

Corrective Action Plan

SFA: Craig School District

Signature: 

Review Date: 12/1/21

Commendations:

- The District provided documentation in an organized manner.
- Meals served to children were appetizing and the staff was friendly.

CORRECTIVE ACTION DUE 30 Days from date of Corrective Action Letter

Series #	Problem Cited	Technical Assistance	Corrective Action Required	Corrective Action Due Date
325	For the October 2021 month of review the elementary/middle school made a clerical error when marking the manual breakfast and lunch tick sheets. As a result, two breakfasts were overclaimed and one lunch was overclaimed.	The District was advised to review meal count sheets for errors prior to submitting the claim for reimbursement.	The District must conduct documented meal counting training for staff.	12/31/21
410	Production Records do not indicate that the required quantities of food were available.	During the October month of review, lunch production records were reviewed for one week (i.e., 10/11/21-10/15/21). During the week, sufficient portions of all components were not planned, offered, or served to all children. The NSLP required minimum portion sizes for vegetables were not planned. As a result the minimum meal pattern requirements were not met. The Sponsor did not realize that the meal pattern from 2020-2021 SFSP participation changed to NSLP/SSO for school year 2021-2022. The Administrative Review Specialist provided the NSLP meal pattern requirements to the Sponsor.	The District must revise its menu and production records to meet minimum meal pattern requirements.	12/31/21

LONG TERM CORRECTIVE ACTION

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Series #	Problem Cited	Technical Assistance	Corrective Action Required	Corrective Action Due Date
Procurement	Quotes for small purchases were not obtained.	The District was advised to request quotes for goods and services from at least 2 vendors.	The District must provide the completed Procurement Tool, Procurement Procedures, Code of Conduct, and a plan to request quotes from at least 2 vendors.	2/14/22

Note to Sponsors: CNP will provide you a copy of the Corrective Action Summary and a Letter of Findings. CNP may add, amend, or clarify findings. Findings are due within the specific time frame provided. All Corrective Action should be uploaded to the shared Google folder or submitted to Robin@TennilleConsulting.com. Each Corrective Action must include a process to describe how the District will ensure the Finding does not occur again.