

## Child Nutrition Programs

### Child Nutrition Programs Administrative Review Report

This form represents written notification of the findings of this review, required corrective action (CA), and timeframe for the corrective action. This information will be shared with the Superintendent, Business Manager, and other appropriate program personnel. Once the CA materials are received and approved, any fiscal action will be determined and the SFA will be notified of the results in a final closure letter.

<b>SFA Name:</b> Rutland City School District	<b>LEA Number:</b> T173	<b>Review Date(s):</b> 2/28/2017
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Schools/Sites Reviewed	Date(s) on Site	State Reviewers
1. Rutland Intermediate School	2/27	Marianna C.
2. Christ the King	2/27	Jamie Curley
3.		
4.		
5.		
6.		

CN Programs Reviewed		Type of Review		Check if Applicable
<input type="checkbox"/> National School Lunch Program	<input type="checkbox"/>	First		Provision 2
<input type="checkbox"/> School Breakfast Program		Follow-Up	<input checked="" type="checkbox"/>	Community Eligibility Provision
<input type="checkbox"/> After School Snack Program				
<input checked="" type="checkbox"/> Fresh Fruit & Vegetable Program				At-Risk Snack/Supper (CACFP)
<input type="checkbox"/> Seamless Summer Program				
<input type="checkbox"/> Special Milk Programs				

Date of Exit Conference: 2/28/17	Response Due Date: 3/30/17
The <i>Response Due Date</i> is the date the SFA's response and written Corrective Action Plan are due to the lead reviewer. Note: Failure to respond by this date will result in payments for Claims for Reimbursement being suspended. (30 calendar days)	

Reviewer, Child Nutrition Programs:	Date:
SFA Representative:	Date:



Review Year: 2016-2017

Review Month: Dec

Lead Reviewer: Marianna C.

The SFA must ensure the Corrective Action documentation outlines the following information for each finding:

- a. Who is/was responsible for the action?
- b. What changes or corrections were made?
- c. When were the corrections or changes made?
- d. Where were the corrections or changes implemented?
- e. How did the SFA ensure the corrections were complete?
- f. Provide documentation or evidence of the correction or implementation to the State Agency.

SFAs should clearly note on their submitted documentation which finding and site is addressed. All corrective action documentation must be submitted to the Lead Reviewer indicated above. It is preferred that all CA be submitted together and submitted electronically when possible.

Area	Findings #	Finding Description	Required Corrective Action
SFA Level			
100 – Certification & Benefit Issuance		1. The eligibility status for many students was not changed from last year's eligibility after the carryover period ended.  2. The benefit issuance list is not compared to the master list monthly.	1. Please submit a written plan of actions taken to prevent these errors from occurring next year after the carryover period ends. 2. Please submit a written description of actions taken to ensure the lists are compared monthly.
100 – Certification & Benefit Issuance		TA: 1. The race and ethnicity section on the back of the free and reduced application should only be filled out by the family completing the application. 2. When a family supplies a case number on an application you do not need to collect a social security number.	No corrective action required.
100 – Certification & Benefit Issuance			



200 – Verification			
300 – Meal Counting & Claiming		1. The Allen Street Campus meal counts are being entered along with Rutland High School meal counts. As the program is its own site, the meal counts must be entered separately from the Rutland High School counts.	1. Please submit a written description of actions taken to ensure that meal counts for the Allen Street Campus entered independently going forward.
600 – Dietary Specifications			
700 – Resource Management			
800 – Civil Rights			
800 – Civil Rights			



900 – SFA On-site Monitoring			
1000 – School Wellness Policy		<p>1. The wellness policy is outdated and needs to be updated to reflect the Wellness Policy final rule.</p> <p>2. During the review, it was noted that there were items such as Coca Cola drink coolers and a Snapple cooler on display or used in the cafeteria. The final rule states that only approved beverages and snacks may be marketed.</p>	<p>1. The State Agency understands the complications of updating policies and is therefore asking the school district to submit a plan of action and timeline with regards to updating the wellness policy.</p>
1100 – Smart Snacks			
1200 - Professional Standards		<p>FSMC: Training is being conducted, but not being tracked by individual employee. Training records also do not include required info on USDA topic areas.</p> <p>SFA: 4 employees of SFA work on program 20 hrs per week or less, so each need 4 hrs per year of training. These employees have already received 1 hr of Civil Rights training, and some have participated in webinars, but none are tracking these hours.</p> <p>TA: shared tracking template and resources for free online training.</p>	<p>FSMC: Start tracking training hours by employee using USDA codes. Send copy of one employee's completed tracking tool to State Agency.</p> <p>SFA: By the end of the current school year, these 4 employees each need to receive 4 hrs of training, which should be tracked using template. Submit completed tracking tool for one employee to State Agency.</p>
500 – Reporting & Recordkeeping			



1600 – School Breakfast & Summer Outreach			
2100 – Special Provisions			



Area	Finding #	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming		TA: All meal counts should be taken and recorded immediately to prevent incorrect counts from being recorded.	No corrective action required.
400 – Meal Components & Quantities - Breakfast		Production records: Breakfast production records need to have more detail including all leftovers and types of fruit offered.	Please submit one week of detailed breakfast production records including leftovers for all menu items and types of fruit offered.
400 – Meal Components & Quantities - Lunch			
400 – Meal Components & Quantities			
500 – Offer vs Serve		On the day of the review, there was no breakfast signage available to explain to students how to choose a reimbursable meal.	Please submit a copy of the new signage, or a photo of the new signage.
600 – Dietary Specifications			



800 – Civil Rights			
900 – On-site Monitoring			
1100 – Smart Snacks			
1400 – Food Safety		<ol style="list-style-type: none"> <li>1. All standard operating procedures in the HACCP plan need to be reviewed and signed each year.</li> <li>2. Temperature logs for the cooler revealed that on many occasions the temperature of the cooler was 45° F which puts the food in the temperature danger Zone.</li> </ol>	<ol style="list-style-type: none"> <li>1. Please submit a copy of at least one of the reviewed and signed standard operating procedures.</li> <li>2. Please submit a written description of actions taken to correct this finding and to prevent unsafe temperatures in the future.</li> </ol>
1500 – Reporting & Recordkeeping			
1700 – Afterschool Snack Program		<ol style="list-style-type: none"> <li>1. Point of service meal counts are not being taken in the after school snack program.</li> <li>2. Production records for the month of review were not completed.</li> <li>3. The snack menu for 3 days during the month of review included only one component instead of two.</li> </ol>	<ol style="list-style-type: none"> <li>1. A reliable point of service me account system needs to be put in place as soon as possible. Once this process is put in place, the meal counts for the month of December will be recalculated.</li> <li>2. Please submit complete and accurate production records for the after school</li> </ol>



			snack program for the month of March. 3. Please submit the snack menu for the month of March detailing the two different components offered each day.
1900 – FFVP		<ol style="list-style-type: none"> <li>1. Fresh fruit and vegetable claims for administrative costs and operational costs need to include the person's name and position.</li> <li>2. There were no vegetables offered in the month of December in the fresh fruit and vegetable program.</li> <li>3. More variety should be offered in the fresh fruit and vegetable program.</li> <li>4. The fresh fruit and vegetable program needs to be advertised the students.</li> <li>5. Teachers should be allowed to partake in the FFVP snack to model good behavior.</li> <li>6. FFVP snacks should be delivered to the classrooms and should be delivered in food safe storage containers.</li> <li>7. Overall, the Fresh Fruit and Vegetable Program should be used as an opportunity to engage children in learning about healthy snack choices.</li> </ol>	<p>Please submit a written description of actions taken to correct the findings in the fresh fruit and vegetable program.</p> <p>It is also required that the Food Service Director, attend Fresh Fruit and Vegetable Program training at the Tri-State training in Burlington on May 2nd and 3rd.</p>
Buy American		<ol style="list-style-type: none"> <li>1. Upon inspection of the cooler, freezer, and dry storage areas, items were found whose country of origin was not the United States. These items included olives from Spain, broccoli from Guatemala, cucumbers from Canada, and tomatoes from Mexico.</li> <li>2. Some items did not have a country of origin listed on the label and more information is needed to evaluate the origin of these products. These items include Sysco oatmeal, Sysco egg patties, Danimals yogurt, Hunts ketchup, and Minor's stir fry Sauce.</li> </ol>	Please submit a written plan for ensuring that domestic products are purchased and that justification for non-domestic purchases is documented.





Area	Findings #	Finding Description	Required Corrective Action
300 – Meal Counting & Claiming		<p>1. There is unacceptable meal counting and claiming in place. All around tighter controls are needed. Meals must be recorded immediately after students take them. The current structure of the meal line begins with students getting their entrée and tray from Janet, then going down the line to the fruit (which they are made to take) and then by the milk cooler and then to the salad bar. By the time they left the serving window on the day of observation, they had a reimbursable meal of grain, m/ma, and fruit, but if a student wanted the vegetable or milk components instead there was no way to ensure that students did take the required components.</p> <p>There are multiple ways to fix this: 1. A second staff person could be located at the end of the line to conduct POS counting. 2. The salad bar and milk could be moved to before the window so that the entree is the last item to be taken.</p> <p>2. Edit checks should be established. Currently, Janet provides Sean with a tally of meals served for the day by meal status category. Because this is a systemic finding, as long as the site continues to use a roster POS system, a second person (Sean) must also tally the meals, to double-check that they are being added up correctly.</p> <p>3. There was an overclaim of three free breakfast meals during the month of December due to human error. It is highly recommended that a point of sale system be implemented at Christ the King School to prevent future issues with meal counting and claiming.</p>	Submit a written description of actions taken to correct these findings.
400 – Meal Components & Quantities - Breakfast		Production records: breakfast production records need to have more detail including portions leftover as well as types of fruit offered.	Please submit one week of completed and detailed production records.
400 – Meal Components & Quantities - Lunch		<p>1. Production records: lunch production records need to include more detail such as the leftovers of each menu item and how much of each item is prepared.</p> <p>2. The macaroni and cheese recipe on file indicates powdered cheese as one of the ingredients. In discussion with Sean it was learned that powdered cheese is not actually used.</p>	<p>1. Please submit one week of completed and detailed production records.</p> <p>2. Please edit the macaroni and cheese recipe to reflect the accurate amount of meat/meat alternate provided.</p>



400 – Meal Components & Quantities			
500 – Offer vs Serve		<u>Signage:</u> There is reimbursable meal signage, but it does indicate the requirement to have at least ½ cup fruit or vegetable, nor did it indicate the particular menu for the day.	Please submit a copy of the new signage, or a photo of the new signage.
600 – Dietary Specifications			
800 – Civil Rights		An old "And Justice for all" poster was hanging near the serving line. Reviewer provided current poster and provided TA about public visibility.	Finding has been corrected.
900 – On-site Monitoring			
1100 – Smart Snacks		TA: There were non-SmartSnack compliant Lay's potato chips being sold to students. The reviewer entered the information in the SmartSnack calculator and the amount of calories from fat exceeds 35%. Program staff removed the items.	No corrective action required.



1400 – Food Safety		<p>TA: Added tongs to basket of apples, which are a ready to eat fruit, for sanitary selection. TA - no corrective action needed.</p> <p>2. Food temperatures were recorded on a designated temperature log, but the date was not documented, Janet will begin writing the date.</p> <p>3. In reviewing the HACCP-based Standard Operating Procedures, only one had been signed. Staff will review the other SOPs and document with date and signature.</p> <p>4. The Thermometer Calibration SOP did not specify which method is actually used.</p>	<p>1. No corrective action needed.</p> <p>2. Please submit one month of completed temperature logs.</p> <p>3. Please submit a copy of at least one reviewed and signed Standard Operating Procedure.</p> <p>4. Please submit an updated SOP for the thermometer calibration.</p>
1500 – Reporting & Recordkeeping			
1700 – Afterschool Snack Program			
1900 – FFVP			
Buy American		<p>There were a number of products in storage that are not domestically-produced. Either products need to be domestically produced or if non-domestic products are purchased, documentation must be maintained indicating domestic product is unavailable or substantially more expensive.</p>	<p>Please submit a written plan for ensuring that domestic products are purchased and that justification for non-domestic purchases is documented.</p>



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800 – Civil Rights			
900 – On-site Monitoring			
1100 – Smart Snacks		<p>TA: Snacks and entrees prepared by culinary program are served to students during the school day. Overall, the products served are very healthy and are in compliance, however, all products should be run through the Smart Snacks Calculator to determine compliance. A nutrient analysis software program would assist in this determination. The existing nutrient analysis software is outdated and does not calculate all of required nutrition facts. It is recommended that the program purchase new nutrient analysis software.</p>	<p>No corrective action required.</p>
1400 – Food Safety			
1500 – Reporting & Recordkeeping			
1700 – Afterschool Snack Program			



1900 – FFVP			
Buy American			

