

Administration Responses to Corrective Actions

SAU #21 On-Site Food Service Review

November 28-29, 2018

1. Production Records

Finding: It was noted that production records did not have the portion or serving size listed, grades were missing and condiments were not listed on the production records.

Corrective Action: Ensure that processes are in place to address the finding regarding accurate and complete information on the production records.

Administration Response: *1. Training was conducted in January for school nutrition staff covering all requirements of production records. 2. Developed new production record forms to include grades and serving size to support the menu and the claims (see attached).*

2. Revenue from Non-Program Foods

Finding: Documentation that supported the Non-Program Food Revenue tool for the 2017-18 reference period was not retained and available for review.

Corrective Action: Ensure that a system will be developed for completing the Non-Program Food Revenue tool and retention of the supporting documentation.

Administration Response: *The district currently has a separate revenue account for non-program revenue titled Special Functions. This is reported in our financial software and records are maintained for more than the required 3 years (see attached report).*

3. Civil Rights (Non-Discrimination Statement)

Finding: Non-Food Service staff working within the meals' programs have not receive annual Civil Rights training.

Corrective Action: Ensure that all staff (both food service and non-food service) working within the meals programs will receive annual Civil Rights training and that appropriation documentation is maintained.

Administration Response: *All non-food service employees have been made aware of this requirement and are in process of completing their training. Training will consist of the USDA power point and approved USDA video on Civil Rights. The School Nutrition Director will ensure that non-food service staff be included in the annual food service staff training.*

4. Local Wellness Policy

Finding: The Wellness Policy must be updated to include missing minimum requirements regarding Nutrition Education, Nutrition Promotion, Physical Education and Other School Based Wellness Activities

Corrective Action: Ensure that the Wellness Policy will be updated to meet measureable goals and notification requirements. Provide a copy of the revised Wellness Policy.

Administration Response: SAU #21 has recently established a district-wide Policy Review Committee. This committee met for the first time on January 31, 2019. The committee will be made aware of this finding and will work on updating this policy over the next few months to meet all requirements for submittal to all school boards for review and adoption.

5. Professional Standards

Finding: Master list of the trainings did not include the non-food service employees working with the meals program.

Corrective Action: Ensure that trainings provided to all staff both food service and non-food service working within the meals programs are logged appropriately. Submit the Master List of Trainings to the State Agency

Administration Response: Non-food program staff have been added to the Master List (see attached). All non-food service employees have been made aware of this requirement and are providing documentation or in process of completing their training.

6. Food Safety

Finding: The Food Safety Plan based on HACCP principles needs to be completed.

Corrective Action: Ensure there is a Food Safety Plan based on HACCP principles for the district and submit a copy to the State Agency.

Administration Response: The School Nutrition Director will continue the writing of the district's HACCP plan that was provided to the State Reviewer, once this document is complete a copy will be sent to the State. We intend to have this plan in place for the 2019-20 school year.

Menu Item	Meal	Planned Number of Servings			Actual Number of Servings			Total Actual Servings
		Portion Size	Reimbursable Student Meals	Total Planned	Reimbursable Student Meals	Adult, 2nd Meals	Leftovers	
Milk								
Fat free Chocolate	Fluid Milk	8 oz						
Fat free Strawberry 1% white	Fluid Milk	8 oz						
Water	Fluid Milk	8 oz						
Other/Condiments								
Sunbutter and Jelly	1 m eq. / 2 g eq.	1 sandwich						
Yogurt and Graham Crackers	2 m eq. / 1 g eq.	2 yogurts, 1 gc						
Ketchup		1 packet						

Comments & Notes

03/08/2019 11:14
ntuttle

New Hampshire SAU #21
SEABROOK REVENUE

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MARCH 2019

FOR 2019 09

ACCOUNTS FOR: 520 SEABROOK FOOD SERVICE FUND	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
1000 LOCAL REVENUE						
5100030 1610 LUNCH SALE	85,000	85,000.00	41,679.98	-1,108.54	43,320.02	49.0%*
5100030 1630 SPEC FUNC	0	.00	1,108.54	1,108.54	-1,108.54	100.0%*
TOTAL LOCAL REVENUE	85,000	85,000.00	42,788.52	.00	42,211.48	50.3%
3000 STATE REVENUE						
5300030 3260 STATE LUNC	5,000	5,000.00	393.36	.00	4,606.64	7.9%*
TOTAL STATE REVENUE	5,000	5,000.00	393.36	.00	4,606.64	7.9%
4000 FEDERAL REVENUE						
5400030 4561 LUNCH REIM	215,000	200,000.00	86,854.39	.00	113,145.61	43.4%*
5400030 4565 FFVP	40,000	43,615.00	11,245.76	.00	32,369.24	25.8%*
5400030 4900 COMMODITIE	20,000	20,000.00	6,752.92	.00	13,247.08	33.8%*
TOTAL FEDERAL REVENUE	275,000	263,615.00	104,853.07	.00	158,761.93	39.8%
TOTAL SEABROOK FOOD SERVICE FU	365,000	353,615.00	148,034.95	.00	205,580.05	41.9%
TOTAL REVENUES	365,000	353,615.00	148,034.95	.00	205,580.05	



Account

- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Fund: 520 SB FSF
 Org: 5100030 SB FS LREV
 Object: 1630 SPEC FUNC
 Project:

Acct: 520 -10-1000-000-00-1630 - -
 Acct name: SPECIAL FUNCTIONS
 Type: Revenue
 Status: Active
 Rollup:

MultiYr Fund

Account Notes

4 Year Comparison History

Yr/Per	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	-1,108.54	-497.30	-1,228.50	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	1,108.54	497.30	1,228.50	.00
Percent used	.00	.00	.00	.00

Display detail information for current account.

Name of Employee: Sherrl Clifford, School Nutrition Worker

Hired On: Fall 2018

Training Title	Duration (Minutes)	Date
Blood Borne Pathagens	60	Scheduled for 3/2019
CACFP Training	120	19-Sep
Civil Rights	30	24-Oct
Dept Handbook	30	15-Feb
HACCP/MSDS	60	Scheduled for 5/2019
Production Records	60	18-Jan
Serving It Safe	180	7-Dec
Team Expectations	30	24-Oct

Total Professional Development (Hours): 9.5

Name of Employee: LeeAnn Bruneau, Non-School Food Service Personnel

Training Title	Duration (Minutes)	Date
F/R Apps Training	60	Scheduled for 3/2019
Civil Rights	30	Scheduled for 3/2019

Total Professional Development (Hours): 1.5

Name of Employee: Matthew Ferriera, Non-School Food Service Personnel

Training Title	Duration (Minutes)	Date
ALICE Training	60	2018
Civil Rights	30	8-Mar
F/R Apps Training	60	8-Mar

Total Professional Development (Hours): 2.5

Name of Employee: Nancy Tuttle, Non-School Food Service Personnel

Training Title	Duration (Minutes)	Date
ALICE Training	60	2018
Civil Rights	30	8-Mar
F/R Apps Training	60	8-Mar

Total Professional Development (Hours): 2.5