

## Cresthaven Academy Charter School-08006102 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	02/26/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kate Marsh 02/15/2018 11:28 AM	CAP Accepted		
			CAP Submitted MEGHAN BRADY 02/01/2018 02:50 PM	Summer Food Service Program flyer uploaded on the school's website as of 2/1/18. Standard Operating Procedures have been updated to include this information, which will be adopted by the Board at the annual reorganization meeting in June 2018.		
			Flagged Kate Marsh 01/25/2018 09:16 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: <a href="http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf">http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf</a> . 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	Certification and Benefit Issuance (124 - 142)		126	02/26/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kate Marsh 02/15/2018 11:23 AM	CAP Accepted		
			CAP Submitted MEGHAN BRADY 02/01/2018 09:35 AM	Errors were corrected during Parent Teacher Conferences held from 1/24/18-1/26/18.		
			Flagged Kate Marsh 01/25/2018 09:15 AM	Incomplete and/or incorrectly 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		211	02/26/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kate Marsh 02/15/2018 11:27 AM	CAP Accepted		
			CAP Submitted MEGHAN BRADY 02/01/2018 12:15 PM	Standard Operating Procedures for Verification have been updated to include information about the proper forms, follow up letters, and retention of notifications sent home. The Standard Operating Procedures will be adopted at the annual reorganization Board meeting in June 2018 and will be implemented for the 2018-2019 Verification process.		
			Flagged Kate Marsh 01/25/2018 09:16 AM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the most recent forms #242, 237, and 244, when applicable. All follow up letters must be sent to each household. Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1216	02/26/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Kate Marsh 03/01/2018 11:46 AM	CAP Accepted		
			CAP Submitted MEGHAN BRADY 02/22/2018 03:25 PM	Enrique completed 4 additional hours of training since your visit. He will meet with me twice a month to provide updates on his training. Training will also be included in his performance evaluation. We are looking into live, day-long courses on Food Safety. He will 100% meet his training requirement by the end of the year. Going forward, he will be required to meet half of his training hour requirements in the summer before the school year begins.		
			Flagged Kate Marsh 01/25/2018 09:17 AM	School Nutrition Program directors are required to complete at least 12 hours of annual training. At the time of the review, only 1 hour was recorded. 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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 - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	Cresthaven Academy Charter School	409	02/26/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kate Marsh 03/01/2018 11:46 AM	CAP Accepted		
			CAP Submitted MEGHAN BRADY 02/22/2018 03:10 PM	Standard Operating Procedures have been updated to include steps on completing the Production records. This includes Completing Total Meals Served section Taking temperatures twice, once when food arrives and once before it is served Counting and recording leftovers Spoke to Karsons to include temperature for cold foods		
			Flagged Kate Marsh 01/25/2018 09:18 AM	For Breakfast and Lunch 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 vendor (Karson) completed menu items and creditable meal components only on the production record. The rest of the information is missing from the production records and must be completed by the SFA after delivery each day. 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.		
Other Programs	Afterschool Snack Program	Meal Pattern / Production Records (Performance Standard 2)	Cresthaven Academy Charter School		02/26/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kate Marsh 02/15/2018 11:25 AM	CAP Accepted		
			CAP Submitted MEGHAN BRADY 01/30/2018 10:45 AM	Review of After-School Snack Program will take place in the month of September going forward. This is marked on the SBA monthly calendar, so it will not be missed going forward. Will be implemented in Fall 2018.		
			Flagged Kate Marsh 01/25/2018 09:15 AM	The program must be monitored within the first 4 weeks of operation each year. 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.		

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