

## BURLINGTON CITY BD OF ED-00500600 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	02/19/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Amy Martin 02/16/2018 10:50 AM Flagged Amy Martin 01/17/2018 11:41 AM	CAP Removed Incomplete 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.) The SFA corrected the applications prior to the exit conference on 1/11/2018, therefore no further corrective action is required.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208	02/19/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Amy Martin 02/16/2018 10:51 AM Flagged Amy Martin 01/17/2018 11:41 AM	CAP Removed The was no Confirming Official, therefore this task was not completed. In addition, the most recent verification tracker (form 242) must be used to document the date and signature of the confirmation review/Confirming Official. Form 242 can be found on the NJDA webpage. 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	Afterschool Snack Program (1700)	CAPTAIN JAMES LAWRENCE	1700	02/19/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Amy Martin 01/11/2018 02:37 PM Flagged Amy Martin 01/11/2018 02:36 PM	CAP Removed		
Other Programs	Afterschool Snack Program	Meal Pattern / Production Records (Performance Standard 2)	CAPTAIN JAMES LAWRENCE		02/19/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Amy Martin 02/16/2018 10:51 AM	CAP Accepted		
			CAP Submitted ANGELA GIOVACCHINI 02/07/2018 03:04 PM	Production records now reflect meal components & planned portion sizes for afterschool snack. On January 12th I requested a meeting with the aftercare director to discuss the proper guidelines and procedures for distribution of afterschool snack. On January 17th we had a meeting I was able to show her the revised production records and how to properly distribute snack to the students. My kitchen staff now builds afterschool snack in reimbursable KITS, making claiming easier. I also showed the director how to properly fill out a production record and what make a reimbursable snack. On January 22nd I attended Wilbur Watts to educate, & monitor the recording and distribution of snack On January 30 I attended Samuel Smith to educate & monitor the recording and distribution of snack On February 2nd I attended Elias Boudinot & Captain James Lawrence to educate and monitor the recording and distribution of snack. I met with the entire staff at all locations and explain what's in a reimbursable snack, how to properly distribute snack and fill out production records. In conclusion on 2/7/2017 all sites have completes this successfully. Documentation available upon request.		
			Flagged Amy Martin 01/17/2018 11:41 AM	Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference findings were found in this area. Currently production records are being kept, but not used at the Point of Service for collecting the number of snacks served. Each snack location compiles their own daily sheet and provides a copy to the FSD. This is making the meal counting and claiming system complex. During the AR, we discussed current menu options, completion of production records, and adopting a uniform counting and claiming system to simplify the process. 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.		