



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

SFA: St James School	SFA LEA Code: 511101155007
Date of Review: 12/6/2023	Date of Exit Conference: 12/6/2023
Reviewed School (A): St James School	Reviewed School (B):
Reviewed School (C):	Reviewed School (D):
SED Contact Person: Amy Losee	
Reviewer(s): Amy Losee	

**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
Sandra Maloy	FSD	
Laurel Bartholomew	Principal	

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 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 are 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 uploaded to SharePoint, 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 CAP form 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 School Breakfast Program and National School Lunch Program, including the Seamless Summer Option, 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## Fiscal Action Chart

Module	Findings	Fiscal Action	Period Fiscal Action is Applied
Certification and Benefit Issuance	<ul style="list-style-type: none"> <li>Miscategorized certifications</li> <li>Benefit Issuance Errors</li> </ul>	Based on adjustment factor	Review Period and month of on-site review
	<ul style="list-style-type: none"> <li>Meal/snack count consolidation and/or reporting errors</li> <li>Second/other ineligible meals/snacks claimed</li> <li>Meal/snack counts do not equal the number of meals served to eligible children</li> <li>Meal/snack counts exceed the number of eligible students by category</li> </ul>	<ul style="list-style-type: none"> <li>Non-systemic error(s)*: all errors</li> <li>Systemic error(s)**: all errors</li> </ul>	<ul style="list-style-type: none"> <li>Review Period</li> <li>Review period and all previous months back to month error first occurred</li> </ul>
Meal Counting and Claiming	<ul style="list-style-type: none"> <li>Second/other ineligible meals/snacks counted</li> <li>Meal/snack counts do not equal the number of meals served to eligible children</li> <li>Meal/snack counts exceed the number of eligible students by category</li> </ul>	All meals/snacks observed in error	Day of Review
	<ul style="list-style-type: none"> <li>Missing meal components</li> <li>Repeat violations:                             <ul style="list-style-type: none"> <li>Vegetable Subgroup requirements</li> <li>Milk type requirements</li> <li>Food quantity requirements</li> <li>Whole grain-rich food requirements</li> <li>Dietary specifications requirements</li> </ul> </li> </ul>	All meals/snacks found in error	Review Period
Meal Components and Quantities	<ul style="list-style-type: none"> <li>Missing production records</li> </ul>	All meals/snacks found in error	Review period and all previous months back to month error first occurred
	<ul style="list-style-type: none"> <li>Meals served contain less than ½ cup of fruits or vegetables</li> <li>Repeat violations:                             <ul style="list-style-type: none"> <li>Food quantity requirements</li> <li>Milk type requirements</li> <li>Whole grain-rich food requirements</li> </ul> </li> </ul>	All meals observed in error	Day of Review
Fresh Fruit and Vegetable Program	<ul style="list-style-type: none"> <li>Unsupported costs and/or unallowable costs</li> </ul>	Costs on claim for reimbursement that are not properly payable	Review Period
	<ul style="list-style-type: none"> <li>Milk count consolidation and/or reporting errors</li> <li>Certification errors</li> </ul>	All unallowable milks claimed	Review Period
Special Milk Program	<ul style="list-style-type: none"> <li>Milk counts do not equal number of milks served to eligible children</li> <li>Ineligible milks counted</li> </ul>	All milks observed in error	Day of Review

- ❖ Notification of any fiscal action taken as a result of an Administrative Review will be sent in a separate letter
- ❖ Fiscal action will be disregarded if the overpayment does not exceed \$600.

\*non-systemic error- contributing factors are unusual, not part of the normal operating procedure, and the system does not require changes to achieve accurate results

\*\*systemic error- any contributing factors are built into the process and would likely reoccur if the process is not changed



Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	T/A provided on day of review:
<b>Finding(s)</b>	<b>Corrective Action (CA) to be taken by the SFA</b>	<b>Documents to be submitted to SED within 30 days of:</b>	<b>Regulations: 7 CFR 245.6</b>
<p><b>Meal Access and Reimbursement: Certification and Benefit Issuance</b> <i>Review Form Section 100s</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: <a href="#">Click or tap here to enter text.</a></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: <a href="#">Click or tap here to enter text.</a> 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: <a href="#">Click or tap here to enter text.</a></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 type="checkbox"/> Approving Free and Reduced-Price Applications</p> <p><input type="checkbox"/> Utilizing the <a href="#">USDA Eligibility Manual for School Meals</a></p> <p><input type="checkbox"/> Maintaining a Benefit Issuance Document</p> <p><input type="checkbox"/> <a href="#">Independent Review of Applications</a></p> <p><input type="checkbox"/> <a href="#">Staff training</a></p> <p><input type="checkbox"/> <a href="#">Policy Information</a></p> <p><input type="checkbox"/> <a href="#">Info on Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>

SFA Name: St James School		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:	T/A provided on day of review:
<b>Meal Access and Reimbursement: Certification and Benefit Issuance</b> <i>Review Form Section 100s</i> <b>Regulations: 7 CFR 245.5, 7 CFR 245.6</b>				
<input type="checkbox"/> The Direct Certification Matching Process (DCMP) was not conducted as required.  <input type="checkbox"/> Documentation to support that the following information was sent to households was not maintained: <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  <input type="checkbox"/> There is outdated, missing or incorrect information on the: <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  <input type="checkbox"/> Administrative Prerogative was incorrectly used.	<input type="checkbox"/> The following system will be implemented to ensure DCMP is conducted at least three times each school year: <a href="#">Click or tap here to enter text.</a>  <input type="checkbox"/> The parent letter, application form and instructions will be sent to households.  <input type="checkbox"/> The following action will be taken to ensure information is sent to households as required and maintained on file: <a href="#">Click or tap here to enter text.</a>  <input type="checkbox"/> The application and/or letter(s) will be revised to contain all required and correct information.  <input type="checkbox"/> The following system will be implemented to ensure administrative prerogative will be utilized properly: <a href="#">Click or tap here to enter text.</a>		<input type="checkbox"/> A copy of the updated Income Application.  <input type="checkbox"/> Documentation to support that the Parent Letter, application forms and instructions were sent to the appropriate entities.  <input type="checkbox"/> A copy of all the updated letters noted in the findings column.	<input type="checkbox"/> <u>Direct Certification Matching Process</u> <input type="checkbox"/> <u>Income Applications</u> *Application maintenance <input type="checkbox"/> <u>Eligibility Training</u> <input type="checkbox"/> <u>Policy Information</u> <input type="checkbox"/> Parent Letter  <input type="checkbox"/> Notification Letter requirements  <input type="checkbox"/> Utilizing the <u>USDA Eligibility Manual for School Meals</u>  <input type="checkbox"/> <u>Administrative Prerogative/eligible households that haven't applied</u>  <input type="checkbox"/> <u>Staff training</u>  <input type="checkbox"/> <u>Community Eligibility Provision (CEP)</u>

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

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	T/A provided on day of review:
<b>Finding(s)</b>			

Meal Access and Reimbursement: <b>Verification</b>		Regulations 7 CFR 245.6a	
Review Form Section 200s			
<input type="checkbox"/> The income verification process was not completed by November 15 <sup>th</sup> . <input type="checkbox"/> 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 2019-20 Verification Booklet. <input type="checkbox"/> No confirmation review was conducted on the applications selected for verification. <input type="checkbox"/> The number of applications verified was incorrect. <input type="checkbox"/> 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. <input type="checkbox"/> Applications were not correctly verified. Refer to the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) for the list of affected students.	<input type="checkbox"/> The following corrective action will be implemented to ensure Income Verification is conducted accurately and/or within deadlines established: <a href="#">Click or tap here to enter text.</a>	<input type="checkbox"/> A copy of the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) noting the date that corrections were made for each student listed.	<input type="checkbox"/> <a href="#">Income Verification Process</a> <input type="checkbox"/> <a href="#">Confirmation Review</a> <input type="checkbox"/> <a href="#">Verification Training</a> <input type="checkbox"/> <a href="#">Direct Verification</a> <input type="checkbox"/> <a href="#">Sample Pool</a> <input type="checkbox"/> <a href="#">Verification Collection Report</a> <input type="checkbox"/> <a href="#">Appropriate Income Documentation</a> <input type="checkbox"/> <a href="#">USDA Eligibility Manual for School Meals</a> <input type="checkbox"/> <a href="#">Staff training</a> <input type="checkbox"/> <a href="#">Info on Child Nutrition Knowledge Center</a> <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>

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Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	T/A provided on day of review:
Finding(s)	Documents to be submitted to SED within 30 days of:		
<i>Review Form Section 200s</i>			
<b>Meal Access and Reimbursement: Verification</b>			
<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 were 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"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> The following corrective action will be implemented to ensure Income Verification is conducted accurately and/or within deadlines established: <a href="#">Click or tap here to enter text.</a></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"/> <a href="#">Income Verification Process</a></p> <p><input type="checkbox"/> <a href="#">Confirmation Review</a></p> <p><input type="checkbox"/> <a href="#">Direct Verification</a></p> <p><input type="checkbox"/> <a href="#">Sample Pool</a></p> <p><input type="checkbox"/> <a href="#">Verification Collection Report</a></p> <p><input type="checkbox"/> <a href="#">Appropriate Income Documentation</a></p> <p><input type="checkbox"/> <a href="#">Utilizing the USDA Eligibility Manual for School Meals</a></p> <p><input type="checkbox"/> <a href="#">Staff training</a></p> <p><input type="checkbox"/> <a href="#">Info on Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></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 href="#">Click or tap here to enter text.</a></p>			



SFA Name: St James School				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:	T/A provided on day of review:	
<b>Meal Access and Reimbursement: Meal Counting and Claiming</b> <i>Review Form Section 300s</i> <b>Regulations: 7 CFR 210.7, 7 CFR 210.18</b>					
<input type="checkbox"/> *The claim for reimbursement was incorrectly consolidated. This error is: <input type="checkbox"/> Systemic <input type="checkbox"/> Non-Systemic <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack	<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.			<input type="checkbox"/> Breakfast in the classroom <input type="checkbox"/> Counting meals at the point of service <input type="checkbox"/> POS Documents (POS logs, Rosters, tic sheets, tickets, etc.) <input type="checkbox"/> Edit Checks <input type="checkbox"/> Staff training	
<input type="checkbox"/> *Meal counts by category were not combined and recorded correctly on the claim for reimbursement. This error is: <input type="checkbox"/> Systemic <input type="checkbox"/> Non-Systemic <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack	<input type="checkbox"/> The following corrective action will be taken to ensure meal counts by category are combined and recorded accurately: <a href="#">Click or tap here to enter text.</a>				
<input type="checkbox"/> *The meal counting and claiming system does not prevent overt identification of students receiving free and reduced-price benefits. <input type="checkbox"/> The SFA's meal counting system at the POS does not have appropriate edit checks in place Recipient Agency(s): <a href="#">Click or tap here to enter text.</a>	<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: <a href="#">Click or tap here to enter text.</a>				
<input type="checkbox"/> *Meals are not counted at the point of service <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack	<input type="checkbox"/> The following corrective action will be taken to ensure meals are counted at the point of service: <a href="#">Click or tap here to enter text.</a>				

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	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:
Finding(s)	T/A provided on day of review:		
<b>Nutritional Quality and Meal Pattern: Meal Components and Quantities</b> <i>Review Form Section 400s</i> <b>Regulations 7 CFR 220.8, 7 CFR 210.10</b>			
<input type="checkbox"/> *Production records were not maintained as required. <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> *Production records were not completed consistently and/or accurately. <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Standardized recipes were not completed consistently and/or accurately. <input type="checkbox"/> Crediting documentation was not maintained as required. <input type="checkbox"/> *Meals Offered at: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack <input type="checkbox"/> Did not contain all required components <input type="checkbox"/> Did not contain sufficient quantities <input type="checkbox"/> Repeat Finding <input type="checkbox"/> Were not in portion sizes appropriate to each age/grade group Identified by: <input type="checkbox"/> Review of production records and/or other supporting menu documentation <input type="checkbox"/> Observation Insufficient Component(s): <u>Click or tap here to enter text.</u>	<input type="checkbox"/> SFA staff will complete the trainings indicated below: <input type="checkbox"/> <u>Basic Meal Pattern</u> <input type="checkbox"/> <u>Meal Pattern for Menu Planners</u> <input type="checkbox"/> <u>Menu Planning: Daily Alternate Meals</u> <input type="checkbox"/> <u>Preschool Meal Pattern</u> <input type="checkbox"/> <u>Production Records Snip-it</u> <input type="checkbox"/> <u>Standardized Recipes Snip-it</u> <input type="checkbox"/> The SFA will ensure production records and/or other supporting menu documentation are maintained to indicate the meal pattern is being followed. <input type="checkbox"/> The SFA will ensure that each required component is offered in the minimum required quantities. <input type="checkbox"/> The SFA will ensure standardized recipes are completed, consistent, and updated. <input type="checkbox"/> The SFA will ensure crediting documentation is maintained to indicate the meal pattern is being followed. <input type="checkbox"/> The SFA will refer to the <u>Food Based Meal Pattern chart</u> for the appropriate age/grade group while developing menus.		<input type="checkbox"/> <u>Production Records</u> <input type="checkbox"/> <u>Food Based Meal Pattern Requirements</u> <input type="checkbox"/> <u>Crediting Documentation</u> <input type="checkbox"/> <u>Standardized Recipes</u> <input type="checkbox"/> <u>Vegetable Subgroup Requirements</u> <input type="checkbox"/> <u>Menu Substitutions</u> <input type="checkbox"/> <u>Staff training</u> <input type="checkbox"/> <u>Info on Child Nutrition Knowledge Center</u> <input type="checkbox"/> <u>Click or tap here to enter text.</u>

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Corrective Action Plan (CAP) & Technical Assistance (T/A)			
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Finding(s)	Corrective Action (CA) to be taken by the SFA		T/A provided on day of review:
<b>Nutritional Quality and Meal Pattern: Meal Components and Quantities</b> <i>Review Form Section 400s</i> <b>Regulations 7 CFR 220.8 7CFR 210.10</b>			
<input type="checkbox"/> *A Vegetable from the <a href="#">Click or tap here to enter text.</a> subgroup was not served during the review period. <input type="checkbox"/> Repeat Finding	<input type="checkbox"/> The SFA will refer to the <u>Vegetable Subgroup Requirements</u> to ensure a vegetable from each subgroup is offered to students every week.		<input type="checkbox"/> Food Based Meal Pattern Requirements <input type="checkbox"/> Crediting Documentation <input type="checkbox"/> Standardized Recipes <input type="checkbox"/> Whole-Grain Requirements <input type="checkbox"/> <u>Vegetable Subgroup Requirements</u> <input type="checkbox"/> Menu Substitutions <input type="checkbox"/> Age/Grade Group Requirements <input type="checkbox"/> <u>Pre-K Meal Pattern</u> <input type="checkbox"/> Milk variety/types requirements <input type="checkbox"/> <u>Staff training</u> <input type="checkbox"/> <u>Info on Child Nutrition Knowledge Center</u> <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>
<input type="checkbox"/> *Meals served were incomplete. <input type="checkbox"/> All required meal components were not offered to students. <input type="checkbox"/> Meals served were missing required components <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack	<input type="checkbox"/> The SFA will complete the following training(s) and ensure that all meals offered and served contain the required components. <input type="checkbox"/> <u>Basic Meal Pattern</u> <input type="checkbox"/> <u>Meal Pattern for Menu Planners</u> <input type="checkbox"/> <u>Menu Planning: Daily Alternate Meals</u> <input type="checkbox"/> <u>Preschool Meal Pattern</u> <input type="checkbox"/> <u>Production Records Snip-it</u> <input type="checkbox"/> <u>Standardized Recipes Snip-it</u>		<input type="checkbox"/> Menu and other supporting menu documentation for one week during the month of: <a href="#">Click to select Mo/Yr</a> for affected recipient agency(s).
<input type="checkbox"/> Missing Component(s): <a href="#">Click or tap here to enter text.</a>	<input type="checkbox"/> The SFA will refer to the <u>Food Based Meal Pattern chart</u> for the appropriate age/grade group while developing menus		
<input type="checkbox"/> Pre-school meal pattern was not followed when students were not co-mingled with other age/grade groups.  <input type="checkbox"/> * 80% of the weekly grains offered are not whole-grain rich. <input type="checkbox"/> Repeat Finding	<input type="checkbox"/> The following corrective action will be taken to ensure that grain items are whole-grain rich: <a href="#">Click or tap here to enter text.</a>		

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<b>Nutritional Quality and Meal Pattern: Meal Components and Quantities</b> <i>Review Form Section 400s</i> <b>Regulations 7 CFR 220.8 7CFR 210.10</b>					
<input type="checkbox"/> *Fluid milk was not offered in at least two varieties. <input type="checkbox"/> <i>Repeat Finding</i>	<input type="checkbox"/> The SFA will ensure two allowable milk types are offered to students at breakfast and lunch each day. <input type="checkbox"/> The SFA will discontinue serving unallowable milk types as part of reimbursable school meals. <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.			<input type="checkbox"/> Food Based Meal Pattern Requirements <input type="checkbox"/> Milk variety/types requirements <input type="checkbox"/> <u>Staff training</u> <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"/> *An unallowable milk type(s) was offered. <input type="checkbox"/> <i>Repeat Finding</i>					
<b>Nutritional Quality and Meal Pattern: Meal Components and Quantities</b> <i>Review Form Section 400s</i> <b>Regulations 7 CFR 220.8 7CFR 210.10</b>					
<input type="checkbox"/> Signage indicating what constitutes a reimbursable meal was not displayed. <input type="checkbox"/> *The meal service was not structured to comply with the required age/grade group requirements. <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack	<input type="checkbox"/> The following corrective action will be taken to ensure signage indicating what constitutes a reimbursable meal is displayed: <input type="checkbox"/> Complete the <u>Signage training</u> <input type="checkbox"/> Order <u>free signage from CNKC</u> & ensure it is displayed in the location reimbursable meals are served each day. <input type="checkbox"/> The following corrective action will be taken to ensure the meal service is structured to comply with <u>age/grade group requirements</u> : <u>Click or tap here to enter text.</u>			<input type="checkbox"/> <u>Signage Requirements</u> <input type="checkbox"/> <u>Resource Order Form</u> <input type="checkbox"/> Age/Grade Group Requirements <input type="checkbox"/> <u>Staff training</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>				

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	T/A provided on day of review:
<b>Finding(s)</b>			
<b>Nutritional Quality and Meal Pattern: Offer versus Serve (OVS) Review Form Section 500s Regulations 7 CFR 245.6a</b>			
<input type="checkbox"/> Signage did not indicate meal requirements under OVS. <input type="checkbox"/> OVS is not properly implemented. <input checked="" type="checkbox"/> Staff is not adequately trained on OVS requirements. <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>	The SFA will complete the following corrective action: <input type="checkbox"/> Ensure signage includes requirements under OVS. <input type="checkbox"/> Ensure OVS is properly implemented. <input type="checkbox"/> Order <u>free signage from CNKC</u> <input checked="" type="checkbox"/> Ensure all staff meet OVS Training requirements below: <input type="checkbox"/> <a href="#">Signage training</a> <input checked="" type="checkbox"/> <a href="#">OVS Training</a> <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>	1/26/24	<input type="checkbox"/> <a href="#">Signage Requirements</a> <input checked="" type="checkbox"/> <a href="#">Resource Order Form</a> <input type="checkbox"/> ThinkBreakfast.com <input checked="" type="checkbox"/> Offer vs Serve <input type="checkbox"/> <a href="#">Staff training</a> <input type="checkbox"/> Info on <a href="#">Child Nutrition Knowledge Center</a> <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>
<b>Nutritional Quality and Meal Pattern: Dietary Specifications and Nutrient Analysis Review Form Section 600s Regulations 7 CFR 220.8, 7CFR210.10</b>			
<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: <a href="#">Click or tap here to enter text.</a>		<input type="checkbox"/> <a href="#">Staff training</a> <input type="checkbox"/> Info on <a href="#">Child Nutrition Knowledge Center</a> <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>
	<input type="checkbox"/> Updated menu, production records, standardized recipes, labels, product formulation statements, for one week in the month of: <a href="#">Click or tap to enter a date.</a>		

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	T/A provided on day of review:
<p style="text-align: center;">Review Form Section 700s</p> <p style="text-align: center;">Regulations 7 CFR 210.19, 7 CFR 210.14</p>			
<p><b>Finding(s)</b></p> <p><b>Resource Management</b></p> <p><input type="checkbox"/> The Nonprofit Food Service Account has an excess fund balance that exceeds three months' average operating expenses</p> <p><input type="checkbox"/> The Nonprofit Food Service Account has a negative ending fund balance of:</p> <p><input type="checkbox"/> The Paid Lunch Equity Tool was not completed to evaluate the SFAs paid selling price.</p> <p><input type="checkbox"/> The SFA did not increase the paid selling price as required.</p>	<p><input type="checkbox"/> A plan will be prepared to spend down the excess funds.</p> <p><input type="checkbox"/> The following corrective action will be taken to maintain a balance in the non-profit foodservice account that is not negative: <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> The Paid Lunch Equity 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 by the SFA: <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> Plan to spend down excess fund balance.</p> <p><input type="checkbox"/> Copy of fund transfer(s).</p> <p><input type="checkbox"/> Paid Lunch Equity Tool for current school year.</p>	<p><input type="checkbox"/> Allowable and unallowable Program costs</p> <p><input type="checkbox"/> Maintaining a positive fund balance in school lunch account</p> <p><input type="checkbox"/> Meal Charge Policy</p> <p><input type="checkbox"/> Paid lunch equity</p> <p><input type="checkbox"/> Paid Lunch Equity Tool</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	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:
Finding(s)	T/A provided on day of review:		
<b>Resource Management</b>			
<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"/> There is 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: <a href="#">Click or tap here to enter text.</a></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: <a href="#">Click or tap here to enter text.</a></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"/> <a href="#">Pricing nonprogram foods</a></p> <p><input type="checkbox"/> <a href="#">Nonprogram Foods Tool</a></p> <p><input type="checkbox"/> <a href="#">Adult Meal Prices</a></p> <p><input type="checkbox"/> <a href="#">Indirect costs</a></p> <p><input type="checkbox"/> <a href="#">Info on Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<b>Review Form Section 700s</b>			
<b>Regulations 7 CFR 210.14, 2 CFR 225</b>			

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	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:
Finding(s)	T/A provided on day of review:		
<b>Regulations 7 CFR 210.23, FNS Instruction 113-1</b>			
<i>Review Form Section 800s</i>			
<p><b>General Program Compliance: Civil Rights</b></p> <p><input type="checkbox"/> No documentation was maintained to support that a Public Announcement was released.</p> <p><input type="checkbox"/> The Public Announcement contains outdated, missing or incorrect information.</p> <p><input type="checkbox"/> The SFA does not have a meal modifications policy.</p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></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><input type="checkbox"/> A written meal modifications process should be developed, staff trained and parents notified of the availability of this process to make requests, understand their rights to examine the record and file a grievance when modifications are not granted and receive notice of the final decision and procedure for review.</p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></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"/> Written meal modifications process.</p>	<p><input checked="" type="checkbox"/> <a href="#">Public Outreach Requirements /Prototype Public Announcement</a></p> <p><input type="checkbox"/> Info on <a href="#">Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Meal Modifications Training</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<b>Regulations 7 CFR 220 7 CFR 210.23, FNS Instruction 113-1</b>			
<i>Review Form Section 800s</i>			
<p><b>General Program Compliance: Civil Rights</b></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"/> 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: <a href="#">Complete training_log attendance, retain for records</a></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"/> <a href="#">Public Outreach Requirements /Prototype Public Announcement</a></p> <p><input type="checkbox"/> <a href="#">Civil Rights Training</a></p> <p><input type="checkbox"/> <a href="#">USDA Non-Discrimination Statement</a></p>

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



Corrective Action Plan (CAP) & Technical Assistance (T/A)				
SFA Name: St James School	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><input type="checkbox"/> The SFA does not appear to be in compliance with all Civil Rights requirements. Describe Problem: <a href="#">Click or tap here to enter text.</a></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: Click to insert corrective action</p>			<p><input type="checkbox"/> <a href="#">Civil Rights</a></p> <p><input type="checkbox"/> Info on <a href="#">Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<p><b>General Program Compliance: SFA On-Site Monitoring</b> <span style="float: right;"><b>Regulations 7 CFR 210.8, 7 CFR 210.9</b></span></p>				
<p><input type="checkbox"/> The on-site review of the breakfast and lunch counting and claiming system was:</p> <p><input type="checkbox"/> not conducted.</p> <p><input type="checkbox"/> not conducted by February 1 of the current school year.</p> <p><input type="checkbox"/> A self-review of the afterschool snack program was:</p> <p><input type="checkbox"/> not conducted.</p> <p><input type="checkbox"/> first review not conducted within the first 4 weeks of operation.</p> <p><input type="checkbox"/> second review not conducted prior to the end of the school year.</p> <p><input type="checkbox"/> The SFA did not conduct a follow-up review to ensure corrective action from the initial self-review was implemented.</p>	<p><i>Review Form Section 900s</i></p> <p><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.</p> <p><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).</p> <p><input type="checkbox"/> The SFA will conduct all required follow-up reviews to ensure corrective action from the initial self-review was implemented.</p>		<p><input type="checkbox"/> Completed Self-Reviews for each RA in the SFA.</p> <p><input type="checkbox"/> Completed Self-Reviews for each RA in the afterschool snack program.</p> <p><input type="checkbox"/> Results of the follow-up review.</p>	<p><input type="checkbox"/> Self-Review <a href="#">Requirements</a></p> <p><input type="checkbox"/> NYSED prototype <a href="#">Self-Review Forms</a></p> <p><input type="checkbox"/> <a href="#">Staff training</a></p> <p><input type="checkbox"/> Info on <a href="#">Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<p><b>General Program Compliance: Local Wellness Policy</b> <span style="float: right;"><b>Regulations NSLA (42 U.S.C. 1758b) Section 9A</b></span></p>				
<p><input type="checkbox"/> The SFA has no Local Wellness Policy.</p>	<p><i>Review Form Section 1000s</i></p> <p><input type="checkbox"/> A Local Wellness Policy committee will be formed who will develop a Local Wellness Policy.</p>		<p><input type="checkbox"/> The Local Wellness Policy.</p>	<p><input type="checkbox"/> <a href="#">Local Wellness Policy requirements</a></p>

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

SFA Name: St James School				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:	T/A provided on day of review:	
<input checked="" type="checkbox"/> Local Wellness Policy requirements are not met.	<input checked="" type="checkbox"/> The following corrective action will be taken to ensure Local Wellness Policy requirements are met: SFA must complete <u>Triannual review and obtain an updated list of LWP committee members</u>		-Completed Triannual Review -List of current LWP Committee members	<input checked="" type="checkbox"/> <u>LWP Checklist</u> <input type="checkbox"/> <u>Staff training</u> <input type="checkbox"/> <u>Info on Child Nutrition Knowledge Center</u>	
<b>General Program Compliance: Smart Snacks in School</b> <i>Review Form Section 1100s</i> <b>Regulations 210.11</b>					
<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"/> <u>The Smart Snack Product Calculator</u> <input type="checkbox"/> <u>Smart Snack Requirements</u> <input type="checkbox"/> <u>Staff training</u> <input type="checkbox"/> <u>Info on CNKC</u>	
<b>General Program Compliance: Professional Standards</b> <i>Review Form Section 1200s</i> <b>Regulations 210.30</b>					

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SFA Name: St James School		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:	T/A provided on day of review:
<p><input type="checkbox"/> The new school nutrition program director does not meet the hiring requirements.</p> <p><input type="checkbox"/> All school nutrition program personnel have not met or will not meet the annual training requirements.</p> <p><input type="checkbox"/> The SFA is not maintaining the appropriate documentation necessary to demonstrate that all staff meet the annual training requirements.</p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> SED will consult with USDA prior to finalizing the following corrective action plan to meet the hiring requirements: <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> The following action will be taken to ensure that annual training requirements are met for all school nutrition program personnel:</p> <p><input type="checkbox"/> Complete Professional Standards Webinar</p> <p><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</p> <p><input type="checkbox"/> Develop a plan to ensure all staff meet annual training requirements by the end of the school year &amp; record all completed trainings on Professional Standards Tracking tool</p>			<p><input type="checkbox"/> <a href="#">Hiring requirements for new school nutrition directors</a></p> <p><input checked="" type="checkbox"/> <a href="#">Annual training requirements for school nutrition personnel</a></p> <p><input type="checkbox"/> <a href="#">Staff training</a></p> <p><input type="checkbox"/> <a href="#">Info on Child Nutrition Knowledge Center</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<b>General Program Compliance: Water</b>				
<p><input type="checkbox"/> Free potable water is not available to students during the meal service:</p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch</p>	<p><input type="checkbox"/> The following action will be taken to ensure water is made available during meal service: <a href="#">Click or tap here to enter text.</a></p>			<p><input type="checkbox"/> <a href="#">Potable Water</a></p> <p><input type="checkbox"/> <a href="#">Info on Child Nutrition Knowledge Center</a></p>
<b>General Program Compliance: Food Safety</b>				
<p><input type="checkbox"/> No written food safety plan is maintained.</p> <p><input type="checkbox"/> The written food safety plan is outdated and/or does not reflect actual practices.</p>	<p><input type="checkbox"/> Site-specific, written food safety plan(s) will be revised, reflecting current food safety HACCP principles and maintained at each school.</p>		<p><input type="checkbox"/> Food safety plan.</p>	<p><input checked="" type="checkbox"/> Resources available for SFAs to use to develop a written food safety plan.</p>

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

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

SFA Name: St James School	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:
<p><input type="checkbox"/> No documentation to support food safety inspections were requested from the health dept.</p> <p><input type="checkbox"/> The most recent health inspection was not posted in a publicly visible location in accordance with USDA regulations.</p> <p><input type="checkbox"/> HACCP principles and/or local and State health standards are not being met.</p> <p><input type="checkbox"/> No current Food Service Permit.</p> <p><input type="checkbox"/> Improper personal hygiene.</p> <p><input type="checkbox"/> Cross-contamination is not prevented.</p> <p><input type="checkbox"/> Food temps not monitored/recorded.</p> <p><input type="checkbox"/> Refrigerator and/or freezer temperatures not monitored/recorded.</p> <p><input type="checkbox"/> Food prep and/or service areas not clean.</p> <p><input type="checkbox"/> Utensils/equipment not clean.</p> <p><input type="checkbox"/> Evidence of pests present.</p> <p><input type="checkbox"/> Improper food storage.</p>	<p><input type="checkbox"/> The following corrective action will be taken to ensure that food safety inspections are requested from the health department annually: <a href="#">Click or tap here to enter text.</a></p> <p><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: <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> The following corrective action will be taken to ensure that HACCP principles and/or local and State health standards are met: <a href="#">Click or tap here to enter text.</a></p>		<p><input type="checkbox"/> School Food Safety Inspection Requirements</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p> <p><input checked="" type="checkbox"/> Temperature Log placement</p>

General Program Compliance: Buy American		Regulations 7 CFR 210.21(d)	
Review Form Section 1400s		Date CA will be fully implemented	Documents to be submitted to SED within 30 days of:
<p><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.</p> <p>The following products were found in violation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Click insert item</a></li> <li>• <a href="#">Click insert item</a></li> <li>• <a href="#">Click insert item</a></li> <li>• <a href="#">Click insert item</a></li> </ul>	<p><input type="checkbox"/> The SFA will ensure the Buy American provision is included in all bid specifications, solicitations and contracts.</p> <p><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.</p>		<p><input checked="" type="checkbox"/> Buy American provision</p> <p><input type="checkbox"/> Small Purchase</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p>

Corrective Action Plan (CAP) & Technical Assistance (T/A)			
SFA Name: St James School	Corrective Action (CA) to be taken by the SFA	Date CA will be fully implemented	T/A provided on day of review:
<p>Finding(s)</p> <ul style="list-style-type: none"> <li>• <a href="#">Click insert item</a></li> </ul>			<input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>
<p><b>General Program Compliance: Reporting and Recordkeeping</b>      <i>Review Form Section 1500s</i>      <b>Regulations 7 CFR 210.23, 7 CFR 210.15 7 CFR 220</b></p>			
<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"> <li><input type="checkbox"/> Verification Collection Report (Dec 15)</li> <li><input type="checkbox"/> Cash Analysis (Oct 31)</li> <li><input type="checkbox"/> Health Inspection Report (Oct 15)</li> <li><input type="checkbox"/> Results of the independent review of applications (Oct 31)</li> <li><input type="checkbox"/> Reimbursement claims are not submitted within 60 days following the last day of the full month covered by the claim</li> </ul>	<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: <a href="#">Click or tap here to enter text.</a>  <input type="checkbox"/> The following corrective action will be taken to ensure reports are submitted to SED timely: <a href="#">Click or tap here to enter text.</a>	<input type="checkbox"/> Copy of Record Retention Policy.  <input type="checkbox"/> Plan listing the report, the responsible staff and applicable deadlines.	<input type="checkbox"/> Recordkeeping requirements  <input type="checkbox"/> Staff training  <input type="checkbox"/> <a href="#">Click or tap here to enter text.</a>
<p><b>General Program Compliance: School Breakfast and Summer Food Service Program Outreach</b>      <i>Review Form Section 1600s</i>      <b>Regulation 7 CFR 210.12</b></p>			
<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: <a href="#">Click or tap here to enter text.</a>	<input type="checkbox"/> Outreach 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: <ul style="list-style-type: none"> <li>- <a href="#">Free Flyers</a></li> <li>- <a href="#">USDA Mapper</a></li> <li>- Nat'l Hunger Hotline</li> <li>* 1-866-3-HUNGRY</li> <li>* 1-877-3-HAMBRE</li> </ul>

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

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

SFA Name: St James School	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
	<p><input type="checkbox"/> The following corrective action will be taken to ensure eligible families are informed of the availability and location of Summer Food Service Program meals: <a href="#">Click or tap here to enter text.</a></p>	<p>Documents to be submitted to SED within 30 days of:</p>
	<p><input type="checkbox"/> The following corrective action will be taken to ensure eligible families are informed of the availability and location of Summer Food Service Program meals: <a href="#">Click or tap here to enter text.</a></p>	<p>T/A provided on day of review:</p> <ul style="list-style-type: none"> <li>- USDA Text Line</li> <li>* Text "Summer Meals" or "Verano" to 97779</li> </ul>
<p><b>Other Federal Program Reviews: Fresh Fruit and Vegetable Program (FFVP)</b>      <i>Review Form Section 1900s</i>      <b>Regulations 7 CFR 211</b></p>		
<p><input type="checkbox"/> *The Fresh Fruit and Vegetable Program is not administered as required. Describe Problem: <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> To ensure the FFVP is appropriately administered, the SFA will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish an implementation or operational plan that addresses "who does what, where and when?" to ensure all operational guidelines are followed</li> <li><input type="checkbox"/> Maintain documentation (i.e. budgets, purchase orders and invoices) to support the monthly claim for reimbursement</li> <li><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></li> </ul>	<p><input type="checkbox"/> Implementation Plan.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget, Purchase orders &amp; Invoices for the month of: <a href="#">Click or tap to enter a date.</a></li> </ul>
	<p><input type="checkbox"/> Fresh Fruit and Vegetable Program requirements</p> <p><input type="checkbox"/> Staff training</p> <p><input type="checkbox"/> Info on Child Nutrition Knowledge Center</p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	
<p><b>Other Federal Program Reviews: Special Milk Program</b>      <i>Review Form Section 2000s</i>      <b>Regulations 7 CFR 215</b></p>		
<p><input type="checkbox"/> *The Special Milk Program is not administered as required. Describe Problem: <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> The following corrective action will be taken to ensure the Special Milk Program is appropriately administered: <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> Special Milk Program Requirements</p> <p><input type="checkbox"/> Staff training</p>
	<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<p><b>Other Findings:</b></p>		
<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>

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

SFA Name: St James School		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:	T/A provided on day of review:	

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

SFA Name: St James School

Initiative & Specific Areas Discussed

Technical Assistance Provided

Further Guidance

Answers

SA Reviewer Instructions: The purpose of this form is to provide technical assistance for SFAs regarding the three NYS Initiatives. Record SFA's answers to the questions below and the TA provided to the SFA specific to the NYS initiative being reviewed. Provide a copy to SFA during the Administrative Review exit conference and keep a copy.

<p>Breakfast After the Bell (BAB)</p>	<p>N</p>	<p><input type="checkbox"/> The SFA will update CNMS to indicate the correct and current delivery method of BAB.</p>	<p><input type="checkbox"/> <a href="#">NYS Initiatives Training</a></p>
<p>Is BAB required?</p>	<p>N</p>	<p><input type="checkbox"/> The SFA will comply with the SBP regulations by: <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Breakfast After the Bell Memo</a></p>
<p>Check all Delivery Method(s) utilized. Breakfast in the classroom</p>		<p><input type="checkbox"/> The SFA will provide notice to parents and guardians that BAB is offered.</p>	<p><input type="checkbox"/> <a href="#">NYS Legislation: Mandatory Breakfast After the Bell Implementation and Reporting of Breakfast Delivery Methods &amp; List of schools required to offer BAB</a></p>
<p>Grab &amp; Go</p>		<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Hunger Solutions- Breakfast After The Bell</a></p>
<p>Second Chance</p>		<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Equipment Funding Memo</a></p>
<p>Vending</p>		<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Breakfast After the Bell Equipment Grant for Eligible Public Schools Guidance</a></p>
<p>Other (Enter Delivery Method)</p>		<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<p>Are the reviewed RA(s) offering the method indicated on their annual renewal?</p>			
<p>If no, what method is the RA(s) using?</p>			
<p>Does BAB operations comply with all SBP regulations?</p>			
<p>Did the SFA provide notice to parents and guardians that they will be offering Breakfast after the Bell?</p>			
<p>Has SBP participation increased since implementing BAB?</p>			
<p>What is RA's percent increase of participation?</p>			
<p>Has this RA experienced any challenges while operating BAB?</p>			
<p>If yes, list the challenges.</p>			



SFA Name: St James School		Technical Assistance (T/A)	
Initiative & Specific Areas Discussed	Answers	Technical Assistance Provided	Further Guidance
<p><b>SA Reviewer Instructions: The purpose of this form is to provide technical assistance for SFAs regarding the three NYS Initiatives. Record SFA's answers to the questions below and the TA provided to the SFA specific to the NYS initiative being reviewed. Provide a copy to SFA during the Administrative Review exit conference and keep a copy.</b></p>			
<p><b>Farm to School</b></p> <p>Do you currently buy local foods?</p>	<p>Yes – farmers market periodically</p>	<p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>	<p><input type="checkbox"/> <a href="#">Farm to School</a></p> <p><input type="checkbox"/> <a href="#">Find NYS Grown &amp; Certified Products</a></p> <p><input type="checkbox"/> <a href="#">Click or tap here to enter text.</a></p>
<p><i>If No:</i></p> <p>What are the barriers?</p>	<p>Limited resources</p>		
<p>Are you interested in being connected with a Farm to School coordinator?</p>	<p>Has contacted CCE in the past, will reach out to local resources.</p>		

**Equipment Grant Review Form-**

SFA Name	St James School
LEA Code	511101155007
RA Name	St James School
RA LEA Code	511101155007
FY Equipment Grant Awarded (Enter FY 19, 20, 21, 22)	None
Equipment Awarded/Purchased	None

**If Awarded FY22: If the SFA has not purchased awarded equipment by the date of their Admin Review, questions 1-5 are not applicable. In this case, skip to question #6.**

1. Is the awarded equipment installed at the RA that was indicated on their application?	
1a. If no, why? Is the equipment utilized at another RA?	
2. Does the serial number match the serial number on file with SED?	
2a. If no, please explain	
3. Is the RA utilizing the equipment purchased?	
3a. If no, why not?	
4. Is the RA experiencing any challenges with the awarded equipment?	
4a. If yes, please explain.	
5. What positive impact has the equipment had on the RAS food service operation?	
<b>FY22 Only: Answer questions 6 &amp; 7 if applicable.</b>	
6. Where is the SFA at in the procurement process?	
7. Does the SFA anticipate any challenges with procuring/installing the awarded equipment?	
8. Additional comments/concerns.	

**Supply Chain Assistance (SCA) Review Form-**

1. Were SCA funds used to purchase unprocessed or minimally processed domestic food products for use in NSLP or SBP?

NA – Funds not requested

