

Administrative Review Report

EVESHAM TWP BD OF ED-00501420 Burlington County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	710	
Due Date	12/06/2016	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Lisa Garland 11/14/2016 03:30 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 Removed Lisa Garland 01/20/2017 02:22 PM	CAP Removed
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	807	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 02:57 PM	SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . 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	Off-Site Assessment Tool	
Question #	1203	
Due Date	02/20/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged JOHN RECCHINTI 11/18/2016 09:39 AM	
	CAP Removed Corinne Santos-Hernandez 01/11/2017 10:25 AM	CAP Removed
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1206	
Due Date	02/20/2017	
Corrective Action Status	CAP Removed	

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Corrective Action History	Flagged JOHN RECCHINTI 11/02/2016 11:59 AM	
	CAP Removed Corinne Santos-Hernandez 01/11/2017 10:33 AM	CAP Removed
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1211	
Due Date	02/20/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged JOHN RECCHINTI 11/02/2016 12:02 PM	
	CAP Removed Corinne Santos-Hernandez 01/11/2017 10:38 AM	CAP Removed
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1601	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/11/2017 02:25 PM	
	CAP Removed Amy Martin 01/12/2017 09:07 AM	CAP Removed
	Flagged Amy Martin 01/12/2017 09:23 AM	
	Flagged Amy Martin 01/12/2017 09:24 AM	
	Flagged Amy Martin 01/20/2017 02:57 PM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. Prior to the last regular day of the school year, the Summer Food Service Program flyer must be distributed to all students or posted to the district's website, so that all students/families have access. The following link can be used to download the brochure from USDA website: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf (keep in mind, it is not available until late spring/early summer). Explain, in detail, how the finding will be corrected. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 02:58 PM	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.) The application errors were rectified on January 11, 2017. No further action is required.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	314	

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Due Date	02/20/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Amy Martin 01/12/2017 09:47 AM	Meals must be checked at the Point of Service (POS) for all students. Currently at Rice Elementary, teacher's are phoning in the ordered meal for the self contained autistic classroom students who are buying lunch each day (the students are not able to leave the classroom for functional reasons). The food service staff then charges the student's account at the POS. A teacher's assistant then picks the student(s) meal up in the cafeteria and provides it to the student in the classroom. This is not allowed as the meal must be provided to the student and ensured it contains all the required meal components prior to charging the student's account and claiming as a reimbursable meal. Develop and explain the standard operating procedure and date of implementation for the self contained autistic classrooms.
	CAP Removed Amy Martin 01/13/2017 10:05 AM	CAP Removed
Site Name		
Form Name	On-Site Assessment Tool	
Question #	810	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 02:59 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households and posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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	RICHARD R. RICE	
Form Name	On-Site Assessment Tool - Site	
Question #	318	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 02:58 PM	Develop and explain the standard operating procedure and date of implementation for the self contained autistic classrooms.
Site Name	FRANCES DEMASI MDL-ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date	02/20/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Corinne Santos-Hernandez 01/11/2017 12:28 PM	
	CAP Removed Amy Martin 01/11/2017 02:26 PM	CAP Removed
Site Name	FRANCES DEMASI MDL-ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	901	
Due Date	02/20/2017	
Corrective Action Status	CAP Removed	

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Corrective Action History	Flagged Corinne Santos-Hernandez 01/11/2017 12:28 PM	
	CAP Removed Amy Martin 01/12/2017 09:33 AM	CAP Removed
Site Name	RICHARD R. RICE	
Form Name	On-Site Assessment Tool - Site	
Question #	1105	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 03:06 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. The two products not meeting Smart snacks criteria were pulled from shelves and no longer sold effective January 11, 2017. No further corrective active required.
Site Name	RICHARD R. RICE	
Form Name	On-Site Assessment Tool - Site	
Question #	1404	
Due Date	02/20/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	Flagged Amy Martin 01/11/2017 01:12 PM	
	CAP Removed Amy Martin 01/11/2017 01:15 PM	CAP Removed
Site Name	RICHARD R. RICE	
Form Name	On-Site Assessment Tool - Site	
Question #	1407	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 02:58 PM	Temperature logs must be maintained for all refrigerator/freezer units. If temperatures are not within the desired range, corrective action is required. Temperature log templates with instructions can be found on the NJDA forms page (Form 363). Explain how and when this was rectified.
Site Name	RICHARD R. RICE	
Form Name	On-Site Assessment Tool - Site	
Question #	1410	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 03:00 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Letter sent by Food Service Director to food distributor (US Foods) on January 11, 2017 requesting these products no longer be part of their order and explaining the Buy American Provision to the SFA. SFA to check and monitor incoming deliveries to ensure that US products are provided. No further corrective action required
	Flagged Amy Martin 01/20/2017 03:00 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Letter sent by food service director to food distributor (US Foods) requesting these products no longer be part of their order and explaining the Buy American Provision. SFA to check and monitor incoming

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	deliveries to ensure that US products are provided.	
Site Name	FRANCES DEMASI MDL-ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	1410	
Due Date	02/20/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 01/20/2017 03:00 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Letter sent by Food Service Director to food distributor (US Foods) on January 11, 2017 requesting these products no longer be part of their order and explaining the Buy American Provision to the SFA. SFA to check and monitor incoming deliveries to ensure that US products are provided. No further corrective action required
	Flagged Amy Martin 01/20/2017 03:00 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Letter sent by food service director to food distributor (US Foods) requesting these products no longer be part of their order and explaining the Buy American Provision. SFA to check and monitor incoming deliveries to ensure that US products are provided.