SFA Name: Grand Island 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:**	**T/A provided on day of review:**
Meal Access and Reimbursement: *Certification and Benefit Issuance* *Review Form Section 100s*				**Regulations: 7 CFR 245.6**
☐ *Students were incorrectly certified for free or reduced-price meals. Refer to the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1) for errors. ☐ *Free or reduced-price meal benefits were provided to students without having appropriate certification documentation on file. ☐ Students' prior year's eligibility status was not carried over for the first 30 operating days of the current school year. ☐ Free benefits were not extended to all students in a household containing at least one directly certified student. ☐ Household applications were incorrectly denied. Refer to the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) for the list of affected students. ☐ *Student eligibility was not properly transferred to the benefit issuance document. Refer to the SFA-1 worksheet for the list of affected students. ☐ *Student eligibility updates were not made to the point of service benefit issuance document according to SFA's established timeframes.	☐ The following system will be implemented to ensure benefits are correctly determined: Click or tap here to enter text. ☐ 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. ☐ An Independent Review of Applications will be conducted during the subsequent school year. ☐ The SFA will designate: Click or tap here to enter text. to re-examine the initial determination of ALL denied applications. ☐ The following system will be implemented to ensure benefits are properly issued/maintained: Click or tap here to enter text.		☐ A copy of the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1) noting dates of correction. ☐ A copy of the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2) noting dates of correction.	☐ Approving Free and Reduced-Price Applications ☐ Utilizing the USDA Eligibility Manual for School Meals ☐ Maintaining a Benefit Issuance Document ☐ Independent Review of Applications ☐ Staff training ☐ Policy Information ☐ Info on Child Nutrition Knowledge Center ☐ Click or tap here to enter text.
Meal Access and Reimbursement: *Certification and Benefit Issuance* *Review Form Section 100s*				**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: Grand Island 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:**	**T/A provided on day of review:**
Meal Access and Reimbursement: *Verification*	*Review Form Section 200s*			**Regulations 7 CFR 245.6a**
The Direct Certification Matching Process (DCMP) was not conducted as required. ☐ The income verification process was not completed by November 15th. Documentation to support that the following information was sent to households was not maintained: Income Application Parent letter Eligibility Notification letter Denial letter Direct Certification Notification letter There is outdated, missing or incorrect information on the: Income Application Parent letter Eligibility Notification letter Denial letter Direct Certification Notification letter Administrative Prerogative was incorrectly used.	The following system will be implemented to ensure DCMP is conducted at least three times each school year: ☐ The following corrective action will be implemented to ensure Income Verification is conducted accurately and/or within deadlines established: Under Appeal Corrective Action The parent letter, application form and instructions will be sent to households. The following action will be taken to ensure information is sent to households as required and maintained on file: The application and/or letter(s) will be revised to contain all required and correct information. The following system will be implemented to ensure administrative prerogative will be utilized properly:		A copy of the updated Income Application. ☐ A copy of the Other Eligibility Certification and Benefit Issuance Error Documentation to support that the Parent Letter, application forms and instructions were sent to the appropriate entities. A copy of all the updated letters noted in the findings column.	Direct Certification Matching Process ☐ Income Verification Process Income Applications *Application maintenance Eligibility Training Policy Information Parent Letter Notification Letter requirements Utilizing the USDA Eligibility Manual for School Meals Administrative Prerogative/eligible households that haven't applied Staff training Community Eligibility Provision (CEP)

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
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. No confirmation review was conducted on the 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 Verification Collection Report on the Child Nutrition Management System (CNMS) will be completed/updated.		Worksheet (SFA-2) noting the date that corrections were made for each student listed.	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
Meal Access and Reimbursement: *Verification*	*Review Form Section 200s*			**Regulations 7 CFR 245.6a**
☐ 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	☐ 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.		☐ A copy of the verification selection notification to parents.	☐ Income Verification Process ☐ Confirmation Review

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
Worksheet (SFA-2) for the list of affected students. Families were not notified appropriately of a change in benefit status as a result of verification: For a decrease in benefits, families were not notified in writing at least 10 calendar days in advance. For an increase in benefits, families were not notified within 3 calendar days. The letter sent to families who have been selected for verification contains outdated, missing or incorrect information. The Letter of Verification Results contains outdated, missing or incorrect information. The Verification Collection Report was not accurately completed.	The Verification Collection Report on the Child Nutrition Management System (CNMS) will be completed/updated.		A copy of the Letter of Verification Results.	Direct Verification Sample Pool Verification Collection Report Appropriate Income Documentation Utilizing the USDA Eligibility Manual for School Meals Staff training Info on Child Nutrition Knowledge Center
Meal Access and Reimbursement: *Meal Counting and Claiming*	*Review Form Section 300s*			**Regulations: 7 CFR 210.7, 7 CFR 210.18**
☐ *The claim for reimbursement was incorrectly consolidated. This error is: ☐ Systemic ☐ Non-Systemic ☐ Breakfast ☐ Lunch ☐ Snack	☐ 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.			☐ Breakfast in the classroom ☒ Counting meals at the point of service

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
*Meal counts by category were not combined and recorded correctly on the claim for reimbursement. This error is: Systemic Non-Systemic Breakfast Lunch Snack Recipient Agency(s): The meal counting and claiming system does not prevent overt identification of students receiving free and reduced-price benefits. The SFA's meal counting system at the POS does not have appropriate edit checks in place Recipient Agency(s): This error is: Systemic Non-Systemic Breakfast Lunch Snack *Meals are not counted at the point of service Breakfast Lunch Snack	The following corrective action will be taken to ensure meal counts by category are combined and recorded accurately: 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: The following corrective action will be taken to ensure meals are counted at the point of service:			POS Documents (POS logs, Rosters, tic sheets, tickets, etc.) Edit Checks Staff training Info on Child Nutrition Knowledge Center
Nutritional Quality and Meal Pattern: *Meal Components and Quantities* *Review Form Section 400s*			**Regulations 7 CFR 220.8, 7 CFR 210.10**	
☐ *Production records were not maintained as required. ☐ Breakfast ☐ Lunch ☐ Snack ☒ *Production records were not completed consistently and/or accurately. -Unable to determine if weekly vegetable	☐ SFA staff will complete the trainings indicated below: ☐ Basic Meal Pattern ☐ Meal Pattern for Menu Planners ☐ Menu Planning: Daily Alternate Meals		☒ Production records for one week during the month of: May-24 for affected recipient agency(s). Grand Island High School.	☒ Production Records ☒ Food Based Meal Pattern Requirements ☐ Pre-K Meal Pattern

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
subgroups were met due to incomplete production records. Breakfast Lunch Snack Standardized recipes were not completed consistently and/or accurately. Crediting documentation was not maintained as required. *Meals Offered at: Breakfast Lunch Snack Did not contain all required components Did not contain sufficient quantities *Repeat Finding* Were not in portion sizes appropriate to each age/grade group Identified by: Review of production records and/or other supporting menu documentation Observation Insufficient Component(s):	Preschool Meal Pattern Production Records Snip-it Standardized Recipes Snip-it The SFA will ensure production records and/or other supporting menu documentation are maintained to indicate the meal pattern is being followed. The SFA will ensure that each required component is offered in the minimum required quantities. The SFA will ensure standardized recipes are completed, consistent, and updated. The SFA will ensure crediting documentation is maintained to indicate the meal pattern is being followed. The SFA will refer to the Food Based Meal Pattern chart for the appropriate age/grade group while developing menus.	Immediately		Crediting Documentation Standardized Recipes Vegetable Subgroup Requirements Menu Substitutions Staff training Info on Child Nutrition Knowledge Center
Nutritional Quality and Meal Pattern: *Meal Components and Quantities* *Review Form Section 400s* **Regulations 7 CFR 220.8 7CFR 210.10**				
☐ *A Vegetable from the Click or tap here to enter text. subgroup was not served during the review period. ☐ *Repeat Finding*	☐ The SFA will refer to the Vegetable Subgroup Requirements to ensure a vegetable from each subgroup is offered to students every week.		☐ Menu and other supporting menu documentation for one week during the month of: Click to select Mo/Yr	☐ Food Based Meal Pattern Requirements ☐ Crediting Documentation

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
*Meals served were incomplete. All required meal components were not *offered* to students. Meals *served* were missing required components Breakfast Lunch Snack Missing Component(s): * 80% of the weekly grains offered are not whole-grain rich. *Repeat Finding*	The SFA will complete the following training(s) and ensure that all meals offered and served contain the required components. Basic Meal Pattern Meal Pattern for Menu Planners Menu Planning: Daily Alternate Meals Preschool Meal Pattern Production Records Snip-it Standardized Recipes Snip-it The SFA will refer to the Food Based Meal Pattern chart for the appropriate age/grade group while developing menus The following corrective action will be taken to ensure that grain items are whole-grain rich: _		for affected recipient agency(s).	Standardized Recipes Whole-Grain Requirements Vegetable Subgroup Requirements Menu Substitutions Age/Grade Group Requirements Milk variety/types requirements Staff training Info on Child Nutrition Knowledge Center
Nutritional Quality and Meal Pattern: *Meal Components and Quantities* *Review Form Section 400s*				**Regulations 7 CFR 220.8 7CFR 210.10**
☐ *Fluid milk was not offered in at least two varieties. ☐ *Repeat Finding* ☐ *An unallowable milk type(s) was offered.	☐ The SFA will ensure two allowable milk types are offered to students at breakfast and lunch each day. ☐ The SFA will discontinue serving unallowable milk types as part of reimbursable school meals.			☐ Food Based Meal Pattern Requirements ☐ Milk variety/types requirements

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
Repeat Finding	The SFA will complete the Basic Meal Pattern training to ensure all milk types offered as part of reimbursable school meals are allowable.			Staff training Info on Child Nutrition Knowledge Center
Nutritional Quality and Meal Pattern: *Meal Components and Quantities* *Review Form Section 400s*				**Regulations 7 CFR 220.8 7CFR 210.10**
☐ Signage indicating what constitutes a reimbursable meal was not displayed. ☐ *The meal service was not structured to comply with the required age/grade group requirements. ☐ Breakfast ☐ Lunch ☐ Snack ☐ Click or tap here to enter text.	☐ The following corrective action will be taken to ensure signage indicating what constitutes a reimbursable meal is displayed: ☐ Complete the Signage training ☐ Order free signage from CNKC & ensure it is displayed in the location reimbursable meals are served each day. ☐ The following corrective action will be taken to ensure the meal service is structured to comply with age/grade group requirements: Click or tap here to enter text. ☐ Click or tap here to enter text.			☒ Signage Requirements ☐ Resource Order Form ☐ Age/Grade Group Requirements ☐ Staff training ☐ Click or tap here to enter text.
Nutritional Quality and Meal Pattern: *Offer verses Serve (OVS)* *Review Form Section 500s*				**Regulations 7 CFR 245.6a**
☐ Signage did not indicate meal requirements under OVS. ☐ OVS is not properly implemented. ☐ Staff is not adequately trained on OVS	The SFA will complete the following corrective action: ☐ Ensure signage includes requirements under OVS. ☐ Ensure OVS is properly implemented. ☐ Order free signage from CNKC		☐ Documentation of the training provided to staff on OVS Include the training summary and sign-in sheet with the date and names and titles	☐ Signage Requirements ☐ Resource Order Form ☐ ThinkBreakfast.com

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
requirements.	Ensure all staff meet OVS Training requirements below: Signage training OVS Training		of all attendees.	Offer vs Serve Staff training Info on Child Nutrition Knowledge Center
Nutritional Quality and Meal Pattern: Dietary Specifications and Nutrient Analysis *Review Form Section 600s*				**Regulations 7 CFR 220.8, 7CFR210.10**
☐ *The nutrient analysis conducted of meals offered did not meet the following Dietary Specifications for the age/grade group being served: ☐ Calories ☐ Sodium ☐ Saturated Fat ☐ Trans fat ☐ *Repeat Finding*	☐ The following corrective action will be taken to ensure dietary specifications are being met for each age/grade group served: Click or tap here to enter text.		☐ Updated menu, production records, standardized recipes, labels, product formulation statements, for one week in the month of: Click or tap to enter a date.	☐ Staff training ☐ Info on Child Nutrition Knowledge Center ☐ Click or tap here to enter text.
Resource Management *Review Form Section 700s*				**Regulations 7 CFR 210.19, 7 CFR 210.14**
☐ The Nonprofit Food Service Account has an excess fund balance that exceeds three months' average operating expenses ☐ The Nonprofit Food Service Account has a negative ending fund balance of:	☐ A plan will be prepared to spend down the excess funds. ☐ The following corrective action will be taken to maintain a balance in the non-profit foodservice account that is not negative: Click or tap here to enter text.		☐ Plan to spend down excess fund balance. ☐ Copy of fund	☐ Allowable and unallowable Program costs ☐ Maintaining a positive fund balance in school lunch account ☐ Meal Charge Policy

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
The Paid Lunch Equity Tool was not completed to evaluate the SFAs paid selling price. The SFA did not increase the paid selling price as required.	The Paid Lunch Equity Tool will be completed for this school year and every school year going forward. The following corrective action will be taken by the SFA: _		transfer(s). Paid Lunch Equity Tool for current school year.	Paid lunch equity Paid Lunch Equity Tool Info on Child Nutrition Knowledge Center
Resource Management	*Review Form Section 700s*			**Regulations 7 CFR 210.14, 2 CFR 225**
☐ The Nonprogram Food Tool was not completed prior to the review. ☐ Program foods are not separated from nonprogram foods. ☐ No documentation to show that adult meals	☐ The Nonprogram Food Tool will be completed for this school year and every school year going forward. ☐ The following corrective action will be taken to keep track of both program foods and nonprogram foods: Click or tap here to enter text. ☐ The SFA will cover the cost of adult meal		☐ Nonprogram Food Tool for current school year. ☐ Copy of fund transfer. ☐ Copy of recalculated indirect costs.	☐ Pricing nonprogram foods ☐ Nonprogram Foods Tool ☐ Adult Meal Prices ☐ Indirect costs

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
are being funded using non-school nutrition funds. The SFA is not appropriately charging adults for meals. There is no assurance that nonprogram food revenue generates at least the same amount it costs to purchase the food. Indirect costs were charged to the nonprofit food service account without an approved indirect cost rate agreement. An incorrect base or rate was used to calculate indirect costs.	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. 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. 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: Funds charged for indirect costs in the amount of will be restored to the food service account. The correct base or rate will be used to recalculate indirect costs. Funds will be restored to the food service account if necessary.			Info on Child Nutrition Knowledge Center -
General Program Compliance: Civil Rights	*Review Form Section 800s*		**Regulations 7 CFR 220 7 CFR 210.23, FNS Instruction 113-1**	
☐ No documentation was maintained to support that a Public Announcement was released. ☐ The Public Announcement contains outdated, missing or incorrect information. ☐ The SFA does not have a meal modifications policy.	☐ 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. ☐ The Public Announcement will be revised to contain all required and correct information.		☐ Documentation to support that the public release was sent to the appropriate entities. ☐ A copy of the updated public announcement.	☐ Public Outreach Requirements / Prototype Public Announcement ☐ Info on Child Nutrition Knowledge Center ☐ Meal Modifications Training

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
	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.		Written meal modifications process.	
General Program Compliance: Civil Rights	*Review Form Section 800s*		**Regulations 7 CFR 220 7 CFR 210.23, FNS Instruction 113-1**	
☐ Documentation to support annual civil rights training for all staff was not maintained. ☐ The USDA Non-Discrimination Statement is not included on all program documents or is not the updated Non-Discrimination Statement. ☐ The SFA does not appear to be in compliance with all Civil Rights requirements. Describe Problem: Click or tap here to enter text.	☐ 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: Click or tap here to enter text. ☐ All Program materials will be updated to include the current USDA Non-Discrimination Statement. ☐ The following corrective action will be taken to ensure Civil Rights requirements are met: Click to insert corrective action		☐ 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.	☐ Public Outreach Requirements /Prototype Public Announcement ☐ Civil Rights Training ☐ USDA Non-Discrimination Statement ☐ Civil Rights ☐ Info on Child Nutrition Knowledge Center ☐ Click or tap here to enter text.
General Program Compliance: SFA On-Site Monitoring	*Review Form Section 900s*		**Regulations 7 CFR 210.8, 7 CFR 210.9**	
☐ The on-site review of the breakfast and lunch counting and claiming system was: ☐ not conducted. ☐ not conducted by February 1 of the current school year.	☐ The prototype SED Child Nutrition Program Self-Review Form will be used to conduct a self-review of all affected Recipient Agencies.		☐ Completed Self-Reviews for each RA in the SFA.	☐ Self-Review Requirements ☐ NYSED prototype Self-Review Forms

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SFA Name: Grand Island 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:**	**T/A provided on day of review:**
A self-review of the afterschool snack program was: not conducted. first review not conducted within the first 4 weeks of operation. second review not conducted prior to the end of the school year. The SFA did not conduct a follow-up review to ensure corrective action from the initial self-review was implemented.	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). The SFA will conduct all required follow-up reviews to ensure corrective action from the initial self-review was implemented.		Completed Self-Reviews for each RA in the afterschool snack program. Results of the follow-up review.	Staff training Info on Child Nutrition Knowledge Center
General Program Compliance: Local Wellness Policy *Review Form Section 1000s*				**Regulations NSLA (42 U.S.C. 1758b) Section 9A**
☐ The SFA has no Local Wellness Policy. ☐ Local Wellness Policy requirements are not met.	☐ A Local Wellness Policy committee will be formed who will develop a Local Wellness Policy. ☐ The following corrective action will be taken to ensure Local Wellness Policy requirements are met: Click or tap here to enter text.		☐ The Local Wellness Policy.	☐ Local Wellness Policy requirements ☐ LWP Checklist ☐ Staff training ☐ Info on Child Nutrition Knowledge Center
General Program Compliance: Smart Snacks in School *Review Form Section 1100s*				**Regulations 210.11**
☒ Foods and/or beverages sold during the school day are not compliant with Smart Snack regulations as defined. The following items are not allowable: The SFA's vending machine and school store had multiple items that were non-compliant. The SFA will ensure all items sold are compliant. ☐ There is no process to ensure food items sold	☒ The SFA will discontinue selling unallowable food item(s) to students during the school day. ☒ The SFA will use the Smart Snack Product Calculator 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.	Immediately	None	☒ The Smart Snack Product Calculator ☒ Smart Snack Requirements ☐ Staff training ☐ Info on CNKC

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
during the school day are in compliance with Smart Snack regulations.				
General Program Compliance: Professional Standards *Review Form Section 1200s* **Regulations 210.30**				
☐ The new school nutrition program director does not meet the hiring requirements. ☐ All school nutrition program personnel have not met or will not meet the annual training requirements. ☐ The SFA is not maintaining the appropriate documentation necessary to demonstrate that all staff meet the annual training requirements. ☐ Click or tap here to enter text.	☐ SED will consult with USDA prior to finalizing the following corrective action plan to meet the hiring requirements: Click or tap here to enter text. ☐ The following action will be taken to ensure that annual training requirements are met for all school nutrition program personnel: ☐ Complete Professional Standards Webinar ☐ 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 ☐ 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			☐ Hiring requirements for new school nutrition directors ☐ Annual training requirements for school nutrition personnel ☐ Staff training ☐ Info on Child Nutrition Knowledge Center ☐ Click or tap here to enter text.
General Program Compliance: Water *Review Form Section 1300s* **Regulations 7 CFR 220.8, 7 CFR 210.10**				
☐ Free potable water is not available to students during the meal service: ☐ Breakfast ☐ Lunch	☐ The following action will be taken to ensure water is made available during meal service: Click or tap here to enter text.			☐ Potable Water ☐ Info on Child Nutrition Knowledge Center
General Program Compliance: Food Safety *Review Form Section 1400s* **Regulation 7 CFR 210.13(c)**				
☐ No written food safety plan is maintained.	☐ Site-specific, written food safety plan(s) will		☐ Food safety plan.	☐ Resources available

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SFA Name: Grand Island 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:**	**T/A provided on day of review:**
The written food safety plan is outdated and/or does not reflect actual practices. No documentation to support food safety inspections were requested from the health dept. The most recent health inspection was not posted in a publicly visible location in accordance with USDA regulations. HACCP principles and/or local and State health standards are not being met. No current Food Service Permit. Improper personal hygiene. Cross-contamination is not prevented. Food temps not monitored/recorded. Refrigerator and/or freezer temperatures not monitored/recorded. Food prep and/or service areas not clean. Utensils/equipment not clean. Evidence of pests present. Improper food storage.	be revised, reflecting current food safety HACCP principles and maintained at each school. The following corrective action will be taken to ensure that food safety inspections are requested from the health department annually: The following corrective action will be taken to ensure that the most recent health inspection is posted in a publicly visible location: The following corrective action will be taken to ensure that HACCP principles and/or local and State health standards are met:		Inspection request to health department. Copy of health inspection. Permit to operate a food service issued by the health dept.	for SFAs to use to develop a written food safety plan. School Food Safety Inspection Requirements Staff training Info on Child Nutrition Knowledge Center
General Program Compliance: Buy American	*Review Form Section 1400s*			**Regulations 7 CFR 210.21(d)**
☐ 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: • Click insert item • Click insert item • Click insert item • Click insert item • Click insert item	☐ The SFA will ensure the Buy American provision is included in all bid specifications, solicitations and contracts. ☐ 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			☐ Buy American provision ☐ Small Purchase ☐ Staff training ☐ Info on Child Nutrition Knowledge Center

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
	applicable, prior to accepting foods.			
General Program Compliance: Reporting and Recordkeeping *Review Form Section 1500s*			**Regulations 7 CFR 210.23, 7 CFR 210.15 7 CFR 220**	
☐ Program records are not maintained on file for three years plus the current year. ☐ Reports are not submitted to SED by deadlines. ☐ Verification Collection Report (Dec 15) ☐ Cash Analysis (Oct 31) ☐ Health Inspection Report (Oct 15) ☐ Results of the independent review of applications (Oct 31) ☐ Reimbursement claims are not submitted within 60 days following the last day of the full month covered by the claim	☐ 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. ☐ The following corrective action will be taken to ensure reports are submitted to SED timely: Click or tap here to enter text.		☐ Copy of Record Retention Policy. ☐ Plan listing the report, the responsible staff and applicable deadlines.	☐ Recordkeeping requirements ☐ Staff training ☐ Click or tap here to enter text.
General Program Compliance: School Breakfast and Summer Food Service Program Outreach *Review Form Section 1600s*				**Regulation 7 CFR 210.12**
☐ The School Breakfast Program is not being promoted as required. ☐ The Summer Food Service Program is not being promoted as required.	☐ Households will be informed of the availability of the School Breakfast Program just prior to or at the beginning of the school year. ☐ 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: Click or tap here to enter text. ☐ The following corrective action will be taken to ensure eligible families are informed of the availability and location of Summer Food Service Click or tap here to enter text.		☐ Outreach notice that will be sent to households.	☐ SBP outreach ☐ SFSP Outreach ☐ Staff training ☐ 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

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

SFA Name: Grand Island 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:**	**T/A provided on day of review:**
	Program meals:			
Other Federal Program Reviews: Fresh Fruit and Vegetable Program (FFVP) *Review Form Section 1900s*				**Regulations 7 CFR 211**
☐ *The Fresh Fruit and Vegetable Program is not administered as required. Describe Problem: Click or tap here to enter text.	☐ To ensure the FFVP is appropriately administered, the SFA will: ☐ Establish an implementation or operational plan that addresses "who does what, where and when?" to ensure all operational guidelines are followed ☐ Maintain documentation (i.e. budgets, purchase orders and invoices) to support the monthly claim for reimbursement ☐ Click or tap here to enter text.		☐ Implementation Plan. ☐ Budget, Purchase orders & Invoices for the month of: Click or tap to enter a date.	☐ Fresh Fruit and Vegetable Program requirements ☐ Staff training ☐ Info on Child Nutrition Knowledge Center ☐ Click or tap here to enter text.
Other Federal Program Reviews: Special Milk Program *Review Form Section 2000s*				**Regulations 7 CFR 215**
☐ *The Special Milk Program is not administered as required. Describe Problem: Click or tap here to enter text.	☐ The following corrective action will be taken to ensure the Special Milk Program is appropriately administered: Click or tap here to enter text.			☐ Special Milk Program Requirements ☐ Staff training
Other Findings:				
☐ Click or tap here to enter text. ☐ Click or tap here to enter text.	☐ Click or tap here to enter text. ☐ Click or tap here to enter text.		☐ Click or tap here to enter text.	☐ Click or tap here to enter text.

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

SFA Name: Grand Island 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:	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:	Technical Assistance (T/A)		
Initiative & Specific Areas Discussed	**Answers**	**Technical Assistance Provided**	**Further Guidance**
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.			
Breakfast After the Bell (BAB) **Is BAB required?**		☐ The SFA will update CNMS to indicate the correct and current delivery method of BAB. ☐ The SFA will comply with the SBP regulations by: Click or tap here to enter text. ☐ The SFA will provide notice to parents and guardians that BAB is offered. ☐ Click or tap here to enter text. ☐ Click or tap here to enter text. ☐ Click or tap here to enter text.	☐ NYS Initiatives Training ☐ Breakfast After the Bell Memo ☐ NYS Legislation: Mandatory Breakfast After the Bell Implementation and Reporting of Breakfast Delivery Methods & list of schools required to offer BAB ☐ Best Practices Breakfast After the Bell Implementation ☐ Hunger Solutions- Breakfast After The Bell ☐ Equipment Funding Memo ☐ Breakfast After the Bell Equipment Grant for Eligible Public Schools Guidance ☐ Click or tap here to enter text.
Check all Delivery Method(s) utilized. Breakfast in the classroom			
Grab & Go			
Second Chance			
Vending			
Other (Enter Delivery Method)			
Are the reviewed RA(s) offering the method indicated on their annual renewal?			
If no, what method is the RA(s) using?			
Does BAB operations comply with all SBP regulations?			
Did the SFA provide notice to parents and guardians that they will be offering Breakfast after the Bell?			
Has SBP participation increased since implementing BAB?			
What is RA's percent increase of participation?			
Has this RA experienced any challenges while operating BAB?			
If yes, list the challenges.			
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.			
Farm to School			☐ Farm to School

SFA Name: Technical Assistance (T/A)			
Initiative & Specific Areas Discussed	**Answers**	**Technical Assistance Provided**	**Further Guidance**
Do you currently buy local foods?			Find NYS Grown & Certified Products
If No: What are the barriers?			
Are you interested in being connected with a Farm to School coordinator?			

Equipment Grant Review Form-	
SFA Name	
LEA Code	
RA Name	
RA LEA Code	
FY Equipment Grant Awarded (Enter FY 19, 20, 21)	
Equipment Awarded/Purchased	
If Awarded FY21: 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?	
FY21 Only: Answer questions 6 & 7 if applicable.	
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.	