

San Diego Unified School District  
Finance Division

Ongoing Audits as of September 23, 2016

Audit Type	Comments
CDE Nutrition Services Administrative Review – National School Lunch Program and Breakfast Program	Entrance conference held on March 7, 2016. Site field work completed on March 18, 2016. Financial review was held the week of April 25, 2016. Draft audit report was received September 1, 2016. Responses to findings are due September 26, 2016. Final report pending.
Health and Human Services Agency – Cal-Learn	Notification received on February 10, 2016 that HHSA contract support staff will be conducting a desk audit of FY 2014-15 through present. Auditors will review the district's latest Independent Audit report, latest financial statements, and other financial information related to the program. Documentation was provided to the auditors in March 2016 and additional items were submitted in June 2016. Final audit report pending.
Health and Human Services Agency – Cal-Learn	Notification received on July 28, 2016 that HHSA, Behavioral Health Services staff will conduct in-depth invoice review for FY 2015-16, months of March 2016 and April 2016. The scope of the review includes, but not limited to, verification of charges in specific line items, i.e., Salaries and Benefits, Operating Expenditures and Administrative costs. The General Ledger, and Trial Balance will also be reviewed. The Auditors are scheduled to be on site September 28-29, 2016.
Federal Program Review, Fiscal Monitoring Compliance Review	CDE will be conducting an on-line fiscal review the week of October 3, 2016. The following programs will be reviewed: <ul style="list-style-type: none"> <li>• Title I, Part A, Basic Grants Low Income/Neglected Program</li> <li>• Title I, Part C, Migrant Ed &amp; Migrant Ed Summer Program</li> <li>• Title II, Part A, Teacher Quality Program</li> <li>• Title III, Limited English Proficiency (LEP) Student Program</li> <li>• Title IV, Part B, 21<sup>st</sup> Century Program</li> </ul>

Completed Audits as of September 23, 2016

Audit Type	Comments
CDE Nutrition Services Administrative Review – Child and Adult Care Food Program (CACFP)	CDE reviewer performed unannounced on-site visits at 8 schools during the month of May 2016 and reviewed financials the week of July 6, 2016. Final report submitted on July 15, 2016. There were four performance standards that were not in compliance; Meal Counts, Meal Requirements, Safety and Sanitation, and Civil Rights. Corrective actions were provided to the reviewer at the time of the review, no further action is necessary. There are no fiscal implications related to the findings.

Please note this list is for information only and makes reference to ongoing and completed audits by outside agencies.

**CACFP Centers  
Summation Report**

Agency Name: San Diego Unified School District	Vendor Number: 6833-00	CNIPS ID: 02462-CACFP-37-PS-SOIC	Review ID: 13659
Address: 4100 Normal Street	City: San Diego	Zip: 92103-2682	County: San Diego
Contact Person: Gary Petill	Title: Food Service Director	Telephone: ( )	
Program Types: <input type="checkbox"/> Adult Care <input checked="" type="checkbox"/> At-risk <input type="checkbox"/> Child Care <input type="checkbox"/> Emergency Shelters <input type="checkbox"/> Head Start <input type="checkbox"/> School Age			
Type of Review: <input checked="" type="checkbox"/> First <input type="checkbox"/> First Follow-up <input type="checkbox"/> Second Follow-up <input type="checkbox"/> Ninety-day <input type="checkbox"/> Program Assistance			

**Areas Reviewed for Compliance**

- |  |   |
|--|---|
| <p>Performance Standard 1: Financial Viability</p> <p>100 Financial Management</p> <p>Performance Standard 2: Administrative Capability</p> <p>200 Procurement Procedures</p> <p>220 Program Resources</p> <p>240 Policies and Procedures</p> <p>280 Pricing Program</p> | <p>Performance Standard 3: Program Accountability</p> <p>300 Enrollment</p> <p>500 Eligibility</p> <p>600 <u>Meal Counts</u></p> <p>700 Licensing Requirements</p> <p>800 <u>Meal Requirements</u></p> <p>900 Fiscal Accountability</p> <p>1000 Training</p> <p>1100 Facility Review</p> <p>1200 <u>Safety and Sanitation</u></p> <p>1300 <u>Civil Rights</u></p> |
|--|---|
- Place an (R) at the end of all repeat findings.**

**Summary of Review Findings**

Review Month: May 2016 Review Dates: July 5-6, 2016

All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent Administrative Review.

One or more Performance Standards (PS) were not in compliance. The non-compliant areas are underlined.

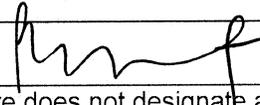
A **follow-up review** may be conducted because of non-compliance in PS 1, PS 2, or PS 3.

Serious deficiencies were found during your administrative review. If permanent, acceptable corrective action documentation (CAD) is not implemented, the California Department of Education (CDE) will propose to terminate your Child and Adult Care Food Program (CACFP) agreement. If the CACFP agreement is terminated, your organization and responsible parties will be placed on the National Disqualified List (NDL) and will remain on the NDL until such time as the CDE, in consultation with the U. S. Department of Agriculture Food and Nutrition Service (FNS) determines that the serious deficiencies have been corrected, or until seven years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, your organization and responsible parties will remain on the NDL until the debt has been repaid. These actions are being taken pursuant to Title 7, *Code of Federal Regulations (7 CFR)*, sections 226.6(c)(3) and (7).

**Agency is required to submit CAD by:** Not Applicable

**Submit CAD to:** Rizallie Estebat  
Nutrition Services/ Field Services Unit  
10100 Pioneer Blvd., Suite 101, Santa Fe Spring 90670  
Phone: 562-469-4998 Fax: 469-4997  
E-mail: restebat@cde.ca.gov

The findings of this review are the results of an assessment of a sample of your program records for the current year. All program records must be retained for a period of three years plus the current year.

<b>Signature of Agency Representative:</b>	<b>Date:</b>
<b>Signature of State Representative:</b> 	<b>Date:</b> 7/15/16
(Agency signature does not designate agreement with reviewer comments)	

**Summation Report**

Agency Name: San Diego Unified School District	Vendor Number: 6833-00	CNIPS ID: 02462-CACFP-37-PS-SOIC	Review ID: 13659
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**Comments:**

The reviewer wishes to thank Mr. Gary Petill, Director of Food Services, Ms. Sylvia Kravitz, Food Services Regional Field Services Manager and the staff of San Diego Unified School District for their courtesy and cooperation during this administrative review conducted in the operation of their Child and Adult Care Food Program (CACFP) for the at-risk afterschool program.

The program areas reviewed are outlined on the first page of this report. The underlined areas were found out of compliance during the unannounced site visits conducted. The details of the findings cited, reviewer's comments and required corrective actions are discussed on pages 3-7 of this report and on Attachment A, Site Review Findings Summary.

The unannounced visits were conducted at the following sites during the supper meal service:

- |   |                            |
|---|----------------------------|
| Chavez Elementary School (ES) – 5/11/16 | Ross ES – 5/11/16          |
| Bell Middle School (MS) – 5/12/16       | Pacific Beach MS – 5/12/16 |
| Mann MS – 5/25/16                       | Toler ES – 5/25/16         |
| Dana MS – 5/25/16                       | Twain HS – 5/26/16         |

The month of review selected was May 2016. This was the last claim submitted by the sponsor in the Child Nutrition Information System (CNIPS) at the time of review.

The federal regulations referred to in this report can be found at this web page: <http://www.ecfr.gov/cgi-bin/text-idx?node=pt7.4.226&rgn=div5#se7.4.226.120> (Outside Source)

**Program Technical Assistance:**

The At-risk Afterschool Meals CACFP Handbook can be found at the USDA web page: <http://www.fns.usda.gov/sites/default/files/atriskhandbook.pdf> (Outside Source)

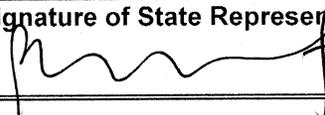
The reviewer made the following recommendations to ensure site is operating according to their established procedures and program requirements:

Conduct additional edit checks and monitoring for sites that reports uniform meal counts on a consistent basis. This pattern may indicate meal counting and claiming errors.

Conduct monitoring for sites found to be significantly claiming more meals than the number of children in attendance during edit checks. The site may require additional training in the meal counting procedures and meal requirements.

The reviewer discussed with the agency that school food authorities participating in both the SNP and the CACFP are required to track their respective revenues and expenditures separately as stated in Management Bulletin (MB) SNP-27-2015; CACFP-07-2015.

If fiscal action is needed, the report will be forwarded to the Program Integrity Unit for resolution of over/under claims.

<b>Signature of Agency Representative:</b>	<b>Date:</b>
	7/15/14
<b>Approval Signature of State Representative:</b>	<b>Date:</b>

**Summation Report**

Agency Name: San Diego Unified School District	Vendor Number: 6833-00	CNIPS ID: 02462-CACFP-37-PS-SOIC	Review ID: 13659
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**Performance Standard 3 – Program Accountability  
 Compliance Area 600: Meal Counts**

Institutions must have a system to yield accurate numbers of meals served in order to report meal counts correctly on the Claim for Reimbursement. References include but are not limited to 7 CFR, sections 226.10(c)(1) and (2); 226.15(e)(4) and (5); and 226.17(b)(3), (4), (5), (6), (7), (8) and (9).

**Findings:**

The reviewer observed the following meal counting deficiencies during the unannounced visits conducted:

The staff recorded meal counts prior to children taking a meal. There was no staff supervising the meal service line to ensure that children took the number of food items required to count towards a reimbursable meal or that children claimed actually participated in the meal service. The reviewer observed some students taking a couple of each of the food items offered that may result for some food items to run out prior to the end of meal service. See attachment A Site Review Findings Summary for Bell MS. **Pursuant to 7 CFR Section 226.15 (d) Staffing. Each institution shall provide adequate supervisory and operational personnel for management and monitoring of the Program.**

The recorded meal count for the day of review did not match the amount of meals claimed for Ross ES. The site recorded 64 suppers served while the amount of supper claimed was 69. Fiscal action will be taken for the 5 suppers claimed over the amount recorded. **According to 7 CFR Section 226.10 (c) In submitting a Claim for Reimbursement, each institution shall certify that the claim is correct and that records are available to support that claim.**

The verified meal count recorded for 5/23/16 during the reviewer’s visit was different than the amount of suppers claimed by Mann MS. The staff recorded 53 while the amount claimed was changed to 54 after the visit. Fiscal action will be taken on the one supper claimed over the amount verified during the reviewer’s visit at the site. **According to 7 CFR Section 226.10 (c) In submitting a Claim for Reimbursement, each institution shall certify that the claim is correct and that records are available to support that claim.**

There was no record of the amount of suppers served on 5/19/16. See attachment A Site Review Findings Summary for Toler ES. No fiscal action taken for this error cited, the agency did not claim meals for this site on the date cited. **Pursuant to 7 CFR 226.17a (o)(3) Recordkeeping requirements. In addition to the other records required by this part, at-risk afterschool care centers must maintain the number of at-risk afterschool snacks served to participating children for each snack service and/or, in eligible States, the number of at-risk afterschool meals served to participating children for each meal service**

**Comments:**

The sponsor provided the reviewer with the required corrective actions stated on the Site Review Findings Summary at the time of this administrative review.

Results of this review will be forwarded to the Program Integrity Unit for correction of over or under-claims.

**Action Required: Complete the following CAD by: (date) \_\_\_\_\_ Not applicable**

See comments above

**Summation Report**

Agency Name: San Diego Unified School District	Vendor Number: 6833-00	CNIPS ID: 02462-CACFP-37-PS-SOIC	Review ID: 13659
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**Performance Standard 3 – Program Accountability  
Compliance Area 600: Meal Counts**

**CAD implemented by** (name) \_\_\_\_\_ **on** (date) \_\_\_\_\_  
*Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.*

<b>Signature of Agency Representative:</b>	<b>Date:</b>
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<b>Approval Signature of State Representative:</b>	<b>Date:</b>
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**Summation Report**

Agency Name: San Diego Unified School District	Vendor Number: 6833-00	CNIPS ID: 02462-CACFP-37-PS-SOIC	Review ID: 13659
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**Performance Standard 3 – Program Accountability  
 Compliance Area 800: Meal Requirements**

Meals claimed for reimbursement must contain meal components in specific quantities as required by regulations. References include but are not limited to 7 CFR, sections 226.15(e)(10), 226.17(b)(4), 226.20, and Appendix C to Part 226.

**Findings:**

The reviewer observed the following meal requirement deficiencies during the unannounced visits conducted:

Non-reimbursable meals included in the meal counts recorded. Children did not take the required three food items to count towards a reimbursable meal. The staff constantly reminded the children to take three food items; however, failed to observe and ensure that children actually took the number of food items required to count towards a reimbursable meal. The meals cited are non-reimbursable and will be disallowed. See Attachment A Site Review Findings Summary for Chavez ES, Ross ES, Bell MS, Toler ES, Dana MS and Twain HS. **According to Management Bulletin (MB) SNP 21-2014; CACFP-06-2014: Streamlining CACFP At-risk Afterschool Meal Participation for School Food Authorities. The CACFP meal pattern consists of four required components (milk, fruit/vegetable, grain/bread, meat/meat alternate). However, because the meal pattern requires two different kinds of fruits and/or vegetables, there are actually five items in the CACFP meal pattern. When SFAs use OVS, children must select three of the five food items.**

The meal service just ended when the reviewer arrived at the facility at 3:33 p.m. The reported meal service time in CNIPS was 2:30 p.m. and the PrimeTime Supper Schedule submitted to the reviewer on 5/10/16 stated 3:30 p.m. The program leader stated that meal service starts at 3 p.m. on regular days and 3:30 p.m. on minimum days. See Attachment A Site Review Findings Summary for Pacific Beach MS. **Pursuant to 7 CFR 226.6 (b)(2)(v) Certification of truth of applications and submission of names and addresses. Renewing institutions must submit a certification that all information on the application is true and correct.**

**Comments:**

The sponsor provided the reviewer with the required corrective actions stated on the Site Review Findings Summary at the time of this administrative review.

Fiscal action taken for the non-reimbursable meals claimed for the first finding cited above except for Toler ES and Twain HS. The sponsor did not claim the non-reimbursable meals cited for these two schools.

Results of this review will be forwarded to the Program Integrity Unit for correction of over or under-claims.

**Action Required: Complete the following CAD by: (date) \_\_\_\_\_ Not Applicable**

See comments above

**CAD implemented by (name) \_\_\_\_\_ on (date) \_\_\_\_\_**  
 Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

<b>Signature of Agency Representative:</b>	<b>Date:</b>
<b>Approval Signature of State Representative:</b>	<b>Date:</b>

**Summation Report**

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**Performance Standard 3 – Program Accountability  
 Compliance Area 1200: Safety and Sanitation**

Institutions must ensure their conformation with proper sanitation and safety standards set forth by the state and local regulatory agencies in storing, preparing, and serving food. References include but are not limited to 7 CFR, Section 226.20(l).

**Findings:**

The leftover sunflower butter and baby carrots from the previous day was observed offered on day of visit. There was no indication or records for how these leftovers were handled and are safe to re-serve. The agency stated that staff were told to return leftovers to the cafeteria after service. See attachment A Site Review Findings Summary for Twain HS.  
**Pursuant to 7 CFR 226.20 (l) Sanitation. Institutions shall ensure that in storing, preparing, and serving food, proper sanitation and health standards are met which conform with all applicable State and local laws and regulations. Institutions shall ensure that adequate facilities are available to store food or hold meals.**

**Comments:**

The sponsor provided the reviewer with the required corrective action stated on the Site Review Findings Summary at the time of this administrative review.

**Action Required: Complete the following CAD by: (date) \_\_\_\_\_ Not applicable**

See comments above

**CAD implemented by (name) \_\_\_\_\_ on (date) \_\_\_\_\_**  
*Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.*

<b>Signature of Agency Representative:</b>	<b>Date:</b>
<b>Approval Signature of State Representative:</b>	<b>Date:</b>

**Summation Report**

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**Performance Standard 3 – Program Accountability  
 Compliance Area 1300: Civil Rights**

Institutions must follow civil rights requirements. References include but are not limited to 7 *CFR* 15a and 15b, sections 226.6(b)(1)(iii) and(xvii)(C)(5)(iv), 226.6(b)(2)(vii)(C)(5)(iv), 226.23(d), and FNS Instruction 113-1.

**Findings:**

The required civil rights poster was not observed posted. The poster was brought to the meal service area when the reviewer arrived at the site. See attachment A Site Review Findings Summary for Pacific Beach MS. **According to FNS Instruction 113-1 (IX)(B)(1) Methods of Public Notification. Each local agency or sub recipient are required to prominently display the USDA nondiscrimination poster, "And Justice for All".**

**Comments:**

The sponsor provided the reviewer with the required corrective action stated on the Site Review Findings Summary at the time of this administrative review.

**Action Required: Complete the following CAD by: (date) \_\_\_\_\_ Not applicable**

See comments above.

**CAD implemented by (name) \_\_\_\_\_ on (date) \_\_\_\_\_**

*Complete your response in this box or use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.*

<b>Signature of Agency Representative:</b>	<b>Date:</b>
<b>Approval Signature of State Representative:</b>	<b>Date:</b>

**Child and Adult Care Food Program (CACFP)**  
 Site Review Findings Summary  
 AT-RISK AFTERSCHOOL PROGRAM

Institution: San Diego Unified School District		Vendor Number: 6833-00	CNIPS ID: 02462-CACFP-37-PS-SOIC	Review ID: 13659
Site Name (CNIPS ID)	Date of Review	Description of Finding and Corrective Action (C.A.) Needed		
Chavez Elementary School (6998)	5/11/16	<p><b>Finding:</b></p> <p>Non-reimbursable meals included in the meal counts recorded. Three children observed that took only 2 food items. These meals are non-reimbursable and will be disallowed. The staff constantly reminded the children to take three food items; however, staff failed to observe and ensure that children actually took the number of food items required to count towards a reimbursable meal.</p> <p><b>Required Corrective Action:</b></p> <p>Conduct a follow-up visit and re-train staff on the program meal requirements. Include a review of your meal counting and claiming procedures. Provide the reviewer with a copy of the completed site-monitoring visit form, staff training agenda, materials and sign-in sheets.</p>		

<p>Ross Elementary School (6959)</p>	<p>5/11/16</p>	<p><b>Finding:</b></p> <p>Non-reimbursable meals included in the meal counts recorded. A child that took only 2 food items was included in the meal count recorded. This meal is non-reimbursable and will be disallowed. The staff constantly reminded children to take three food items; however, staff failed to observe and ensure that children actually took the number of food items required to count towards a reimbursable meal.</p> <p><b>Required Corrective Action:</b></p> <p>Conduct a follow-up visit and re-train staff on the program meal requirements. Include a review of your meal counting and claiming procedures. Provide the reviewer with a copy of the completed site-monitoring visit form, staff training agenda, materials and sign-in sheets.</p> <p><b>Comments/ Technical Assistance:</b></p> <p>The sharing box was placed right at the end of the meal service line. Some children were observed dropping each food item into the sharing box as they pick it up. The system discourages the children from trying the food items offered. The reviewer made a recommendation that the sharing box be placed on another table away from the meal service line.</p>
<p>Bell Middle School (6846)</p>	<p>5/12/16</p>	<p><b>Finding:</b></p> <p>Non-reimbursable meals included in the meal counts recorded. There were 10 children observed that took only 1-2 food item/items. These meals are non-reimbursable and will be disallowed.</p> <p>Staff records meal counts prior to children taking a meal. There was no staff supervising the meal service line to ensure that children took the number of food items required to count towards a reimbursable meal or that children claimed actually participated in the meal service. The reviewer observed some students taking a couple of each of the food items offered which may result for some food items to run out prior to the end of meal service.</p> <p><b>Required Corrective Action:</b></p> <p>Conduct a follow-up visit and re-train staff on program meal requirements. Include a review of your meal counting and claiming procedures. Provide the reviewer with a copy of the completed site-monitoring visit form, staff training agenda, materials and sign-in sheets.</p> <p>State actions taken by the site to ensure that there is adequate supervision during the meal service.</p>

<p>Pacific Beach Middle School (6948)</p>	<p>5/12/16</p>	<p><b>Findings:</b></p> <p>The meal service just ended when the reviewer arrived at the facility at 3:33 p.m. The reported meal service time in CNIPS was 2:30 p.m. and 3:30 p.m. on the PrimeTime Supper Schedule submitted to the reviewer on 5/10/16. The program leader stated that meal service starts at 3 p.m. on regular days and 3:30 p.m. on minimum days.</p> <p>The required civil rights poster was not observed posted. The poster was brought to the meal service area when the reviewer arrived at the site.</p> <p><b>Required Corrective Actions:</b></p> <p>Conduct a follow-up visit to the site and re-train staff on program requirements. State actions taken to correct the findings cited. Submit to the reviewer a copy of documentations to support your responses as applicable.</p> <p>Provide the reviewer with a copy of the completed site-monitoring visit form, staff training agenda, materials and sign-in sheets.</p>
<p>Mann Middle School (6925)</p>	<p>5/25/16</p>	<p><b>Finding:</b></p> <p>No significant findings observed.</p> <p><b>Required Corrective Action:</b></p> <p>No corrective action required.</p> <p><b>Comments:</b></p> <p>The reviewer discussed with the staff that program regulations do not require children to participate in the program. Some children observed dropping off all food items selected into the sharing box.</p> <p>The reviewer discussed with the staff that the sharing box must be placed off the floor for food safety.</p> <p>Meals were left at the cafeteria for staff to pick up prior to meal service. The milk provided on the day of review were placed inside a plastic bin with not enough ice mat or ice to keep it cold. The second group of children will be served at 4:30 p.m. The reviewer reminded the staff to ensure that milk for this group be placed inside the refrigerator to keep it at safe cold temperature zone.</p>

Toler ES (6979)	5/25/16	<p><b>Finding:</b></p> <p>Non-reimbursable meals included in the meal counts recorded. There were 22 children observed that took only 1-2 food item/items. These meals are non-reimbursable and will be disallowed. The staff supervising the children were at the beginning of the meal service line and unable to validate that the children took the required number of food items to count towards a reimbursable meal.</p> <p>There was no record of the amount of meals served on 5/19/16. Fiscal action will be taken if meals are claimed on the date cited.</p> <p><b>Required Corrective Action:</b></p> <p>Conduct a follow-up visit and re-train staff on program meal requirements. Include a review of your meal counting and claiming procedures. Provide the reviewer with a copy of the completed site-monitoring visit form, staff training agenda, materials and sign-in sheets.</p> <p><b>Comments/ Technical Assistance:</b></p> <p>The sharing box was placed right at the end of the meal service line. Some children were observed dropping each food item into the sharing box as they pick it up. The system discourages the children from trying the food items offered. The reviewer made a recommendation that the sharing box be placed on another table away from the meal service line.</p> <p>Some children were allowed to take 2-3 crackers and may eventually result to a shortage of this food item.</p>
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<p>Dana Middle School (9315)</p>	<p>5/26/16</p>	<p><b>Finding:</b></p> <p>Non-reimbursable meals included in the meal counts recorded. There were 2 children observed that took only 1-2 food item/items. These meals are non-reimbursable and will be disallowed.</p> <p><b>Comments:</b></p> <p>The reviewer discussed with the program leader to ensure that staff supervises the meal service line. One of the staff failed to ensure children took the required number of food items to count towards a reimbursable meal.</p> <p>The sharing box for 2 service locations was placed right at the end of the meal service line. Some children were observed dropping each food item into the sharing box as they pick it up. The system discourages the children from trying the food items offered. The reviewer made a recommendation that the sharing box be placed on another table away from the meal service line.</p> <p><b>Required Corrective Action:</b></p> <p>Conduct a follow-up visit to ensure staff compliance to all program requirements. Provide the reviewer with a copy of the completed site-monitoring visit form.</p>
<p>Twain High School (6926)</p>	<p>5/26/16</p>	<p><b>Findings:</b></p> <p>The leftover sunflower butter and baby carrots from the previous day was observed offered on day of visit. There was no indication or records for how these leftovers were handled and safe to re-serve. The agency stated that staff were told to return leftovers to the cafeteria after service.</p> <p>Non-reimbursable meals included in the meal counts recorded. There were 3 children observed that took only 1-2 food item/items. These meals are non-reimbursable and will be disallowed. The staff stated that they just let the children pick up food items that they want.</p> <p><b>Required Corrective Actions:</b></p> <p>Conduct a follow-up visit and re-train staff on the program meal requirements. Include a review of your meal counting and claiming procedures. Provide the reviewer with a copy of the completed site-monitoring visit form, staff training agenda, materials and sign-in sheets.</p>