

## PINE HILL BD OF ED-00704110 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PINE HILL BD OF ED-00704110	126	03/01/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 02/22/2024 10:56 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Patricia Blaylock 02/13/2024 02:30 PM</p> <p>Both families were contacted via email on 1/30/24 and asked to submit the correct case number so that the applications could be revised.</p> <p>Application # 701 submitted the correct case # via email on the evening of 1/30/24.</p> <p>I revised the application in Genesis by entering the correct case # on 1/31/24.</p> <p>Application #756 was contacted several times and I finally spoke with her on 2/5/24. Her benefits were for WIC so I resubmitted the application for income and she was approved as free for her income on 2/5/24. I updated the MEL on 2/5/24.</p> <p>Going forward I will more carefully check all applications approved in Genesis to assure the case # is correct.</p>				
Verification	<p>Flagged by Jill Dailey 02/01/2024 07:30 AM</p> <p>2 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).</p> <p><b>The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</b></p>				
	Verification (Off-Site Assessment Tool) (200H)	PINE HILL BD OF ED-00704110	202	03/01/2024	CAP Accepted
	<p>Corrective Action Plan: Accepted by Jill Dailey 02/22/2024 10:51 AM</p> <p>CAP Accepted</p>				

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Patricia Blaylock 02/13/2024 02:34 PM</p> <p>We will make sure that going forward the determining official does not also act as the confirming official.</p> <p>We made note that the determining official can be the verifying official but not the confirming official.</p> <p>We have made a list of all findings in this review along with our corrective plan to assure the errors do not occur again.</p> <p>Effective 2/1/24 our officials are:</p> <p>Determining Official: Patricia Blaylock</p> <p>Confirming Official: Dr. Cherie Bratty</p> <p>Verifying Official: Patricia Blaylock</p> <p>Hearing Officer: Dr. Melissa Williams</p>
	<p>These will be re-approved annually along with other district appointments .</p>
	<p>Corrective Action Plan: Rejected by Jill Dailey 02/02/2024 12:08 PM</p> <p>SFA accidentally submitted the CAP for Question #202, only wanted to save.</p>
	<p>Corrective Action Plan: Submitted by Patricia Blaylock 02/02/2024 11:31 AM</p> <p>We will make sure that going forward the determining official does not also act as the confirming official.</p> <p>We made note that the determining official can be the verifying official but not the confirming official.</p>

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	<p>Flagged by Jill Dailey 02/01/2024 07:22 AM</p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications.</p> <p>Review of the Verification Tracker shows that the Determining Official is also the Confirming Official.</p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	PINE HILL BD OF ED-00704110	314	03/01/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/22/2024 10:57 AM CAP Accepted				
	Corrective Action Plan: Submitted by Patricia Blaylock 02/13/2024 02:23 PM  On 2/2/24, I revised the site details on our application packet and unchecked "After the Bell" for Overbrook High School and Pine Hill Middle School.  I submitted it for approval.  Going forward when we complete our new application packet, we will make sure to verify which schools are offering after the bell breakfast and only check the box for those schools.				
<b>Corrective Action History</b>	Flagged by Jill Dailey 02/01/2024 07:25 AM  The Site Details section of the Application Packet indicates that all sites are operating a Breakfast After the Bell (BAB) program. Observation of breakfast at the high school indicates that a BAB program is not being implemented. All sites under Pine Hill BOE fall below the 70% free and reduced price eligible requirement and are not required to operate a BAB program. The Site Details section of the Application Packet must be revised to only reflect Breakfast Before the Bell at the HS. All other sites which have not correctly implemented a BAB program must uncheck "After Bell" in the Site Details section of the Application Packet.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.  <b>Indicate the date of implementation.</b>				
	Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	PINE HILL BD OF ED-00704110	709	04/23/2024

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lisa Garland 05/16/2024 01:52 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Ginn 04/16/2024 04:29 PM Beginning April 8, 2024 we reevaluated our ala carte pricing to increase the cost to the students along with increasing teacher meals.				
<b>Corrective Action History</b>	Flagged by Lisa Garland 04/16/2024 02:59 PM 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)	PINE HILL BD OF ED-00704110	1214	03/01/2024

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/22/2024 10:51 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/19/2024 12:47 PM Going forward, the FSMC will ensure that the training documentation for directors are kept with the hourly employees training.				
Flagged by Jill Dailey 02/01/2024 07:30 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: <a href="https://theicn.org/">https://theicn.org/</a> .					
There was no documentation on file to verify the number of training hours completed by the FSD. Documentation did show that the FSD had Civil Rights Training. Training hours should be documented and tracked per USDA regulations.					
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.					
<b>Indicate the date of implementation.</b>					
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	OVERBROOK HIGH SCHOOL-1		03/01/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 02/22/2024 10:50 AM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Patricia Blaylock 02/13/2024 02:23 PM</p> <p>We made note that the after school program observation must take place within the first 4 weeks of operation each year.</p> <p>We added a calendar alert for September of 2024 to make sure the ASP observation takes place within the first 4 weeks of the after school snack program.</p> <p>We have made a list of all findings in this review along with our corrective plan to assure the errors do not occur again.</p> <p>Implementation date is 2/1/24</p> <p>Flagged by Jill Dailey 02/01/2024 07:26 AM</p> <p>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.</p> <p>The most recent on-site accountability form for the ASP is from December 2023. On-site accountability of the ASP must occur during the first four weeks that the afterschool snack program is in operation and prior to the end of the school year.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	OVERBROOK HIGH SCHOOL-1		03/01/2024	CAP Accepted

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<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 02/22/2024 10:50 AM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Patricia Blaylock 02/13/2024 02:23 PM</p> <p>We made note that the after school program observation must take place within the first 4 weeks of operation each year.</p> <p>We added a calendar alert for September of 2024 to make sure the ASP observation takes place within the first 4 weeks of the after school snack program.</p> <p>We have made a list of all findings in this review along with our corrective plan to assure the errors do not occur again.</p> <p>Implementation date is 2/1/24</p>				
	<p>Flagged by Jill Dailey 02/01/2024 07:26 AM</p> <p>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.</p> <p>The most recent on-site accountability form for the ASP is from December 2023. On-site accountability of the ASP must occur during the first four weeks that the afterschool snack program is in operation and prior to the end of the school year.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>OVERBROOK HIGH SCHOOL-1</p>	<p>401</p>	<p>03/01/2024</p>	<p>CAP Accepted</p>



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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/23/2024 07:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/22/2024 11:48 AM This was implemented on 2-1-24.				
	Corrective Action Plan: Rejected by Jill Dailey 02/22/2024 10:58 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/19/2024 12:51 PM We will be implementing routine training with our servers and our cashiers through out the school year. We will emphasize to them that they need to be paying closer attention to the students trays as they are going through the line. They need to ensure that each student's tray has three food components and that one of the components is a fruit or vegetable.				
	Flagged by Jill Dailey 02/01/2024 07:27 AM  Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.  On the day of review, SA staff observed 1 student going through the line with a cheeseburger and strawberry milk. The student did not take the required 1/2C fruit or vegetable. 1 meal disallowed.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.  <b>Indicate the date of implementation.</b>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	OVERBROOK HIGH SCHOOL-1	402	03/01/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/23/2024 07:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/22/2024 11:44 AM This was implemented on 2-1-24.				
	Corrective Action Plan: Rejected by Jill Dailey 02/22/2024 10:59 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/19/2024 12:59 PM The flow of the center center "cold line", will incorporate an area where students can obtain the vegetable of the day if they so choose. The cold lunch line does contain the variety of chilled vegetable that captures the subgroups.				
	Flagged by Jill Dailey 02/01/2024 07:31 AM				
	<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.</p> <p>On the day of review, it was observed that students going through the middle "cold lunch" line (salads/hoagies/cereal bags) did not have access to the vegetable of the day. All students must have access to all vegetables. When SFAs have multiple serving lines, all serving lines must meet the weekly vegetable sub-group requirements. Based on the day of review, it seems students opting for the cold menu items only have access to items from the vegetable patch.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	OVERBROOK HIGH SCHOOL-1	410	03/01/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/23/2024 07:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/22/2024 11:49 AM We implemented this on 2-1-24.				
	Corrective Action Plan: Rejected by Jill Dailey 02/22/2024 11:08 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/21/2024 06:12 AM When planning menus, we will ensure all vegetable subgroups are captured for the week. If a substitution needs to be made on a day, we will still make sure we are capturing all subgroups.				
	Flagged by Jill Dailey 02/01/2024 07:29 AM  At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. 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.				
	For the week of review, the legume vegetable sub-group was missing. Baked beans were planned for Monday, Dec 11th, but were substituted for peppers & onions and mixed vegetables. Per the production records, students did not have access to legumes during the remaining days of 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.  <b>Indicate the date of implementation.</b>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	OVERBROOK HIGH SCHOOL-1	411	03/01/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/23/2024 07:35 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/22/2024 11:50 AM This corrective action was implemented on 2-1-24				
	Corrective Action Plan: Rejected by Jill Dailey 02/22/2024 11:07 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Kathleen Ginn 02/20/2024 02:49 PM  We will make sure in the future that when a substitution is made that we are meeting all the requirements for the vegetable sub-group for the week. We are also going to offer hummus on the menu daily for the students who like to get the raw veggies that are available everyday on all 3  of the serving lines.				
	Flagged by Jill Dailey 02/01/2024 07:28 AM  When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements.  For the month of review, baked beans were the planned vegetable of the day for Monday, December 11th. The production records for this week show that on 12/11, a substitution was made and students had access to peppers & onions, mixed veggies and choices from the Vegetable Patch. These options did not meet for the legume vegetable sub-group. Per the production records, legumes were not available to students during the remaining days of the week. This substitution on Monday led to missing legume vegetable sub-group for the week of review.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.  <b>Indicate the date of implementation.</b>				

### **Report Selections**

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