

# Corrective Action Plan for Administrative Review (AR)

SFA: Academy of Hope

Site (s): Academy of Hope

Date of On-Site AR: 12/02/16

| Areas needing Corrective Action<br><br>(1)                           | Planned Corrective Action Activities<br><br>(2)                                                                                                                                                                                   | Person(s) Responsible<br><br>(3)                                                                                                                                                    | Timeframe<br><br>(4) | Verification<br><br>(5)                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Performance Standard 1: Paid lunch equity                            | The USDA paid lunch equity tool indicated an increase in paid lunch meal prices was required. However, the SFA failed to increase their paid lunch meal prices.                                                                   | Melissa McCloud, Executive Director/Principal and Chris Moultrie, Cafeteria Manager                                                                                                 | May 15, 2017         | The SFA must take the appropriate actions to increase its paid meal prices. The school must reimburse the school foodservice account for the value of uncollected revenues for the review month or transfer funds from a non-federal source.                                                                                                                                    |
| Performance Standard 1: Revenue from non-program foods (adult meals) | The SFA does not track the in-kind meals for teachers who assist with school foodservice operation.                                                                                                                               | Melissa McCloud, Executive Director/Principal, Nakisha Frazier, Director of Operations /Data Quality Clerk, and Chris Moultrie, Cafeteria Manager                                   | May 15, 2017         | The SFAs must submit a written policy or procedure to define what qualifies an adult for an in-kind meal and track the number of meals served and who received them daily. If they serve meals to teachers that do not meet the established requirements, the school must reimburse the school food service account for the value of uncollected revenues for the review month. |
| Performance Standard 1: Civil Rights                                 | The SFA has not had training in civil rights for at least two years. Technical assistance was provided regarding the need for attending/providing annual civil rights training.                                                   | Melissa McCloud, Executive Director/Principal, Nakisha Frazier, Director of Operations /Data Quality Clerk, and Chris Moultrie, Cafeteria Manager                                   | May 15, 2017         | Provide documentation indicating that the civil rights training occurred and that required participants attended.                                                                                                                                                                                                                                                               |
| Performance Standard 1: Professional Standards:                      | The SFA does not maintain documentation in which training hours are being tracked (i.e. entered into a tracking mechanism and/or a file). Mr. Moultrie's ServSafe Certification has expired due to local scheduling restrictions. | Melissa McCloud, Executive Director/Principal, Nakisha Frazier, Director of Operations /Data Quality Clerk, and Chris Moultrie, Cafeteria Manager                                   | May 15, 2017         | Provide documentation on trainings the food service director, the full time staff members and the non-nutrition staff members have completed or plan to complete for the 2016-17 school year to meet the USDA requirements. Provide proof that Mr. Moultrie has been registered for ServSafe.                                                                                   |
| Performance Standard 2: Production records                           | The weekly food safety inspection reports and production records for the month of review were not fully completed. Technical assistance was given to the manager onsite.                                                          | Melissa McCloud, Executive Director/Principal and Chris Moultrie, Cafeteria Manager                                                                                                 | May 15, 2017         | Submit the completed weekly food safety inspection reports, the production records and the menu for January 2017. The SFA must submit a procedure for completing the weekly food safety inspection reports and production records.                                                                                                                                              |
| Performance Standard 2: Offer-versus-serve                           | The cafeteria has not been properly trained on offer-versus-serve guidelines. The SFA must complete OVS training in the InTeam module and submit documentation (i.e., certificate) indicating the training has been completed.    | Melissa McCloud, Executive Director/Principal and Chris Moultrie, Cafeteria Manager                                                                                                 | May 15, 2017         | Provide documentation indicating that offer-versus-serve training has occurred.                                                                                                                                                                                                                                                                                                 |
| Performance Standard 2: Food Safety:                                 | The warmers and coolers did not have thermometers in them. Temperature logs for the months of October and November were incomplete.                                                                                               | M Melissa McCloud, Executive Director/Principal and Chris Moultrie, Cafeteria Manager s.<br>Melissa McCloud, Executive Director/Principal and Mr. Chris Moultrie, Cafeteria Manager | May 15, 2017         | Submit completed temperature logs for January 2017.                                                                                                                                                                                                                                                                                                                             |

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| Signature of SFA Representative:                | Date  |
| Signature of School Foodservice Representative: | Date: |
| Signature of Administrative Reviewer:           | Date: |