UNION CO VOC TECH-03905260 - Corrective Action Report

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance (100 - 121)			120	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:31 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:46 PM	Changes are made to the point of service and benefit issuance document as they occur and within a reasonable amount of time. The POS system is updated on a daily basis and interfaces with our student recordkeeping software , PowerSchool . When the proper paperwork is received, such as an lunch application for new or transfer students and entered intoPowerSchool,when the system is updated at the end of the day the new information should be available the next day. When studentstransfer out or withdraw it is entered into PowerSchool and the update will reflect the change.			
			Flagged Katie Hunter 03/27/2018 03:22 PM	Question # 120 a-d must be answered.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming (300 - 311)			302	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:11 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:10 PM	In the event that our primary computerized POS system is compromised and the power fails, the backup system would be paper basedto include a roster of all students eligible for Free or Reducedbreakfast and lunch. Currently in place at each register			
			Flagged Katie Hunter 03/27/2018 03:22 PM	The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)			710	03/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Lisa Garland 03/29/2018 10:03 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 10:02 AM	Going forward the school district will properly complete the Non-Program Food Revenue tool annually. We will ensure that the NPFRT will include all of its non-program revenues and costs in its calculation. The SFA's revenue ratio will equal or exceed its food cost ratio. We will increase revenues on adult prices to be sufficient to cover the cost. This will be monitored by Janet Behrmann, School Business Administrator, beginning the 2018-2019 school year.			
			Flagged Lisa Garland 03/20/2018 09:57 AM	Finding: Revenue from Non-program Foods The NPFR Tool did NOT include all of its nonprogram revenues and costs in its calculation. In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).			

UNION CO VOC TECH-03905260 - Corrective Action Report

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Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)			1601	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:32 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:18 PM	We have posted the Summer Food Service Program promotional flyer on our website for all families to see and review.			
			Flagged Katie Hunter 03/27/2018 03:23 PM	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: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf. 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	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:33 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:50 PM	The training hours will be meant with online courses, live or recorded webinars, in-person trainings/workshops, conferences and meetings. These hours will be entered and logged into SOARS training section. The training is ongoing and the logging will start in the 2018-2019 school year.			
			Flagged Katie Hunter 03/27/2018 03:23 PM	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/. 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.			

UNION CO VOC TECH-03905260 - Corrective Action Report

Form Name	Section	Form subsection	Site Name		Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)			1217	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:30 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:37 PM	The School Nutrition Program Managers will complete the required annual training hours, through the variety of options. These options include and are not limited to online courses, live or recorder webinars, in-person trainings, workshop, conferences, meeting etc. Going forward the training hours will be logged into the SOARS system as well as being kept manually. This will be implemented for the 2018-2019 school year.			
			Flagged Katie Hunter 03/27/2018 03:22 PM	School Nutrition Program managers are required to complete at least 10 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/. 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)			1219	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:32 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:21 PM	The documentation of training hours for all employees of the cafeteria will be kept and uploaded in SOARS when the software is available to our Food Service Management Provider. This will continue to be posted on or before September 1st of the 2018-2019 school year.			
			Flagged Katie Hunter 03/27/2018 03:23 PM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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	SFA On-Site Monitoring (901 - 903)	UNION CTY VOC TECH INST		901	04/27/2018	CAP Accepted

UNION CO VOC TECH-03905260 - Corrective Action Report

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Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:10 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 10:16 AM	We will conduct an on-site accountability review of breakfast and lunch prior to February 1st in the 2018-2019 school year. This review will be conducted by a member of our administration team in the Fall of 2018, as to be completed well before the February 1st deadline. The NSLP On-Site Accountability Review Form(# 142) along with the SBPOn-Site Accountability Review Form (# 292) will be use during this review process.			
			Flagged Katie Hunter 03/27/2018 03:22 PM	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. 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. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. 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. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. 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 implementation.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School (1104 - 1107)	UNION CTY VOC TECH INST		1105	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:31 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:14 PM	The Rold Gold pretzel tiny twists were replaced with Heartzel Pretzel, which fits the Smart Snack Standards			
			Flagged Katie Hunter 03/27/2018 03:23 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	UNION CTY VOC TECH INST		1405	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:31 AM	CAP Accepted			
			CAP Submitted JANET BEHRMANN 03/29/2018 01:16 PM	The most recent safety inspection reported is now posted in a publicly visible location which is by the registers.			
			Flagged Katie Hunter 03/27/2018 03:23 PM				

UNION CO VOC TECH-03905260 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	UNION CTY VOC TECH INST	1410	04/27/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:31 AM	CAP Accepted		
			CAP Submitted JANET BEHRMANN 03/29/2018 01:15 PM	We will contact Mashcio's purchasing in regards to replacing with an American Products.		
			Flagged Katie Hunter 03/27/2018 03:23 PM			