

SOUTH COLONIE CSD
NYS SED ADMINISTRATIVE REVIEW
Plan of Correction

Findings:

MEAL ACCESS AND REIMBURSEMENT: CERIFICATION AND BENEFIT ISSUANCE

- Technical Assistance provided on day of review for two Free/Reduced Price Applications. Income was entered incorrectly. SED clarified procedure for correct calculation of income. Notification letters were sent to the two families for adjusted meal benefits.

MEAL ACCESS AND REIMBURSEMENT: VERIFICATION

- An alternate sampling method was used when the SFA did not meet the criteria required to use an alternate process as specified by the SY 2018-19 Verification Booklet.
 - The SFA will use the error prone sampling method to conduct verification, unless they appear on attachment H.
 - Technical assistance provided. No documents submitted.

NUTRITIONAL QUALITY AND MEAL PATTERN: MEAL COMPONENTS AND QUANTITIES

- Meals offered at Roessleville Elementary School did not contain sufficient quantities of vegetables for the week chosen as shown by the menu and production sheets provided.
 - The SFA will ensure that each required component is offered in the minimum required quantities (Basic Meal Pattern).
 - SFA will also ensure crediting documentation is maintained to indicate the meal pattern is being followed. See attached production sheets and menu.
- Documentation was not onsite for reviewers for Wolfes Pizza – Product Formulation Statements.
 - Documentation was obtained from Wolfes Pizza. See attached.

GENERAL PROGRAM COMPLIANCE: CIVIL RIGHTS

- Documents within SFA's program exhibited an altered format of the USDA Non-Discrimination Statement.
 - SFA will correct all altered format on USDA Non-Discrimination Statements used within program.



Annette Chamberlain
June 18, 2019

APPROVED BY
BOARD OF EDUCATION

8-6-2019



PRESIDENT, BOARD OF EDUCATION



JUNE 2019

SOUTH COLONIE ELEMENTARY SCHOOLS

Monday	Tuesday	Wednesday	Thursday	Friday
3 Hot Dog on a WW Bu Oven Baked French Fries Green Beans Strawberry Cup	4 Fresh Pizza Cheese or Pepperoni Garden Romaine Salad Corn Niblets Mixed Fruit	5 Mozzarella Sticks w/ Tomato Sauce Steamed Broccoli Carrots WW Dinner Roll Peaches	6 French Toast w/ Syrup Turkey Sausage Oven Baked Tater Tots Baby Carrots w/ dip Applesauce	7 Chicken Nuggets w/ Dipping Sauce Oven Baked Potato Smiles BBQ Baked Beans Assorted Fruit
10 Hamburger or Cheeseburger on a bun Baked Sweet Potato Fries Green Beans Pears	11 Fresh Pizza Cheese or Pepperoni Spinach Salad Baby Carrots w/ Dip Mixed Fruit	12 Cook's Choice 2 - Hot Vegetables Peaches	13 Chicken Patty on a Bun Oven Baked French Fries Corn Niblets Strawberry Cup	14 Mini Pancakes Turkey Sausage Sweet Potato Fries Baby Carrots Applesauce
17 Loaded Nachos w/ meat Cheese, Salsa Black Beans, Corn Niblets Fluffy Rice Peaches	18 Fresh Pizza Cheese or Pepperoni Garden Romaine Salad Fresh Vegetables w/ dip Mixed Fruit	19 Cook's Choice 2 - Hot Vegetable Mixed Fruit	20 Chicken Nuggets w/ sauce Oven Baked French Fries Hot Vegetable Assorted Fruit	21 Big Daddy's Pizza Garden Salad Hot Vegetable Assorted Fruit
24 Mozzarella Sticks w/ Tomato Dipping Sauce 2 -Hot Vegetables Dinner Roll Assorted Fruit	25 NO SCHOOL	26 NO SCHOOL	27 NO SCHOOL	28 NO SCHOOL

Available Daily at Breakfast: yogurt, Smoothie, Cereal, Bagel and Muffins
 Available at Lunch: Assorted Lunchables (Pizza, Nacho, and Yogurt) and Sandwiches
 Menu subject to change without notice.

MY SCHOOL BUCKS
 PAY FOR MEALS ONLINE
MySchoolBucks.com

South Colonie Central Schools Elem. Lunch Production Record K-4

School: RS

Date: 6/2/19

ENTREE TALLY:	131
Hot:	55
Cold:	186
Total	186

Hot dogs

Weather: Sunny

RS

Estimates: 100

Signature: BF

*Yokurt Munchable! 4 oz. yogurt, 1 oz. moza, 1pk. Goldfish cracker, carrots
 *Hamm or Turkey Cheese Munchable! 1 oz. meat, 1 oz. cheese, 1 pk. Goldfish raisins
 *PBJ Munchable! 2 oz. peanut butter, 1 oz. of jelly, 1 Wg hot dog roll

Recipe Name	Projected Student Serving	No. of cases cans or portion sent	On Hand	Yield	Menu Item	Portion Size	Amount Prepared	Actual Reimbursable Servings	Ala Carte	Food Used	Serv
		160			1.) Hot dogs	12oz	160			131	11
		160			Rolls	12oz	160			96	8
					2.) PBJ Munchies	12oz	20			84	7
					3.) Hamm Munchies	12oz	24			84	7
					4.) Fruit-Munchies	12oz	24			84	7
					5.) Yogurt Munch.	12oz	43			13	1
					6.) Hamm Sand.	12oz	17			7	1
					7.) Turkey Sand.	12oz	17			7	1
					8.) Tuna Sand.	12oz	17			7	1
					9.) Chef Salad	12oz	150			150	12
		150			VEG-FF	1/2 cup	24			24	2
		96			FRUIT-Strawberry	1 cup	96			96	8
		96			FRUIT-peach	1/2 cup	16			16	1
					Milk Variety:						
					1.) 1% White	8 oz.	141			36	3
					2.) Strawberry FF	8 oz.	68			21	2
					3.) Skim	8 oz.	0			0	0
					4.) Chocolate FF	8 oz.	167			62	5
					Condiments:						
					1.) Catsup	7 gm	180			73	6
					2.) Mayo	12 gm					
					3.) Mustard	5.5 gm	180			18	1
					4.) Lt. Ranch Dress	1 oz.					
					5.) Italian Dressing	1 oz.					

Comments

South Colonial Central Schools Elem. Lunch Production Record K-4

School: *PK*

Date: *10-4-10*

ENTREE TALLY:	
Hot:	<i>100</i>
Cold:	<i>53</i>
Total	<i>213</i>

P133A

Weather: *Sunny*

RS

Estimates: *179*

Signature: *BP*

*Yogurt Munchable! 4 oz. yogurt, 1 oz. mozz. stick, 1 pk. Goldfish cracker, carrots
 *Ham or Turkey Cheese Munchable! 1 oz. meat, 1 oz. cheese, 1 pk. Goldfish raisins
 *PBJ Munchable! 2 oz. peanut butter, 1 oz. of jelly, 1 WG hot dog roll

Recipe Name	Projected Student Serving	No. of cases cans or portion sent	On Hand	Yield	Menu Item Entrée:	Portion Size	Amount Prepared	Actual Reimbursable Servings	Ala Carte	Food Used	Serv.
					1.) <i>P133A</i>	<i>1st</i>	<i>200</i>			<i>100</i>	<i>4</i>
					2.) PBJ Munchles		<i>20</i>			<i>10</i>	<i>10</i>
					3.) Ham Munchles		<i>20</i>			<i>20</i>	<i>4</i>
					4.) Turk-Munchles	<i>Nachos</i>	<i>24</i>			<i>20</i>	<i>4</i>
					5.) Yogurt Munch.		<i>45</i>			<i>13</i>	<i>3</i>
					6.) Ham Sand.						
					7.) Turkey Sand.	<i>P172a</i>	<i>18</i>			<i>18</i>	<i>15</i>
					8.) Tuna Sand.		<i>1</i>			<i>0</i>	<i>1</i>
					9.) Chef Salad						
		<i>125</i>			VEG. Salad	<i>1 cup</i>	<i>125</i>			<i>125</i>	<i>0</i>
					VEG. corn	<i>cup</i>	<i>24</i>			<i>24</i>	<i>0</i>
		<i>72</i>			FRUIT FF	<i>1/2 cup</i>	<i>145</i>			<i>129</i>	<i>19</i>
					FRUIT	<i>cup</i>					
					Milk Variety:						
					1.) 1% White	<i>8 oz.</i>	<i>100</i>			<i>28</i>	<i>7</i>
					2.) Strawberry FF	<i>8 oz.</i>	<i>40</i>			<i>40</i>	<i>0</i>
					3.) Skim	<i>8 oz.</i>	<i>45</i>			<i>0</i>	<i>4</i>
					4.) Chocolate FF	<i>8 oz.</i>	<i>187</i>			<i>109</i>	<i>7</i>
					Condiments:						
					1.) Catsup	<i>7 gm</i>					
					2.) Mayo	<i>12 gm</i>					
					3.) Mustard	<i>5.5 gm</i>					
					4.) Lt. Ranch Dress	<i>1 oz.</i>	<i>100</i>			<i>79</i>	<i>2</i>
					5.) Italian Dressing	<i>1 oz.</i>	<i>75</i>			<i>22</i>	<i>5</i>
Comments											

3 dipped
4x 6 PBJ Munchable
FF

DD

South Colonie Central Schools Elem. Lunch Production Record K-4

School: RS

Date: June 5, 2019

ENTREE TALLY:	
Hot:	105
Cold:	165
Total	270

Mozz. sticks

Estimates: Do

Signature: ESP

*Yogurt Munchables: 4 oz. yogurt, 1 oz. mozz. stick, 1 pk. Goldfish cracker, 1/2 c. raisins, 1/4 carrots
 *Ham or Turkey Cheese Munchables: 1 oz. meat, 1 oz. cheese 1 pk. Goldfish crackers, 1/2 c. raisins
 *PBJ Munchables: 2 oz. peanut butter, 1 oz. of jelly, 1 Wg hot dog roll

Recipe Name	Projected Student Serving	No. of cases cans or portion sent	On Hand	Yield	Menu Item Entrée:	Portion Size	Amount Prepared	Actual Reimbursable Servings	At Cost	Food Used	Servings/Cans Produced	Leftovers
	180	166 + 16			1.) Mozz. Sticks	5 pc	166	165	165	165	165	0
		125			2.) PBJ Munchies	2oz	125			125	125	0
					3.) Ham Munchies		20			20	20	0
					4.) Turkey-Munchies	Nacho	20			20	20	0
					5.) Yogurt Munch.		56			56	56	0
					6.) Ham Sand.							
					7.) Turkey Sand.							
					8.) Tuna Sand.							
					9.) Chef Salad							
		48			VEG. Carrots	1/48 cup	48			48	48	0
		72			VEG. Broccoli	1/48 cup	72			72	72	0
		72			FRUIT- Pear	1/2 cup	133			133	133	0
					FRUIT-	cup						
		99			Dinner rolls	1 pc	108			108	108	0
					Milk Variety:							
					1.) 1% White	8 oz.	51			51	51	0
					2.) Strawberry FF	8 oz.	50			50	50	0
					3.) Skim	8 oz.	40			40	40	0
					4.) Chocolate FF	8 oz.	108			108	108	0
					Condiments:							
					1.) Catsup	7 gm						
					2.) Mayo	12 gm						
					3.) Mustard	5.5 gm						
					4.) Lt. Ranch Dress	1 oz.						
					5.) Italian Dressing	1 oz.						

Comments: 7 AM - 12 PM

South Colton Central Schools Elem. Lunch Production Record K-4

School: RV

Date: June 12, 2019

ENTREE TALLY:	
Hot:	127
Cold:	139
Total:	266

Weather: Sunny

RS

Estimates: 1122

Signature: [Signature]

*Yogurt Munchable: 4 oz. yogurt, 1 oz. mozza. stick, 1 pk. Goldfish cracker, 1/4 c. raisin
 carrots
 *Ham or Turkey Cheese Munchable: 1 oz. meat, 1 oz. cheese, 1 pk. Goldfish crackers, raisins
 *PBJ Munchable: 2 oz. peanut butter, 1 oz. of jelly, 1 Wg hot dog roll

Recipe Name	Projected Student Serving	No. of cases cans or portion sent	On Hand	Yield	Menu Item Entrée:	Portion Size	Amount Prepared	Actual Reimbursable Servings	Ala Carte	Food Used	Leftov Servings/Ce
	200	150	50		1.) <u>Chc Nuggets</u>	<u>5 pc</u>	<u>127</u>	<u>127</u>		<u>127</u>	<u>13</u>
					2.) <u>PBJ Munchies</u>		<u>20</u>			<u>2</u>	<u>11</u>
					3.) <u>Ham Munchies</u>		<u>3</u>			<u>3</u>	<u>3</u>
					4.) <u>Turk Munchies</u>	<u>1 each</u>	<u>8</u>			<u>8</u>	<u>2</u>
					5.) <u>Yogurt Munch.</u>		<u>58</u>			<u>16</u>	<u>42</u>
					6.) <u>Ham Sand.</u>					<u>0</u>	<u>13</u>
					7.) <u>Turkey Sand:</u>	<u>1/2229</u>	<u>19</u>			<u>0</u>	<u>1</u>
					8.) <u>Tuna Sand.</u>					<u>0</u>	
					9.) <u>Chef Salad</u>					<u>0</u>	
		150			VEG. <u>FFCS</u>	<u>1/2 cup</u>	<u>150</u>			<u>144</u>	<u>6</u>
		45			VEG. <u>GGP</u>	<u>1/2 cup</u>	<u>45</u>			<u>45</u>	<u>0</u>
		72			FRUIT- <u>any</u>	<u>1/2 cup</u>	<u>103</u>			<u>71</u>	<u>32</u>
					FRUIT- <u>0</u>	<u>cup</u>					
					MILK Variety:						
					1.) <u>1% White</u>	<u>8 oz.</u>	<u>36</u>			<u>36</u>	<u>36</u>
					2.) <u>Strawberry FF</u>	<u>8 oz.</u>	<u>36</u>			<u>36</u>	<u>33</u>
					3.) <u>Skim</u>	<u>8 oz.</u>	<u>19</u>			<u>19</u>	<u>0</u>
					4.) <u>Chocolate FF</u>	<u>8 oz.</u>	<u>122</u>			<u>122</u>	<u>27</u>
					Condiments:						
					1.) <u>Catsup</u>	<u>7 gm</u>	<u>125</u>			<u>125</u>	<u>0</u>
					2.) <u>Mayo</u>	<u>12 gm</u>					
					3.) <u>Mustard</u>	<u>5.5 gm</u>					
					4.) <u>Jt. Ranch Dress</u>	<u>1 oz.</u>					
					5.) <u>Italian Dressing</u>	<u>1 oz.</u>					
Comments					<u>PBJ</u>	<u>100</u>		<u>25</u>	<u>25</u>	<u>51</u>	<u>41</u>



**New York State Education Department – Child Nutrition Program Administration
Administrative Review Report**

SFA Name: South Colonie CSDD	SFA LEA Code: 010601060000
Date of Review: 5/23/19	Date of Exit Conference: 5/23/19
Reviewed School (A): Sand Creek Middle School	Reviewed School (B): Roessleville Elementary School
Reviewed School (C):	Reviewed School (D):
SED Contact Person: Stacy Stenglein	
Reviewer(s): S. Stenglein, J. Sajdak, E. Chevrette	

School Food Authority Representatives: The following Representatives have been designated by the SFA to attend the Administrative Review exit conference and have the authority to discuss review findings and establish a corrective action plan on behalf of the SFA. Please provide a copy of this letter to your Superintendent (or equivalent.)

Name	Title	Signature
Annette Chamberlain	Food Service Director	
Sherri Fisher	Business Official	

The New York State Education Department (SED) conducted an Administrative Review of the Child Nutrition Programs at your School Food Authority (SFA). The main purpose of the review is to ensure compliance with federal and State regulations governing the Child Nutrition Programs.

The review process is not intended to be an all-inclusive or final review of your Child Nutrition Program operations. Therefore, you should continue to examine operations at periodic intervals to ensure compliance with Child Nutrition Program requirements.

Findings were found in the following sections of the review:	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Meal Access and Reimbursement <input checked="" type="checkbox"/> Meal Pattern and Nutritional Quality <input checked="" type="checkbox"/> General Program Compliance <input type="checkbox"/> Other Federal Programs <input type="checkbox"/> Procurement <input type="checkbox"/> Resource Management	
The following sections of the review remain outstanding:	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Procurement <input type="checkbox"/> Resource Management <input type="checkbox"/> Other:	

A conference was conducted to discuss review findings, provide technical assistance and establish a corrective action plan, as applicable. Please be advised that there may be additional findings based on a review of any outstanding documentation required to be submitted to SED. Any documents that are required to be submitted as part of corrective action may be e-mailed to cn@nysed.gov or mailed to Child Nutrition Program Administration, 89 Washington Avenue, Room 375 EBA, Albany, NY 12234. Please refer to the attached Corrective Action Plan & Technical Assistance Page(s):

If a review section is noted above as outstanding the SFA will be notified in writing of all technical assistance, findings and required corrective action, as applicable, upon completion of the review process. The "Procurement Review Tool" will be emailed to your SFA to capture technical assistance provided, and establish findings and required corrective action, as applicable, for the procurement section of the review.

Corrective action is required to be applied to all schools under the jurisdiction of the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised and corrected. Failure to fully and permanently correct all findings to SED's satisfaction and within the allotted timeframes established will result in issuance of a Notice of Proposed Termination and funds being withheld and/or denied. SED may extend the timeframes established for corrective action upon written request of the SFA if extraordinary circumstances arise where you are unable to complete the required corrective action within the specified timeframes.

Any areas of the review that may result in fiscal action are noted in the Corrective Action Plan. A Fiscal Action Chart has also been included for your reference. You will be notified in a separate letter of the amount of any applicable fiscal action.

SED reserves the right to conduct additional reviews, either announced or unannounced, for any irregularities and/or to verify corrective action was completed and applied to all schools under the jurisdiction of the SFA, as appropriate and/or to conduct applicable close out procedures in the event of program termination.

You are required to retain SFA records for a period of three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. However, if audit findings have not been resolved the records shall be retained beyond the three-year period as long as required for resolution of the issues raised by the audit. Please be advised that these records must be readily retrievable or immediately available upon request.

The National School Lunch Program and School Breakfast Program focus on improving the critical nutrition and hunger safety net for millions of children. Our goal for all Child Nutrition Programs is to increase awareness of and participation in these programs while promoting program integrity. Our intent is to provide you with any assistance that will enable you to continue to offer program benefits to the community. If you have any questions, please do not hesitate to contact SED at (518) 473-8781.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (link is external), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html (link is external), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov (link is external)

This institution is an equal opportunity provider.

Findings(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
<p>Meal Access and Reimbursement: Certification and Benefit Issuance</p> <p><i>Review Form Section 1005</i></p> <p><input type="checkbox"/> *Students were incorrectly certified for free or reduced-price meals. Refer to the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1) for errors.</p> <p><input type="checkbox"/> *Free or reduced-price meal benefits were provided to students without having appropriate certification documentation on file.</p> <p><input type="checkbox"/> Students' prior year's eligibility status was not carried over for the first 30 operating days of the current school year.</p> <p><input type="checkbox"/> Free benefits were not extended to all students in a household containing at least one directly certified student.</p> <p><input type="checkbox"/> Household applications were incorrectly denied. Refer to the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) for the list of affected students.</p> <p><input type="checkbox"/> *Student eligibility was not properly transferred to the benefit issuance document. Refer to the SFA-1 worksheet for the list of affected students.</p> <p><input type="checkbox"/> *Student eligibility updates were not made to the point of service benefit issuance document according to SFA's established timeframes.</p>	<p><input type="checkbox"/> The following system will be implemented to ensure benefits are correctly determined: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> Household(s) will be notified in writing of students' whose applications were certified incorrectly or whose benefits were incorrectly issued. A decrease in benefits will be made 10 calendar days after notification to the household. An increase in student benefits will be made within 3 days.</p> <p><input type="checkbox"/> An Independent Review of Applications will be conducted during the subsequent school year.</p> <p><input type="checkbox"/> The SFA will designate: <u>Click or tap here to enter text.</u> to re-examine the initial determination of ALL denied applications.</p> <p><input type="checkbox"/> The following system will be implemented to ensure benefits are properly issued/maintained: <u>Click or tap here to enter text.</u></p>		<p><input type="checkbox"/> A copy of the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1) noting dates of correction</p> <p><input type="checkbox"/> A copy of the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) noting dates of correction</p>	<p><input checked="" type="checkbox"/> Approving Free and Reduced-Price Applications</p> <p><input type="checkbox"/> Utilizing the <u>USDA Eligibility Manual for School Meals</u></p> <p><input type="checkbox"/> Maintaining a Benefit Issuance Document</p> <p><input type="checkbox"/> <u>Independent Review of Applications</u></p> <p><input type="checkbox"/> <u>Staff training</u></p> <p><input type="checkbox"/> <u>SY 2018-19 Policy Booklet</u></p> <p><input type="checkbox"/> <u>Info on Child Nutrition Knowledge Center</u></p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

Findings(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
<p>Meal Access and Reimbursement: Certification and Benefit Issuance</p> <p><input type="checkbox"/> The Direct Certification Matching Process (DCMP) was not conducted as required.</p> <p><input type="checkbox"/> Documentation to support that the following information was sent to households was not maintained:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Income Application <input type="checkbox"/> Parent letter <input type="checkbox"/> Eligibility Notification letter <input type="checkbox"/> Denial letter <input type="checkbox"/> Direct Certification Notification letter <p><input type="checkbox"/> There is outdated, missing or incorrect information on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Income Application <input type="checkbox"/> Parent letter <input type="checkbox"/> Eligibility Notification letter <input type="checkbox"/> Denial letter <input type="checkbox"/> Direct Certification Notification letter <p><input type="checkbox"/> Administrative Prerogative was incorrectly used.</p>	<p><input type="checkbox"/> The following system will be implemented to ensure DCMP is conducted at least three times each school year: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The parent letter, application form and instructions will be sent to households.</p> <p><input type="checkbox"/> The following action will be taken to ensure information is sent to households as required and maintained on file: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The application and/or letter(s) will be revised to contain all required and correct information.</p> <p><input type="checkbox"/> The following system will be implemented to ensure administrative prerogative will be utilized properly: <u>Click or tap here to enter text.</u></p>		<p><input type="checkbox"/> A copy of the updated Income Application</p> <p><input type="checkbox"/> Documentation to support that the Parent letter, application forms and instructions were sent to the appropriate entities</p> <p><input type="checkbox"/> A copy of all updated letters noted in the Findings column</p>	<p><input type="checkbox"/> Direct Certification Matching Process</p> <p><input type="checkbox"/> Income Applications</p> <p>*Application maintenance</p> <p><input type="checkbox"/> Eligibility Training</p> <p><input type="checkbox"/> SY 2018-19 Policy Booklet</p> <p><input type="checkbox"/> Parent Letter</p> <p><input type="checkbox"/> Notification Letter requirements</p> <p><input type="checkbox"/> Utilizing the <u>USDA Eligibility Manual for School Meals</u></p> <p><input type="checkbox"/> Administrative Prerogative</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Community Eligibility Provision (CEP)</p>

Review Form Section 1005

Regulations: 7 CFR 245.5, 7 CFR 245.6

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

SFA Name: South Colonie CSD

Corrective Action Plan (CAP) & Technical Assistance (T/A)

Finding(s)

Corrective Action (CA) to be taken by the SFA

Date CA will be fully Implemented

Documents to be submitted to SED within 30 days of: 05/23/19

T/A provided on day of review:

Meal Access and Reimbursement: Verification

Review Form Section 2005

Regulations 7 CFR 245.6a

The income verification process was not completed by November 15th.

An Alternate Sampling Method was used when the SFA did not meet the criteria required to use an alternate process as specified by the SY 2018-19 Verification Booklet.

No confirmation review was conducted on applications selected for verification.

The number of applications verified was incorrect.

Free and reduced-price meal benefits for students of households that failed to respond to the verification request were not terminated. Refer to the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) for the list of affected students.

Applications were not correctly verified. Refer to the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) for the list of affected students

The following corrective action will be implemented to ensure Income Verification is conducted accurately and/or within deadlines established: Click or tap here to enter text.

The SFA will use the error prone sampling method to conduct verification, unless they appear on attachment H.

The Verification Collection Report on the Child Nutrition Management System (CNMS) will be completed/updated.

N/A

Income Verification Process (SY 2018-19 Booklet)

Confirmation Review

Verification Training

Direct Verification

Sample Pool

Verification Collection Report

Appropriate Income Documentation

USDA Eligibility Manual for School Meals

Staff training

Info on Child Nutrition Knowledge Center

Click or tap here to enter text.

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
<i>Review Form Section 2005</i>				
<p><input type="checkbox"/> Appropriate changes were not made to the benefit status of a student(s) as a result of verification. Refer to the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) for the list of affected students.</p> <p><input type="checkbox"/> Families not notified appropriately of a change in benefit status as a result of verification:</p> <p><input type="checkbox"/> For a decrease in benefits, families were not notified in writing at least 10 calendar days in advance</p> <p><input type="checkbox"/> For an increase in benefits, families were not notified within 3 calendar days</p> <p><input type="checkbox"/> The letter sent to families who have been selected for verification contains outdated, missing or incorrect information.</p> <p><input type="checkbox"/> The Letter of Verification Results contains outdated, missing or incorrect information.</p> <p><input type="checkbox"/> The Verification Collection Report was not accurately completed.</p>	<p><input type="checkbox"/> The following corrective action will be implemented to ensure Income Verification is conducted accurately and/or within deadlines established: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The Verification Collection Report on the Child Nutrition Management System (CNMS) will be completed/updated.</p>		<p><input type="checkbox"/> A copy of the verification selection notification to parents</p> <p><input type="checkbox"/> A copy of the Letter of Verification Results</p>	<p><input type="checkbox"/> Income Verification Process (SY 2017-18 Booklet)</p> <p><input type="checkbox"/> Confirmation Review</p> <p><input type="checkbox"/> Direct Verification</p> <p><input type="checkbox"/> Sample Pool</p> <p><input type="checkbox"/> Verification Collection Report</p> <p><input type="checkbox"/> Appropriate Income Documentation</p> <p><input type="checkbox"/> Utilizing the <u>USDA Eligibility Manual for School Meals</u></p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u></p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
<p>Meal Access and Reimbursement: Meal Counting and Claiming</p> <p><input type="checkbox"/> *The claim for reimbursement was incorrectly consolidated.</p> <p>This error is: <input type="checkbox"/> Systemic <input type="checkbox"/> Non-Systemic</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack</p> <p><input type="checkbox"/> *Meal counts by category were not combined and recorded correctly on the claim for reimbursement.</p> <p>This error is: <input type="checkbox"/> Systemic <input type="checkbox"/> Non-Systemic</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack</p> <p>Recipient Agency(s): <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The meal counting and claiming system does not prevent overt identification of students receiving free and reduced-price benefits.</p> <p><input type="checkbox"/> *Meals are not counted at the point of service</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack</p>	<p><input type="checkbox"/> To ensure claims for reimbursement are accurately consolidated, the SFA will evaluate their point of service accountability system and implement appropriate changes. The SFA will also conduct edit checks to ensure accountability.</p> <p><input type="checkbox"/> The following corrective action will be taken to ensure meal counts by category are combined and recorded accurately: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The following corrective action will be taken to ensure the meal counting and claiming system prevents overt identification of students receiving free and reduced-price benefits: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The following corrective action will be taken to ensure meals are counted at the point of service: <u>Click or tap here to enter text.</u></p>			<p>Regulations: 7 CFR 210.7, 7 CFR 210.18</p> <p><input type="checkbox"/> Breakfast in the classroom</p> <p><input type="checkbox"/> Counting meals at the point of service</p> <p><input type="checkbox"/> POS Documents (POS logs, Rosters, tic sheets, tickets, etc.)</p> <p><input type="checkbox"/> Edit Checks</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u></p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

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Findings(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of:	T/A provided on day of review:
<p>Nutritional Quality and Meal Pattern: Meal Components and Quantities</p> <p><i>Review Form Section 400s</i></p> <p><input type="checkbox"/> *Production records were not maintained as required</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack</p> <p><input checked="" type="checkbox"/> *Meals Offered at: Roessleville Elementary School</p> <p><input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Snack</p> <p><input type="checkbox"/> Did not contain all required components</p> <p><input checked="" type="checkbox"/> Did not contain sufficient quantities</p> <p><input type="checkbox"/> Repeat Finding</p> <p><input type="checkbox"/> Were not in portion sizes appropriate to each age/grade group</p> <p>Identified by:</p> <p><input checked="" type="checkbox"/> Review of production records and/or other supporting menu documentation</p> <p><input type="checkbox"/> Observation</p> <p>Insufficient Component(s): <u>3.5 Cups veg offered over the course of the week.</u></p> <p><input checked="" type="checkbox"/> The following documentation was not onsite for reviewers: -Wolff's Pizza documentation for crediting</p>	<p><input type="checkbox"/> SFA staff will complete the trainings indicated below and will:</p> <p><input checked="" type="checkbox"/> Ensure that each required component is offered in the minimum required quantities.</p> <p><input checked="" type="checkbox"/> Basic Meal Pattern</p> <p><input type="checkbox"/> Meal Pattern for Menu Planners</p> <p><input type="checkbox"/> Menu Planning: Daily Alternate Meals</p> <p><input type="checkbox"/> Preschool Meal Pattern</p> <p><input type="checkbox"/> Production Records Snip-it</p> <p><input type="checkbox"/> Standardized Recipes Snip-it</p> <p><input type="checkbox"/> SFA will refer to the <u>Food Based Meal Pattern</u> chart for the appropriate age/grade group while developing menus</p> <p><input checked="" type="checkbox"/> Ensure crediting documentation is maintained to indicate the meal pattern is being followed.</p>	<p>Immediately</p>	<p><input checked="" type="checkbox"/> One week of lunch production records for the month of June for Roessleville Elementary School</p>	<p><input checked="" type="checkbox"/> Production Records</p> <p><input type="checkbox"/> Food Based Meal Pattern Requirements</p> <p><input type="checkbox"/> Pre-K Meal Pattern</p> <p><input type="checkbox"/> Crediting Documentation</p> <p><input checked="" type="checkbox"/> Standardized Recipes</p> <p><input checked="" type="checkbox"/> Vegetable Subgroup Requirements</p> <p><input type="checkbox"/> Menu Substitutions</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p> <p><input type="checkbox"/> Click or tap here to enter text.</p>

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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of:	T/A provided on day of review:
<p>Nutritional Quality and Meal Pattern: Meal Components and Quantities</p> <p><i>Review Form Section 4005</i></p> <p><input type="checkbox"/> *Meals served were Incomplete</p> <p><input type="checkbox"/> All required meal components were not offered to students.</p> <p><input type="checkbox"/> Meals served were missing required components</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack</p> <p>Missing Component(s): <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> *Grain items are not whole-grain rich.</p> <p><input type="checkbox"/> <i>Repeat Finding</i></p> <p><input type="checkbox"/> *Fluid milk was not offered in at least two varieties.</p> <p><input type="checkbox"/> <i>Repeat Finding</i></p> <p><input type="checkbox"/> *An unallowable milk type(s) was offered.</p> <p><input type="checkbox"/> <i>Repeat Finding</i></p>	<p><i>Regulations 7 CFR 220.8, 7 CFR 210.10</i></p> <p><input type="checkbox"/> The SFA will complete the following training(s) ensure meals offered and served contain all required components:</p> <p><input type="checkbox"/> <u>Basic Meal Pattern</u></p> <p><input type="checkbox"/> <u>Meal Pattern for Menu Planners</u></p> <p><input type="checkbox"/> <u>Menu Planning: Daily Alternate Meals</u></p> <p><input type="checkbox"/> <u>Preschool Meal Pattern</u></p> <p><input type="checkbox"/> <u>Production Records Snip-it</u></p> <p><input type="checkbox"/> <u>Standardized Recipes Snip-it</u></p> <p><input type="checkbox"/> SFA will refer to the <u>Food Based Meal Pattern chart</u> for the appropriate age/grade group while developing menus</p> <p><input type="checkbox"/> The following corrective action will be taken to ensure that grain items are whole-grain rich: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The SFA will ensure two allowable milk types are offered to students at breakfast and lunch each day.</p> <p><input type="checkbox"/> The SFA will discontinue serving unallowable milk types as part of reimbursable school meals.</p> <p><input type="checkbox"/> The SFA will complete the <u>Basic Meal Pattern</u> training to ensure all milk types offered as part of reimbursable school meals are allowable.</p>			<p><input type="checkbox"/> Food Based Meal Pattern Requirements</p> <p><input type="checkbox"/> Crediting Documentation</p> <p><input type="checkbox"/> Standardized Recipes</p> <p><input type="checkbox"/> Whole-Grain Requirements</p> <p><input type="checkbox"/> <u>Vegetable Subgroup Requirements</u></p> <p><input type="checkbox"/> Menu Substitutions</p> <p><input type="checkbox"/> Age/Grade Group Requirements</p> <p><input type="checkbox"/> Milk variety/types requirements</p> <p><input type="checkbox"/> <u>Staff training</u></p> <p><input type="checkbox"/> <u>Info on Child Nutrition Knowledge Center</u></p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
<p><input type="checkbox"/> Signage indicating what constitutes a reimbursable meal was not displayed.</p> <p><input type="checkbox"/> *The meal service was not structured to comply with the required age/grade group requirements.</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack</p>	<p><input type="checkbox"/> The following corrective action will be taken to ensure signage indicating what constitutes a reimbursable meal is displayed:</p> <p><input type="checkbox"/> Complete the <u>Signage training</u></p> <p><input type="checkbox"/> Order <u>free signage from CNKC</u> & ensure it is displayed in the location reimbursable meals are served each day.</p> <p><input type="checkbox"/> The following corrective action will be taken to ensure the meal service is structured to comply with age/grade group requirements: <u>Click or tap here to enter text.</u></p>		<p><input type="checkbox"/> Menu and other supporting menu documentation for one week during the month of <u> </u></p> <p><u>Click or tap to enter a date, for affected recipient agency(s)</u></p>	<p><input type="checkbox"/> Signage Requirements</p> <p><input type="checkbox"/> Resource Order Form</p> <p><input type="checkbox"/> Age/Grade Group Requirements</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>
<p>Nutritional Quality and Meal Pattern: Offer versus Serve (OVS)</p> <p><input type="checkbox"/> Signage did not indicate meal requirements under OVS</p> <p><input type="checkbox"/> OVS is not properly implemented.</p> <p><input type="checkbox"/> Staff not adequately trained on OVS requirements.</p>	<p>Review Form Section 500s</p> <p>The SFA will complete the following corrective action:</p> <p><input type="checkbox"/> Ensure signage includes requirements under OVS</p> <p><input type="checkbox"/> Ensure OVS is properly implemented</p> <p><input type="checkbox"/> Ensure staff meet OVS Training requirements</p> <p><input type="checkbox"/> Complete the <u>Signage training</u></p> <p><input type="checkbox"/> Order <u>free signage from CNKC</u></p> <p><input type="checkbox"/> Complete <u>OVS Training</u></p>		<p><input type="checkbox"/> Documentation of the training on OVS requirements provided to staff to include training summary and sign-in sheet with date and names and titles of attendees</p>	<p>Regulations 7 CFR 245.6a</p> <p><input type="checkbox"/> Signage Requirements</p> <p><input type="checkbox"/> Resource Order Form</p> <p><input type="checkbox"/> ThinkBreakfast.com</p> <p><input type="checkbox"/> Offer vs Serve</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u></p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
Nutritional Quality and Meal Pattern: Dietary Specifications and Nutrient Analysis Review Form Section 600s				
<input type="checkbox"/> *The nutrient analysis conducted of meals offered did not meet the following Dietary Specifications for the age/grade group being served: <input type="checkbox"/> Calories <input type="checkbox"/> Sodium <input type="checkbox"/> Saturated Fat <input type="checkbox"/> Trans fat <input type="checkbox"/> Repeat Finding	<input type="checkbox"/> The following corrective action will be taken to ensure dietary specifications are being met for each age/grade group served: <u>Click or tap here to enter text.</u>		<input type="checkbox"/> Updated menu, production records, standardized recipes, labels, product formulation statements, for one week in the month of: <u>Click or tap to enter a date.</u>	<input type="checkbox"/> Staff training <input type="checkbox"/> Info on Child Nutrition Knowledge Center <input type="checkbox"/> <u>Click or tap here to enter text.</u>
Resource Management Review Form Section 700s				
<input type="checkbox"/> The Nonprofit Food Service Account has an excess fund balance that exceeds three months' average operating expenses <input type="checkbox"/> The Nonprofit Food Service Account has a negative ending fund balance of: <input type="checkbox"/> The Paid Lunch Equity Tool was not completed to evaluate the SFAs paid selling price. <input type="checkbox"/> The SFA did not increase the paid selling price as required.	<input type="checkbox"/> A plan will be prepared to spend down the excess funds. <input type="checkbox"/> The following corrective action will be taken to maintain a balance in the non-profit foodservice account that is not negative: <u>Click or tap here to enter text.</u>		<input type="checkbox"/> Plan to spend down excess fund balance <input type="checkbox"/> Copy of fund transfer(s)	<input type="checkbox"/> Allowable and unallowable Program costs <input type="checkbox"/> Maintaining a positive fund balance in school lunch account <input type="checkbox"/> Meal Charge Policy <input type="checkbox"/> Paid Lunch equity <input type="checkbox"/> Paid Lunch Equity Tool <input type="checkbox"/> Info on Child Nutrition Knowledge Center <input type="checkbox"/> <u>Click or tap here to enter text.</u>

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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
<i>Review Form Section 7005</i>				
<p><input type="checkbox"/> The Nonprogram Food Tool was not completed prior to the review.</p> <p><input type="checkbox"/> Program foods are not separated from nonprogram foods.</p> <p><input type="checkbox"/> No documentation to show that adult meals are being funded using non-school nutrition funds.</p> <p><input type="checkbox"/> The SFA is not appropriately charging adults for meals.</p> <p><input type="checkbox"/> No assurance that nonprogram food revenue generates at least the same amount it costs to purchase the food.</p> <p><input type="checkbox"/> Indirect costs were charged to the nonprofit food service account without an approved indirect cost rate agreement.</p> <p><input type="checkbox"/> An incorrect base or rate was used to calculate indirect costs.</p>	<p><input type="checkbox"/> The Nonprogram Food Tool will be completed for this school year and every school year going forward</p> <p><input type="checkbox"/> The following corrective action will be taken to keep track of both program foods and nonprogram foods: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> The SFA will cover the cost of adult meal charges using non-school nutrition funds, i.e. the general fund. The SFA will maintain documentation of the transfer that takes place to cover the cost of adult meals + tax.</p> <p><input type="checkbox"/> The SFA will increase the adult selling price to at least the minimum requirement + tax. The SFA will ensure adults are charged appropriately each school year.</p> <p><input type="checkbox"/> The following corrective action will be taken to ensure that nonprogram food revenue generates at least the same amount it costs to purchase the food: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> Funds charged for indirect costs in the amount of will be restored to the food service account.</p> <p><input type="checkbox"/> The correct base or rate will be used to recalculate indirect costs. Funds will be restored to the food service account if necessary.</p>		<p><input type="checkbox"/> Nonprogram Food Tool for current school year</p> <p><input type="checkbox"/> Copy of fund transfer</p> <p><input type="checkbox"/> Copy of recalculated indirect costs</p>	<p><input type="checkbox"/> Pricing nonprogram foods</p> <p><input type="checkbox"/> Nonprogram Foods Tool</p> <p><input type="checkbox"/> Adult Meal Prices</p> <p><input type="checkbox"/> Indirect costs</p> <p><input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u></p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of:	T/A provided on day of review:
<p>General Program Compliance: Civil Rights</p> <p><input type="checkbox"/> No documentation to support that a Public Announcement was released.</p> <p><input type="checkbox"/> The Public Announcement contains outdated, missing or incorrect information.</p>	<p><i>Review Form Section 800s</i></p> <p><input type="checkbox"/> A Public Announcement will be sent to the local news media, unemployment office and to large area employers contemplating layoffs and maintain record on file for the current school year in addition to subsequent school years moving forward.</p> <p><input type="checkbox"/> The Public Announcement will be revised to contain all required and correct information.</p>	<p>Regulations 7 CFR 220 7 CFR 210.23, FNS Instruction 113-1</p>	<p><input type="checkbox"/> Documentation to support that the public release was sent to the appropriate entities</p> <p><input type="checkbox"/> A copy of the updated public announcement</p>	<p><input type="checkbox"/> Public Outreach Requirements /Prototype Public Announcement</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>
<p>General Program Compliance: Civil Rights</p> <p><input type="checkbox"/> Documentation to support annual civil rights training for all staff was not maintained.</p> <p><input type="checkbox"/> The USDA Non-Discrimination Statement is not included on all Program documents or is not the updated Non-Discrimination Statement.</p> <p><input type="checkbox"/> The SFA does not appear to be in compliance with all Civil Rights requirements. Describe Problem: <u>Click or tap here to enter text.</u></p>	<p><i>Review Form Section 800s</i></p> <p><input type="checkbox"/> Civil rights training will be given annually to all staff that interacts with program applicants or participants. The SED Child Nutrition Program Civil Rights PowerPoint will be used. The following action will be taken to ensure civil rights training is conducted annually: <u>Click or tap here to enter text.</u></p> <p><input type="checkbox"/> All Program materials will be updated to include the current USDA Non-Discrimination Statement.</p> <p><input type="checkbox"/> The following corrective action will be taken to ensure Civil Rights requirements are met: <u>Click to insert corrective action</u></p>	<p>Regulations 7 CFR 220 7 CFR 210.23, FNS Instruction 113-1</p>	<p><input type="checkbox"/> A copy of the civil rights training sign-in sheet indicating the date that the training was conducted and the names of staff that were in attendance</p>	<p><input type="checkbox"/> Public Outreach Requirements /Prototype Public Announcement</p> <p><input type="checkbox"/> Civil Rights Training</p> <p><input checked="" type="checkbox"/> <u>USDA Non-Discrimination Statement</u></p> <p><input type="checkbox"/> Civil Rights</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p> <p><input type="checkbox"/> <u>Click or tap here to enter text.</u></p>

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Findings(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
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General Program Compliance: SFA On-Site Monitoring Review Form Section 900S

<input type="checkbox"/> The on-site review of the breakfast and lunch counting and claiming system was <input type="checkbox"/> not conducted <input type="checkbox"/> not conducted by February 1 of the current school year.	<input type="checkbox"/> The prototype SED Child Nutrition Program Self-Review Form will be used to conduct a self-review of all affected Recipient Agencies.	<input type="checkbox"/> The SFA will stay up to date with memos and material posted to the CNKC to ensure the required self-reviews are conducted annually by the established deadline(s).	<input type="checkbox"/> Completed Self-Reviews for each RA in the SFA	<input type="checkbox"/> Self-Review Requirements <input type="checkbox"/> NYSED prototype Self-Review Forms <input type="checkbox"/> Staff training
<input type="checkbox"/> A self-review of the afterschool snack program was: <input type="checkbox"/> not conducted <input type="checkbox"/> First review not conducted within the first 4 weeks of operation <input type="checkbox"/> Second review not conducted prior to the end of the school year	<input type="checkbox"/> The SFA will conduct all required follow-up reviews to ensure corrective action from the initial self-review was implemented.	<input type="checkbox"/> The SFA will stay up to date with memos and material posted to the CNKC to ensure the required self-reviews are conducted annually by the established deadline(s).	<input type="checkbox"/> Completed Self-Reviews for each RA in the afterschool snack program <input type="checkbox"/> Results of the follow-up review	<input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u> <input type="checkbox"/> <u>Click or tap here to enter text.</u>
<input type="checkbox"/> The SFA did not conduct a follow-up review to ensure corrective action from the initial self-review was implemented.	<input type="checkbox"/> The SFA will conduct all required follow-up reviews to ensure corrective action from the initial self-review was implemented.	<input type="checkbox"/> The SFA will stay up to date with memos and material posted to the CNKC to ensure the required self-reviews are conducted annually by the established deadline(s).	<input type="checkbox"/> Completed Self-Reviews for each RA in the SFA	<input type="checkbox"/> Self-Review Requirements <input type="checkbox"/> NYSED prototype Self-Review Forms <input type="checkbox"/> Staff training

General Program Compliance: Local Wellness Policy Review Form Section 1000S

<input type="checkbox"/> No Local Wellness Policy <input type="checkbox"/> Local Wellness Policy requirements are not met.	<input type="checkbox"/> A Local Wellness Policy committee will be formed who will develop a Local Wellness Policy. <input type="checkbox"/> The following corrective action will be taken to ensure Local Wellness Policy requirements are met: <u>Click or tap here to enter text.</u>	<input type="checkbox"/> The Local Wellness Policy	<input type="checkbox"/> Local Wellness Policy Requirements <input type="checkbox"/> LWP Checklist <input type="checkbox"/> Staff training <input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u>
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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
General Program Compliance: Smart Snacks In School <i>Review Form Section 1100s</i>				
<input type="checkbox"/> Foods and/or beverages sold during the school day are not compliant with Smart Snack regulations as defined. The following items are not allowable: <input type="checkbox"/> There is no process to ensure food items sold during the school day are in compliance with Smart Snack regulations.	<input type="checkbox"/> The SFA will discontinue selling unallowable food item(s) to students during the school day. <input type="checkbox"/> The SFA will use the <u>Smart Snack Product Calculator</u> to determine whether food items sold during the school day are in compliance with the Smart Snack regulations and maintain results for all items to ensure all foods sold to students are compliant with Smart Snack regulations.			<input type="checkbox"/> The Smart Snack Product Calculator <input type="checkbox"/> Smart Snack Requirements <input type="checkbox"/> Staff training <input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u>
General Program Compliance: Professional Standards <i>Review Form Section 1200s</i>				
<input type="checkbox"/> The new school nutrition program director does not meet the hiring requirements <input type="checkbox"/> All school nutrition program personnel have not met or will not meet the annual training requirements. <input type="checkbox"/> The SFA is not maintaining the appropriate documentation necessary to demonstrate that all staff meet the annual training requirements.	<input type="checkbox"/> SED will consult with USDA prior to finalizing the following corrective action plan to meet the hiring requirements: <u>Click or tap here to enter text.</u> <input type="checkbox"/> The following action will be taken to ensure that annual training requirements are met for all school nutrition program personnel: <input type="checkbox"/> Complete Professional Standards Webinar <input type="checkbox"/> Compile a list of all staff with CN program responsibilities including those with supervisory and administrative roles and teachers serving and counting meals in the classroom and develop a Professional Standards tracking tool <input type="checkbox"/> Develop a plan to ensure all staff meet annual training requirements by the end of the school year & record all completed trainings on Professional Standards Tracking tool			<input type="checkbox"/> Hiring requirements for new school nutrition directors <input type="checkbox"/> Annual training Requirements for school nutrition personnel <input type="checkbox"/> Staff training <input type="checkbox"/> Info on <u>Child Nutrition Knowledge Center</u> <input type="checkbox"/> <u>Click or tap here to enter text.</u>

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Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
General Program Compliance: Water Review Form Section 1300s				
<input type="checkbox"/> Free potable water is not available to students during the meal service. <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch	<input type="checkbox"/> The following action will be taken to ensure water is made available during meal service: <u>Click or tap here to enter text.</u>			<input type="checkbox"/> Potable Water <input type="checkbox"/> Info on Child Nutrition Knowledge Center
General Program Compliance: Food Safety Review Form Section 1400s				
<input type="checkbox"/> No written food safety plan is maintained. <input type="checkbox"/> The written food safety plan is outdated and/or does not reflect actual practices. <input type="checkbox"/> No documentation to support food safety inspections were requested from the health dept. <input type="checkbox"/> The most recent health inspection was not posted in a publicly visible location in accordance with USDA regulations. <input type="checkbox"/> HACCP principles and/or local and State health standards are not being met. <input type="checkbox"/> No current Food Service Permit <input type="checkbox"/> Improper personal hygiene <input type="checkbox"/> Cross-contamination is not prevented <input type="checkbox"/> Food temps not monitored/recorded <input type="checkbox"/> Refrigerator and/or freezer temperatures not monitored/recorded <input type="checkbox"/> Food prep and/or service areas not clean <input type="checkbox"/> Utensils/equipment not clean <input type="checkbox"/> Evidence of pests present <input type="checkbox"/> Improper food storage	<input type="checkbox"/> Site-specific, written food safety plan(s) will be revised, reflecting current food safety HACCP principles and maintained at each school. <input type="checkbox"/> The following corrective action will be taken to ensure that food safety inspections are requested from the health department annually: <u>Click or tap here to enter text.</u> <input type="checkbox"/> The following corrective action will be taken to ensure that the most recent health inspection is posted in a publicly visible location: <u>Click or tap here to enter text.</u> <input type="checkbox"/> The following corrective action will be taken to ensure that HACCP principles and/or local and State health standards are met: <u>Click or tap here to enter text.</u>		<input type="checkbox"/> Food safety plan <input type="checkbox"/> Inspection request to health department <input type="checkbox"/> Copy of health inspection <input type="checkbox"/> Permit to operate a food service issued by the health dept	Regulation 7 CFR 210.13(c) <input type="checkbox"/> Resources available for SFAs to use to develop a written food safety plan. <input type="checkbox"/> School Food Safety Inspection Requirements <input type="checkbox"/> Staff training <input type="checkbox"/> Info on Child Nutrition Knowledge Center <input type="checkbox"/> <u>Click or tap here to enter text.</u>

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
General Program Compliance: Buy American Review Form Section 1400s				
<input type="checkbox"/> A review of the food products on-site at reviewed schools and/or at off-site storage facilities indicated a violation of the Buy American provision. The following products were found in violation: <ul style="list-style-type: none"> • Click insert item • Click insert item • Click insert item • Click insert item • Click insert item 	<input type="checkbox"/> The SFA will ensure the Buy American provision is included in all bid specifications, solicitations and contracts. <input type="checkbox"/> Training will be provided to SFA procurement and receiving staff to ensure vendor responses to bids/proposals include domestic foods and to review food deliveries to determine the country of origin is the United States or territories, as applicable, prior to accepting foods.			Regulations 7 CFR 210.21(d) <input type="checkbox"/> Buy American provision <input type="checkbox"/> Small Purchase WS <input type="checkbox"/> Staff training <input type="checkbox"/> Info on Child Nutrition Knowledge Center <input type="checkbox"/> Click or tap here to enter text.
General Program Compliance: Reporting and Recordkeeping Review Form Section 1500s				
<input type="checkbox"/> Program records are not maintained on file for three years plus the current year. <input type="checkbox"/> Reports are not submitted to SED by deadlines. <ul style="list-style-type: none"> <input type="checkbox"/> Verification Collection Report (Dec 15) <input type="checkbox"/> Cash Analysis (Oct 31) <input type="checkbox"/> Health Inspection Report (Oct 15) <input type="checkbox"/> Results of the independent review of applications (Oct 31) <input type="checkbox"/> Reimbursement claims are not submitted within 60 days following the last day of the full month covered by the claim 	<input type="checkbox"/> The following corrective action will be taken to ensure that Program records are maintained on file for three years plus the current year: Click or tap here to enter text. <input type="checkbox"/> The following corrective action will be taken to ensure reports are submitted to SED timely: Click or tap here to enter text.		<input type="checkbox"/> Copy of Record Retention Policy <input type="checkbox"/> Plan listing report, responsible staff and applicable deadlines.	Regulations 7 CFR 210.23, 7 CFR 210.15 7 CFR 220 <input type="checkbox"/> Recordkeeping requirements <input type="checkbox"/> Staff training <input type="checkbox"/> Click or tap here to enter text.

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
General Program Compliance: School Breakfast and Summer Food Service Program Outreach <i>Review Form Section 1600s</i>				
<input type="checkbox"/> The School Breakfast Program is not being promoted as required. <input type="checkbox"/> The Summer Food Service Program is not being promoted as required.	<input type="checkbox"/> Households will be informed of the availability of the School Breakfast Program just prior to or at the beginning of the school year. <input type="checkbox"/> The following corrective action will be taken to ensure that reminders of the availability of the School Breakfast Program will be put out multiple times throughout the school year: <u>Click or tap here to enter text.</u>		<input type="checkbox"/> Notice that will be sent to households	<input type="checkbox"/> SBP outreach <input type="checkbox"/> SFSP Outreach <input type="checkbox"/> Staff training <input type="checkbox"/> CNKC: - Free Flyers - USDA Mapper - Nat'l Hunger Hotline * 1-866-3-HUNGRY * 1-877-3-HAMBRE - USDA Text Line * Text "Summer Meals" or "Verano" to 97779
Other Federal Program Reviews: Fresh Fruit and Vegetable Program (FFVP) <i>Review Form Section 1900s</i>				
<input type="checkbox"/> *The Fresh Fruit and Vegetable Program is not administered as required. Describe Problem: <u>Click or tap here to enter text.</u>	<input type="checkbox"/> To ensure the FFVP is appropriately administered, the SFA will: <input type="checkbox"/> Establish an implementation or operational plan that addresses "who does what, where and when?" to ensure all operational guidelines are followed <input type="checkbox"/> Maintain documentation (i.e. budgets, purchase orders and invoices) to support the monthly claim for reimbursement <input type="checkbox"/> Click or tap here to enter text.		<input type="checkbox"/> Implementation Plan <input type="checkbox"/> Budget, Purchase orders & Invoices for the month of: <u>Click or tap to enter a date.</u>	<input type="checkbox"/> Fresh Fruit and Vegetable Program requirements <input type="checkbox"/> Staff training <input type="checkbox"/> Info on Child Nutrition Knowledge Center <input type="checkbox"/> <u>Click or tap here to enter text.</u>
Regulations 7 CFR 211				

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information

SFA Name: South Colonie CSD

Corrective Action Plan (CAP) & Technical Assistance (T/A)

Finding(s)	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	Documents to be submitted to SED within 30 days of: 05/23/19	T/A provided on day of review:
Other Federal Program Reviews: Special Milk Program Review Form Section 2000s				
<input type="checkbox"/> *The Special Milk Program is not administered as required. Describe Problem: <u>Click or tap here to enter text.</u>	<input type="checkbox"/> The following corrective action will be taken to ensure the Special Milk Program is appropriately administered: <u>Click or tap here to enter text.</u>			<input type="checkbox"/> Special Milk Program Requirements <input type="checkbox"/> Staff training
Other Findings: <u>Click or tap here to enter text.</u>				
<input type="checkbox"/> <u>Click or tap here to enter text.</u> <input type="checkbox"/> <u>Click or tap here to enter text.</u>	<input type="checkbox"/> <u>Click or tap here to enter text.</u> <input type="checkbox"/> <u>Click or tap here to enter text.</u>		<input type="checkbox"/> <u>Click or tap here to enter text.</u>	<input type="checkbox"/> <u>Click or tap here to enter text.</u>

*Finding(s) that may result in fiscal action. Refer to the Fiscal Action Chart for more information