted Linda Scarpa 12/31/2017 12:35 PM	CAP Accepted				
Corrective Action History			CAP Submitted NADEISHA GREENE 12/20/2017 12:09 PM	Breakfast meal counts totals a manual system. We use a r when they have picked-up th sheet and circle the last num over the monthly CEP Edit Ch October 26. We have had me capture the correct meal courare not counted or recorded.	ed marker to tick off eir meal. At the end ber that was served. eck Worksheet daily etings on the proper	students at the election of breakfast we re That number is the This was implement system and process.	nd of the line view the tic en transferred ented on dure, so we	
			Flagged Linda Scarpa 11/21/2017 12:42 PM	Breakfast meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for day of review that are significantly different from the review month are indicating a problem with the meal counting system. SFAs are reminded that second meal and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. Explain in detail, how the finding will be corrected and the measures to ensure that it will not reoccur in the future. Indicate the date of implementate Fiscal action will be taken. An over claim may be assessed.			are indicative of second meals nted and measures taken	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period (322-325)	ROSEVILLE COMMUNITY CHARTER	SCHOOL	325	12/21/2017	CAP Accepted	

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
			CAP Accepted Linda Scarpa 12/31/2017 12:26 PM	CAP Accepted			
			CAP Submitted NADEISHA GREENE 12/18/2017 10:39 AM  We have adopted the daily tic sheet, which helps us to get for that day. There is no counting up of numbers that can submitting and certifying, the tic-sheets are reviewed. We 10/26/17 for both breakfast and lunch.			that can lead to ar	error. Prior to
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:36 PM	Breakfast and Lunch counts be correctly used in the claim for be verified prior to submitting finding will be corrected and the future. Indicate the date that the inaccurate method count breakfast, for the review counting meals must be corrected and the measures to Indicate the date of implements assessed.	reimbursement. Me g and certifying the other che measures taken of implementation. To ounting, combining, period is an ongoing tected. Explain in deta aken to ensure that	eal counts for each claim. Explain in de to ensure that it we he state agency hand recording of mand recording of mand it, how the finding it will not reoccur	school should stail, how the ill not reoccur in as determined neals for lunch in. The system of will be in the future.
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	ROSEVILLE COMMUNITY CHARTER	SCHOOL	403	12/21/2017	CAP Accepted
			CAP Accepted Linda Scarpa 12/31/2017 12:32 PM	CAP Accepted			
			CAP Submitted NADEISHA GREENE 12/20/2017 12:58 PM  As of October 26, we now offer two varieties if fluid milk throughout the and lunch meal service. We offer 1% and fat free milk daily. We have a spoken to our food vendor to ensure that we are offering a variety of fluid milk throughout the and lunch meal service. We offer 1% and fat free milk daily. We have a spoken to our food vendor to ensure that we are offering a variety of fluid milk throughout the and lunch meal service.				e already
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:40 PM	A minimum of two varieties of service on all reimbursable milliavored or unflavored fat free lactose reduced/lactose free land the measures taken to educe of implementation. A milliam lines/serving areas. Allowable unflavored low fat (1%) milk, Explain in detail, how the find ensure that it will not reoccur	eal service lines/ser e milk, unflavored lo milk. Explain in detai ssure that it will not nimum of two variet al service on all reim e varieties are flavore fat free or low fat la ling will be corrected	ving areas. Allowal w fat (1%) milk, fa il, how the finding reoccur in the futuies of fluid milk milk milk meal served or unflavored factose reduced/lacil and the measures	ole varieties are at free or low fat will be corrected ire. Indicate the ust be offered vice it free milk, tose free milk.
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	ROSEVILLE COMMUNITY CHARTER	SCHOOL	404	12/21/2017	CAP Removed
Connective Action History			CAP Removed Linda Scarpa 11/21/2017 12:41 PM	CAP Removed			
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:41 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review (500-502)	ROSEVILLE COMMUNITY CHARTER	SCH00L	501	12/21/2017	CAP Accepted

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status		
			CAP Accepted Linda Scarpa 12/31/2017 12:30 PM	CAP Accepted	cepted				
Corrective Action History		CAP Submitted NADEISHA GREENE 12/20/2017 12:35 PM	total of three hours of training website on December 18 and 13th. We have been reviewing planned to conduct more train days on January 2. On October milk carton and had a meeting	e full time School Nutrition Program staff have recently completed a combined cal of three hours of training. We took the offer vs. serve webinar on the USDA absite on December 18 and the Minnesota offer vs serve webinar on December th. We have been reviewing the USDA's website to take more trainingand have anned to conduct more trainingduring our upcoming professional development ys on January 2. On October 26 we added the offer vs. serve poster next to our lk carton and had a meeting to discuss the policy and system for offer vs serve. It will also have weekly check-ins to discuss the process and ensure that students to taking the correct meals.					
1			Flagged Linda Scarpa 11/21/2017 12:38 PM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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 service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken tensure that it will not reoccur in the future. Indicate the date of implementation.					
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	ROSEVILLE COMMUNITY CHARTER	SCHOOL	901	12/21/2017	CAP Accepted		
			CAP Accepted Linda Scarpa 12/31/2017 12:25 PM	CAP Accepted					
			CAP Submitted NADEISHA GREENE 12/06/2017 02:23 PM	The finding was corrected by completing the on-site review for breakfast and lunch on December 5, 2017 for the 2016-2017 school year. Then, we have scheduled the next review for January 17th for the 2017-2018 school year. We have added the review to the calendar and we have added the date and steps to the operations manual.					
Corrective Action History			Flagged Linda Scarpa 11/21/2017  SFAs with more than one school must conduct an on-site accountability to February 1st each school year. The NSLP On-Site Accountability (#142) must be used. Accountability reviews must be conducted to employee. Explain in detail, how the finding will be corrected and taken to ensure that it will not reoccur in the future. Indicate the complementation. SFAs must conduct an on-site accountability review February 1st each school year. The SBP On-Site Accountability review must be used. Accountability reviews must be conducted by an SF Explain in detail, how the finding will be corrected and the measure that it will not reoccur in the future. Indicate the date of in			ite Accountability Fest be conducted by be corrected and the corrected the date of the countability review Accountability Review ducted by an SFA and the measures	Review Form an SFA e measures te of v prior to ew Form (#292) employee. s taken to		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	ROSEVILLE COMMUNITY CHARTER	SCHOOL	1406	12/21/2017	CAP Accepted		

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status	
			CAP Accepted Linda Scarpa 12/31/2017 12:28 PM	CAP Accepted				
			CAP Submitted NADEISHA GREENE 12/20/2017 12:54 PM  We currently have a Food Allergy Action Plan. We will r safety plan for all meal service which will be in line with Control Point (HACCP) principles. The deadline for com review is January 5.				with the Hazard Analysis Critical	
Corrective Action History			Flagged Linda Scarpa 11/21/2017 12:38 PM	SFA did not have a food safety school lunch and breakfast propreparation and service of me Point (HACCP) principles. Explemeasures taken to ensure that implementation.	ograms must impler eals that complies wi lain in detail, how th	nent a food safety th Hazard Analysis e finding will be co	program for the Critical Control orrected and the	