

Administrative Review Report

EGG HARBOR CITY BD OF ED-001-01300 Atlantic County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	710	
Due Date	11/30/2016	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Lisa Garland 11/04/2016 03:17 PM	Upload the following in the Documents Tab for SY 2015-16: Your SFA's executed Non-Program Food (NPF) Revenue Tool, B5 and a reconciliation and supporting documentation, if necessary. Complete and submit the following statement: We (did/did not) take steps to sufficiently increase our NPF prices. If you did, list the steps you took to ensure compliance. Submit a list of the following NPFs that you sold during SY2015-16: Adult meals Catering-1 (e.g. food provided for Teacher Appreciation Day, meals for a sports banquet) Catering-2 (e.g. food items provided for outside organizations) Meals, food, beverages supplied to another school district (meals are not being claimed for reimbursement by the school supplying the food) or program (e.g. Head Start) Vending (e.g. water, snacks) A-la-carte (e.g. milk for kids who bring lunch from home, 2nd entrees, snacks, beverages) Fundraisers (e.g. SFA supplies products for school-based fundraisers) School Stores
	CAP Submitted JOSEPH SMURLO 01/03/2017 02:37 PM	Category 1. We did take steps to sufficiently increase our NPF prices. The District was unaware of the NPF Revenue Tool, but we review NPF prices annually and mark them up. Adult meals are 40-50% higher than student's meals. A-la-carte and special events are priced based on the actual cost with a 25% markup. See uploaded documents for actual invoices, menus listing various adult meal and a-la-carte prices, and daily receipt summaries from the week of Monday, October 5, 2015. Please note that October 9th was a Professional Development and there was no school.
	CAP Removed Sowjanya Kurada 01/23/2017 11:00 AM	CAP Removed
	Flagged Lisa Garland 02/08/2017 01:35 PM	Revenue from Non-program Foods: 1. Non Program Food Revenue Tool not provided; USDA requires that SFAs execute the NPFRT annually. 2. For each NPF selected no process (es) provided (in writing) to ensure that all funds received from the sale of NPFs were deposited into the SFA's school food service account. 3. Catering invoice was paid in full to the school food service account. Recommendation: Please view the NPFRT Tool webinar from the summer of 2015 in SNEARS. Corrective Action received via Documents tab and approved on 1/19/17.
	CAP Removed Lisa Garland 02/08/2017 01:38 PM	CAP Removed
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1601	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard 02/02/2017 11:22 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . Keep in mind, the flyer will not be available until late spring/early summer. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Resource Management Review Form	
Question #	2	

Administrative Review Report

EGG HARBOR CITY BD OF ED-001-01300 Atlantic County

Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Lisa Garland 02/08/2017 01:37 PM	PROCESS(ES) FOR SFA'S NON-PROGRAM FOODS TO ENSURE THAT ALL FUNDS RECEIVED FROM THE SALE OF NON-PROGRAM FOODS WERE DEPOSITED INTO THE SFA'S FOOD SERVICE ACCOUNT WAS NOT PROVIDED BY THE SFA. Corrective Action received on 1/19/17 and approved via Documents tab.
	CAP Removed Lisa Garland 02/08/2017 01:39 PM	CAP Removed
Site Name		
Form Name	Resource Management Review Form	
Question #	5	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Lisa Garland 02/08/2017 01:37 PM	Non Program food Revenue Tool not provided by SFA. Corrective Action received on 1/19/17 and approved via Documents tab.
	CAP Removed Lisa Garland 02/08/2017 01:39 PM	CAP Removed
Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard 02/23/2017 10:15 AM	Three Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) This form is accessible in the Documents tab. The SFA must indicate the date of correction for all application errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1215	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard 02/02/2017 11:32 AM	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date when the food safety training will be completed.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1217	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online

Administrative Review Report

EGG HARBOR CITY BD OF ED-001-01300 Atlantic County

	02/02/2017 11:39 AM	courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . At the time of the review, only 5.5 hours had been recorded. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1218	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard 02/08/2017 08:02 AM	School Nutrition Program Managers are required to complete at least 10 hours of annual training. Full time School Nutrition Program staff are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . At the time of the review, all full time and part time staff had not met the required hours of training with no future training documented. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
Site Name	Egg Harbor City Community School	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard 02/03/2017 01:10 PM	At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. SFA cannot offer only juice as the fruit/vegetable option at breakfast daily. Juice cannot make up more than 50% of the fruit offering weekly. The review month did not meet the weekly legume requirement at lunch. When planning menus, refer to the Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	Egg Harbor City Community School	
Form Name	On-Site Assessment Tool - Site	
Question #	1105	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Kate Sheppard 02/02/2017 11:25 AM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	Egg Harbor City Community School	
Form Name	On-Site Assessment Tool - Site	
Question #	1700	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	As discussed at the exit conference, violations were found for the After School

Administrative Review Report

EGG HARBOR CITY BD OF ED-001-01300 Atlantic County

	Kate Sheppard 02/02/2017 11:31 AM	Snack Program. The snack program had no educational component on Friday and therefore snacks cannot be claimed in the future on this day. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
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