

MAHWAH TWP BD OF ED-00302900 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Community Eligibility Provision (2109 - 2110)		2109		CAP Removed
Corrective Action History			CAP Removed Linda Scarpa 12/01/2017 03:52 PM	CAP Removed		
			Flagged KYLE BLEEKER 09/25/2017 03:32 PM			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		207		CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:14 PM	CAP Accepted		
			CAP Submitted KYLE BLEEKER 12/14/2017 02:28 PM	The verification officials shall view the webinar to ensure this requirement is met for future verification. The verification process was completed by the November 30th Deadline however at the time of review certain verification had not yet been completed. The SFA intends to review its internal controls to ensure this process is completed in a timely manner as determined by other responsibilities.		
			Flagged Linda Scarpa 12/01/2017 03:51 PM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab 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..Describe in the CAP how this will be corrected.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208		CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:13 PM	CAP Accepted		
			CAP Submitted KYLE BLEEKER 12/14/2017 02:28 PM	The SFA has reviewed its procedures for this task and have made the necessary corrections to its internal controls. This corrective action has already been implemented.		
			Flagged Linda Scarpa 12/01/2017 03:49 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		215		CAP Accepted

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Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:11 PM	CAP Accepted		
			CAP Submitted KYLE BLEEKER 12/14/2017 02:28 PM	The SFA shall review and adjust our internal controls to meet this deadline in the future and establish firm target dates for the Verification Process and Form 244 to meet the November 15th deadline. It is anticipated these controls will be developed and implemented no later than Summer 2018, so they are in place for the 18/19 verification dates.		
			Flagged Linda Scarpa 12/01/2017 03:43 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.		
			Flagged Linda Scarpa 11/20/2017 12:27 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.		
			Flagged Linda Scarpa 11/20/2017 12:27 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1221		CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:12 PM	CAP Accepted		
			CAP Submitted KYLE BLEEKER 12/14/2017 02:28 PM	The SFA shall incorporate into our annual practices that prior to the beginning of school applicable staff will complete their training hours. It is intended that this training will occur during the summer and be completed prior to the September start.		
			Flagged Linda Scarpa 12/01/2017 03:44 PM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities 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/ . 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..		
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American (1400 - 1402)		1400		CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:12 PM	CAP Accepted			
			CAP Submitted HOLLY KRIZEK 12/13/2017 12:38 PM	HACCP SOP books were in Food Service Director office on 11/13/2017. On 11/14/2017 they were distributed to all kitchens. To insure this will not occur moving forward, the Food Service Director will utilize a checklist each August to review all required documents and postings are in each location.			
			Flagged Linda Scarpa 12/01/2017 03:44 PM	A copy of the written HACCP food safety plan must be available at each school. 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	RAMAPO RIDGE	401		CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:13 PM	CAP Accepted		
			CAP Submitted HOLLY KRIZEK 12/13/2017 12:44 PM	Increased quantities of fruit and vegetables available at POS register. Staff training on meal claiming increased from annually to quarterly. Visual aid to be placed on top of POS computer instead of bottom. Food Service Director to make weekly visits to all serving locations to monitor staff compliance of meal claiming.		
			Flagged Linda Scarpa 12/01/2017 03:50 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.		
			Flagged Linda Scarpa 11/26/2017 09:18 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.		
			Flagged Linda Scarpa 11/26/2017 09:18 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.		
			Flagged Linda Scarpa 11/26/2017 09:18 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	LENAPE MEADOWS	401		CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:13 PM	CAP Accepted		
			CAP Submitted HOLLY KRIZEK 12/13/2017 12:43 PM	Increased quantities of fruit and vegetables available at POS register. Staff training on meal claiming increased from annually to quarterly. Visual aid to be placed on top of POS computer instead of bottom. Food Service Director to make weekly visits to all serving locations to monitor staff compliance of meal claiming.		
			Flagged Linda Scarpa 12/01/2017 03:49 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review (500-502)	LENAPE MEADOWS	500		CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:14 PM	CAP Accepted		
			CAP Submitted HOLLY KRIZEK 12/13/2017 12:45 PM	.Staff training on meal claiming increased from annually to quarterly. Visual aid to be placed on top of POS computer instead of bottom. Food Service Director to make weekly visits to all serving locations to monitor staff compliance of meal claiming.		
			Flagged Linda Scarpa 12/01/2017 03:50 PM	At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School (1104 - 1107)	RAMAPO RIDGE	1105		CAP Accepted

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Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:12 PM	CAP Accepted		
			CAP Submitted HOLLY KRIZEK 12/13/2017 12:40 PM	Vendor substituted product. All vendors have been notified to not substitute products moving forward. Only specified products are to be sold, if specified product is not available order will be shorted instead of substituted.		
			Flagged Linda Scarpa 12/01/2017 03:45 PM	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.		
			Flagged Linda Scarpa 11/26/2017 09:26 PM	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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	LENAPE MEADOWS	1403		CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 01/04/2018 09:11 PM	CAP Accepted		
			CAP Submitted HOLLY KRIZEK 12/13/2017 12:35 PM	HACCP SOP books were in Food Service Director office on 11/13/2017. On 11/14/2017 they were distributed to all kitchens. To insure this will not occur moving forward, the Food Service Director will utilize a checklist each August to review all required documents and postings are in each location.		
			Flagged Linda Scarpa 12/01/2017 03:44 PM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	RAMAPO RIDGE	1404		CAP Removed
Corrective Action History			CAP Removed Linda Scarpa 12/01/2017 03:47 PM	CAP Removed		
			Flagged Linda Scarpa 11/26/2017 09:33 PM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	LENAPE MEADOWS	1404		CAP Removed

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Removed Linda Scarpa 12/01/2017 03:46 PM	CAP Removed		
			Flagged Linda Scarpa 11/26/2017 09:03 PM			