

ANSWERS - Corrective Action Plan Activity

Instructions: Write a detailed corrective action response for the identified finding.

Finding/Non-compliance: Production Records – CN labels were not on file for the store-bought combination foods

- Pizza at Lunch (5/15)
- Chicken Nuggets at Lunch (5/21)
- Meatballs at Lunch (5/30)

<p>Correction: What?</p>	<p>The CN labels will be obtained by the cook prior to the agency serving the item as part of a reimbursable meal. The documentation maintained on file will be for the specific combination food that is served.</p> <p>We will use them to ensure that these food items contain the proper amounts of meat and grains in order to be credited as a meat/meat alternate or grain. This information will be included on the production records as well.</p> <p>Until a CN label is on file for the combination food items, we will either our agency will remove the combination food item from the menu until a CN label is on file.</p>
<p>Consistency: How?</p>	<p>Each Monday morning, the assistant cook will check the menus for combination foods and make note to verify the CN label is on file for those specific days. The assistant cook will check that the CN label is on file and being used appropriately when a meal service includes a combination food item.</p>
<p>Responsibility: Who?</p>	<p>The cook and assistant cook will be responsible for obtaining and keeping CN labels on file for any store-bought combination food items our agency serves.</p>
<p>Frequency: When?</p>	<p>At the beginning of each month the director will double-check that all combination food items on the menu for that month have a CN label on file before serving.</p>
<p>Compliance: Edit Checks</p>	<p>The Director will review the menus and production records, and verify that all combination foods have a CN label on file, prior to submitting the claim each month. If a CN label is missing, that meal will not be claimed for reimbursement.</p>
<p>Implementation: When?</p>	<p>This was implemented immediately and we did not claim the lunch on the day of the DPI review beings we did not have a CN label on file for the pizza served.</p>

ANSWERS - Corrective Action Plan Activity

<p>Record Maintenance: Where?</p>	<p>The CN labels will be maintained in a file folder in the kitchen for easy reference by they cook and assistant cook. They will be available for the Director at the end of each month for her to review prior to submitting the monthly claim.</p> <p>The file folder will be checked every 3-months to ensure the CN labels on file are current. Any old CN labels will be pulled and placed into a file folder for combination foods no longer being served. This file folder will be placed with the CACFP binder in the Director's office.</p>
<p>Training for Staff: How?</p>	<p>The cook, assistant cook, and the Director reviewed the following webcasts: (1) CACFP Meal Pattern and (2) Production Records. Also, GM 9C & 12C were reviewed. Refer to the attached training documentation.</p>
<p>Resources/Supporting Documentation <i>(If Applicable)</i></p>	<p>Enclosed are the CN labels for the pizza, chicken nuggets, and meatballs.</p>