Essex Valley School-01409701 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 1: CA Count (2)		Essex Valley School-01409701		01/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/24/2024 02:58 PM CAP Accepted				

Corrective Action History	Corrective Action Plan: Submitted by LAURA BEHRMANN 01/18/2024 09:11 AM All food service staff members will complete their training requirements through a wide variety of training opportunities through the USDA as well as other approves agencies. The Kitchen Manager will complete at least 10 hours of training while the staff that work 20 hours or more will complete at least 6 hours of training. All training will be documented. A copy of all training documentation will be reviewed and kept in the staff's personal file as well as in a file in the kitchen managers office. All training will begin on July 1st of every school year and be reviewed monthly.
	Corrective Action Plan: Rejected by Genel Cook-Wright 01/17/2024 12:16 PM Please explain in detail how the annual training requirements for food service staff will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
	Corrective Action Plan: Submitted by LAURA BEHRMANN 01/08/2024 11:29 AM The Kitchen manager will start his or her training on the first day of staff development each year and meet the required 10 hours of training..
	Flagged by Genel Cook-Wright 12/04/2023 11:33 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: https://theicn.org/. On the day of review, training documentation for the FSM was not provided to the SA. The SA provided guidance on training requirements to the SFA. 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.

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	Flagged by Genel Cook-Wright 12/04/2023 11:33 PM
	Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: https://theicn.org/
	On the day of review, the SFA did not provide training documentation for the food service staff. The SA provided guidance on where to obtain the annual required training.
	Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.

Group 2: CA Count (2)		Essex Valley School-01409701		01/22/2024	CAP Accepted

	Corrective Action Plan: Accepted by Genel Cook-Wright 01/24/2024 02:58 PM
	CAP Accepted
	Corrective Action Plan: Submitted by LAURA BEHRMANN 01/18/2024 09:25 AM
	A binder will be kept with the following:
	1. All menu items and recipes will be filed, starting February 5, 2024
	2. Monthly menu - a separate record will indicate minimum quantities for each component offered, starting with the February 2024 menu.
	3. Kitchen staff will be responsible for serving a complete lunch and breakfast, starting January 18, 2024.
	The binder will be kept by the kitchen manager, kitchen staff and available for monthly review to ensure compliance.

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Corrective Action History	Flagged by Genel Cook-Wright 01/17/2024 12:14 PM 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. SFA did not provide recipes for multiple items during the review period for 4 meals during the review month. SA provided guidance on menu items that require a recipes, and informed SFA that documentation on crediting must be available as well for all menu items. **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.**
	Flagged by Genel Cook-Wright 01/17/2024 12:14 PM At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. 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. SFA did not provide recipes for multiple items during the review period for 4 meals during the review month. SA provided guidance on menu items that require a recipes, and informed SFA that documentation on crediting must be available as well for all menu items. **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.**
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H) Essex Valley School-7854 811 01/02/2024 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 01/17/2024 12:17 PM CAP Accepted				
	Corrective Action Plan: Submitted by LAURA BEHRMANN 01/05/2024 04:00 PM The USDA "Justice for All posters are currently displayed in the middle school and high school cafeterias. The date of implementation was 11/15/2023.				
	Flagged by Genel Cook-Wright 12/04/2023 11:41 PM Middle, High school cafeteria and the area where students pick up their meals does not have the current USDA "Justice for All" poster displayed in a prominent location and visible to the students. 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.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Essex Valley School-7854	901	01/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 12:16 PM CAP Accepted				
	Corrective Action Plan: Submitted by LAURA BEHRMANN 01/08/2024 11:33 AM The NSLP and SBP on-site review form will be completed by January 29, 2024.				
	Flagged by Genel Cook-Wright 12/08/2023 11:05 AM All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#211/293) must be used. Accountability reviews must be conducted by an SFA employee. On the day of review, the SFA did not provide the CEP onsite monitoring review form (#211) and did not provide form #211 from the previous school year. **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.**				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Essex Valley School-7854	1408	01/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 12:17 PM CAP Accepted				
	Corrective Action Plan: Submitted by LAURA BEHRMANN 01/08/2024 11:22 AM Temperature logs are now displayed on each refrigeration and freezer unit and are checked and recorded 3 times a day. Date of implementation was December, 2023.				
	Flagged by Genel Cook-Wright 12/04/2023 11:48 PM SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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.				

Report Selections

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