

RED BANK CHARTER SCHOOL-08007720 - 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)	RED BANK CHARTER SCHOOL-08007720	138	06/10/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 09:56 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:37 AM</p> <p>The SFA will have two separate food service employees review applications received during the Verification process, as well as a conduct a comprehensive review of the findings and their inputs into the MEL. All implementation, training, or remediation will take place on or before September 30th, 2024.</p> <p>Flagged by Kaitlyn Matthews 05/09/2024 01:58 PM</p> <p>Application #2 is submitted and determined correctly (free) based on household size and income. The application is then selected for Verification. The household does not respond to the request for Verification (or the second request). The SFA notes that the status has been changed to paid due to no response, however the student remains as free on the Master Eligibility List (MEL) and continues to receive free meals.</p> <p>The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	RED BANK CHARTER SCHOOL-08007720	209	06/10/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 09:51 AM CAP Accepted				
	Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 09:58 AM The SFA will have two separate food service employees review applications selected to ensure that they are properly deemed "Error Prone" All implementation, training, or remediation will take place on or before September 30th, 2024. Flagged by Kaitlyn Matthews 05/09/2024 01:55 PM Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	RED BANK CHARTER SCHOOL-08007720	214	06/10/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 09:54 AM CAP Accepted				
	Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:08 AM Procedures will be established to appropriately list students on the MEL. Additionally, as part of these procedures, students whose status will change, will be given the 10 calendar days written advance notice of this change. Implementation will be completed by June 1, 2024.				
	Flagged by Kaitlyn Matthews 05/09/2024 01:58 PM Application #2 was selected for Verification. The household does not respond to the request for Verification (or the second request). The SFA notes that the status has been changed to paid due to no response, however the student remains as free on the Master Eligibility List (MEL) and continues to receive free meals. Form 244, Verification Results Letter, was sent to the household, however, not given 10 calendar days notice of the change. The SFA must update student eligibility status when there are changes in eligibility due to verification results. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	RED BANK CHARTER SCHOOL-08007720	1217	06/10/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 09:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:15 AM The school will implement one of the state approved tracking tools to track professional standards amongst cafeteria staff. Implementation will take place by June 30, 2024. Flagged by Kaitlyn Matthews 05/09/2024 01:55 PM The Training Log used by the SFA does not include the required fields listed in the Professional Standards Module. 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.				
Group 1: CA Count (2)		RED BANK CHARTER SCHOOL-08007720		06/10/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 10:07 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 11:06 AM</p> <p>All food service personnel will be trained on components of a complete meal, meal counting, as well as the Claiming System. Moving forward, the cashier, who will also be trained on complete meals, will serve as a secondary check to ensure all meals are complete. Implementation will be complete by June 1, 2024.</p> <p>Flagged by Kaitlyn Matthews 05/09/2024 02:04 PM</p> <p>In order to ensure cashiers and substitute cashiers accurately count and claim meals, training is required. Staff must understand the importance of correctly counting every student who receives a meal and ensuring that the student has selected a reimbursable meal.</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. Indicate the date of implementation.</p>				
Corrective Action History	<p>Flagged by Kaitlyn Matthews 05/09/2024 02:04 PM</p> <p>Non-nutrition employees outside of the School Nutrition Program that take meal counts at the Point of Service must complete applicable training.</p> <p>Including, but not limited to, Meal Counting and Claiming webinar- https://register.gotowebinar.com/recording/5239208491595049729</p> <p>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/.</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. Indicate the date of implementation.</p>				
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RED BANK CHARTER SCHOOL-2540	401	06/10/2024

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 10:06 AM CAP Accepted				
	Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:05 AM The cafeteria manager will be trained on components of a complete meal. Moving forward, the cashier, who will also be trained on complete meals, will serve as a secondary check to ensure all meals are complete. Implementation will be complete by June 1, 2024. Flagged by Kaitlyn Matthews 05/09/2024 02:02 PM 5/7/2024 Lunch Observation: SFA follows a serve only meal pattern. 32 students did not take milk with their lunch. These 32 meals are disallowed and non-reimbursable due to missing milk component. 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. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RED BANK CHARTER SCHOOL-2540	404	06/10/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 09:54 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:00 AM</p> <p>Offer vs. Serve signage will be switched out with Serve Only signage. Signage will be posted near the beginning of the serving line / serving area. Implementation will be completed by June 1, 2024.</p> <p>Flagged by Kaitlyn Matthews 05/09/2024 01:56 PM</p> <p>Offer vs serve (OVS) signage was posted near the serving line. SFA is following a serve only meal pattern, and not OVS. Serve only signage must be posted.</p> <p>Serve Only signage:</p> <p>https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/school-lunch-menu-signage.pdf</p> <p>https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/school-breakfast-menu-signage.pdf</p> <p>https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/signage-lunch-without-ovs.pdf</p> <p>https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/signage-breakfast-without-ovs.pdf</p> <p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a monthly menu does not meet this requirement.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	RED BANK CHARTER SCHOOL-2540	409	06/10/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 10:06 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:03 AM</p> <p>The cafeteria manager will be trained on completing the production records as well as components of a complete meal. Moving forward, the food service director will be a second review of information to ensure that all production records are sufficiently complete, while the cashier, who will also be trained on complete meals, will serve as a secondary check to ensure all meals are complete. Implementation will be complete by June 1, 2024.</p> <p>Flagged by Kaitlyn Matthews 05/09/2024 02:03 PM</p> <p>For the week of review, 4/22-4/26, the production records are incomplete. The number of left-over and reimbursable portions for each menu item are left blank. These numbers are required and support the claim that complete reimbursable meals were served to students. The state agency is unable to determine which meal components the students received and therefore the week of review for both breakfast and lunch are disallowed.</p> <p>496 lunch meals will be disallowed and 128 breakfast meals will be disallowed.</p> <p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.</p> <p>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 breakfast, 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.</p> <p>Production Record Webinar- https://register.gotowebinar.com/recording/4258750859761953537</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	RED BANK CHARTER SCHOOL-2540	410	06/10/2024	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 10:06 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 10:38 AM</p> <p>The cafeteria manager will be trained on completing the production records as well as components of a complete meal. Moving forward, the food service director will be a second review of information to ensure that all production records are sufficiently complete, while the cashier, who will also be trained on complete meals, will serve as a secondary check to ensure all meals are complete. Implementation will be complete by June 1, 2024.</p> <p>Flagged by Kaitlyn Matthews 05/09/2024 01:57 PM</p> <p>For the week of review, 4/22-4/26, production records did not indicate the specific type of fruit that was served for breakfast. There is no supporting documentation indicating the quantity of fruit served. State Agency is unable to determine crediting information and cannot verify that the required quantity of fruit (1 cup) was served resulting in insufficient quantities.</p> <p>For the week of review, 4/22-4/26, the legume vegetable subgroup was not served resulting in insufficient vegetable quantities.</p> <p>At breakfast and 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.</p> <p>At breakfast and 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.</p> <p>Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
<p>SFA/Sponsor On-Site Monitoring</p>	<p>SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)</p>	<p>RED BANK CHARTER SCHOOL-2540</p>	<p>901</p>	<p>06/10/2024</p>	<p>CAP Accepted</p>

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2024 09:50 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by DAVID BLOCK 05/14/2024 09:58 AM				
	The school will implement procedures so that the on-site accountability review of breakfast and lunch are completed by prior to February 1st each school year. Implementation will take place on or before September 1st, 2024.				
	Flagged by Kaitlyn Matthews 05/09/2024 01:55 PM				
	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 (#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. 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