BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	BEVERLY CITY BD OF ED-00500380	710	05/19/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 05/20/2026 01:20 PM CAP Accepted				
	Corrective Action Plan: Submitted by Brian Savage 05/19/2026 04:48 PM The School Food Authority (SFA) will reivew the Non-Program Food Revenue Tool alongside our current price lists. To correct the ratio deficit and comply with 7 CFR 210.14(f), the district will approve and implemented price increases on adult meals and multiple a la carte offerings. This is being reviewed with reference to the projected loss. **Method of Implementation:** The School Business Administrator and Food Service Director will run the Non-Program Food Revenue Tool annually every July to evaluate prices against food costs before the start of each school year.				
	Flagged by Lisa Garland 05/12/2026 08:26 AM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BEVERLY CITY BD OF ED-00500380	1219	12/17/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 12/19/2025 11:19 PM CAP Accepted Corrective Action Plan: Submitted by Brian Savage 12/12/2025 10:31 AM I have begun the training with the website options. This will follow a similar recording formant to the SOARS process. Flagged by Genel Cook-Wright 12/08/2025 08:11 PM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) 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: https://theicn.org/. - **Corrective Action Finding:** - During the on-site review, Professional Standards training documentation was not provided to verify that Pre-K teachers and paraprofessionals who serve meals in the classroom completed the required 4 hours of annual training. Professional Standards training records must include all fields required by the USDA Training Tracking Tool in order to demonstrate compliance. **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.**				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BEVERLY SCHOOL-845	320	12/17/2025	CAP Accepted
	Corrective Action Plan: Accepted by Genel Cook-Wright 12/19/2025 11:19 PM CAP Accepted				

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Corrective Action History	Corrective Action Plan: Submitted by Brian Savage 12/12/2025 10:37 AM We will keep the count as the paraprofessional recorded 10, as of December 12, 2024. **Preventive Measures** To ensure ongoing accuracy and prevent recurrence, the following steps will be implemented: **1. Staff Training** • PreK personnel will receive refresher training on: ◦ USDA reimbursable meal requirements ◦ Proper roster meal counting procedures ◦ Verifying reimbursable components before counting the meal • Training will be completed by: December 15, 2025 • Attendance will be documented and kept on file. **2. Strengthened Roster Procedures** • Staff will visually confirm each tray for required components before counting the meal. • Only students receiving a reimbursable meal will be recorded on the roster. • Supervisors/FSD will conduct periodic spot checks during meal service monthly.

BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

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Corrective Action Plan: Rejected by Genel Cook-Wright 12/10/2025 10:30 AM

As discussed on the day of the review, the claim should not have been adjusted. The claim for the Pre-K classroom that was observed should have reflected the 10 meals that were counted and recorded by the paraprofessional. The state agency auditor per observation confirmed 9 reimbursable meals, and instructed the SFA to submit the claim based on the paraprofessional's documented count.

Please submit a detailed description of the corrective measures that have been implemented to ensure that all documented counts are reported and claimed. Please provide the date of implementation.

Corrective Action Plan: Submitted by Brian Savage 12/01/2025 09:43 AM

The roster meal count was not accurately recorded. Staff inadvertently counted one student who did not take a fully reimbursable meal, resulting in an overcount of one meal.

Corrective Action Taken

1. The meal count for the day of review was corrected to reflect the accurate number of reimbursable lunches served.
2. The disallowed meal has been removed from the claim.

Preventive Measures

To ensure ongoing accuracy and prevent recurrence, the following steps will be implemented:

1. Staff Training

- PreK personnel will receive refresher training on:
    - USDA reimbursable meal requirements
    - Proper roster meal counting procedures
    - Verifying reimbursable components before counting the meal

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syste

- Training will be completed by: December 15, 2025
- Attendance will be documented and kept on file.

2. Strengthened Roster Procedures

- Staff will visually confirm each tray for required components before counting the meal.
- Only students receiving a reimbursable meal will be recorded on the roster.
- Supervisors/FSD will conduct periodic spot checks during meal service monthly.

Flagged by Genel Cook-Wright 11/19/2025 04:09 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.

Corrective Action Findings:

Preschool lunch observation in the classroom 11/17/25: During the preschool lunch observation, the state agency noted that the teacher/paraprofessional documented 10 students as receiving reimbursable meals. However, the state agency verified that only 9 reimbursable meals were actually served. As a result, 1 lunch meal has been disallowed.

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.

Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	BEVERLY SCHOOL-845	325	12/17/2025	CAP Accepted

Corrective Action Plan: Accepted by Genel Cook-Wright 12/10/2025 10:30 AM

CAP Accepted

Corrective Action Plan: Submitted by Brian Savage 12/01/2025 09:51 AM

BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syste

Corrective Action History	The point-of-service meal count was not accurately recorded. Staff inadvertently undercounted two reimbursable meal.
	
	Corrective Action Taken
	
	1. The meal count for the week of review was corrected on our roster to reflect the accurate number of reimbursable lunches served.
	2. The claim for the month was already submitted, no change will be made at this point.
	
	Preventive Measures
	
	To ensure ongoing accuracy and prevent recurrence, the following steps will be implemented:
	
	1. Staff Training
	
	• Cashiers and point-of-service personnel will receive refresher training on:
	    ◦ USDA reimbursable meal requirements
	    ◦ Proper POS meal counting procedures
	    ◦ Verifying reimbursable components before counting the meal
	• Training will be completed by: December 15, 2025
	• Attendance will be documented and kept on file.
	
	2. Strengthened POS Procedures
	
	• Staff will visually confirm each tray for required components before counting the meal.
	• Only students receiving a reimbursable meal will be recorded in the POS system.
	• Supervisors/FSD will conduct periodic spot checks during meal service weekly.

BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syste

	Flagged by Genel Cook-Wright 11/19/2025 04:09 PM Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. **Corrective Action Finding:** During the on-site review, it was determined that there was an underclaim of 2 meals for the month of review. A total of 236 meals were claimed for reimbursement; however, based on the tally sheet count, 238 meals should have been claimed. This discrepancy was identified during the tally sheet review. **Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.**

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged