

WINSLOW TWP BD OF ED-00705820 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	WINSLOW TWP MIDDLE SCH	402	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:38 AM	CAP Accepted		
			CAP Submitted TYRA MCCOY-BOYLE 05/14/2018 10:40 AM	April 16, 2018: The recipe for Garden Salad was printed and posted at Salad Station. All employees that make salads were re-trained on using the proper utensils to ensure the correct amount of food is in each salad.		
			Flagged Lea Berry 04/13/2018 01:45 PM	On the day of review the garden salad didn't meet the daily requirement of having 1 ounce equivalent of meat/meat alternate. It was mentioned to the Food Service staff and corrected immediately. Training should be given to staff again on following recipes and how to measure out food items.		

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On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	WINSLOW TWP MIDDLE SCH	1403	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:39 AM	CAP Accepted			
			CAP Submitted TYRA MCCOY-BOYLE 05/14/2018 10:43 AM	April 23, 2018 a separate book was created labeled HACCP SOP's (standard operating procedures) for each school site. They will be signed off each year at our kick off meeting in the beginning of September. Our monthly trainings are almost word for word the same as SOP's and are kept in a book easily accessible to our staff as well.			
			Flagged Lea Berry 04/13/2018 01:46 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. A food safety plan, with easy access to employees, must be available at each site. Sodexo does do training on food safety and employees sign off monthly, however in each cafeteria there should be a plan that pertains to each site. 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 Counting and Claiming - Day of Review	WINSLOW TWP SCHOOL 3	318	05/14/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:40 AM	CAP Accepted			
			CAP Submitted TYRA MCCOY-BOYLE 05/14/2018 11:04 AM	April 16, 2018: The new procedures and rosters were sent to the schools with Pre-K programs. The food service staff along with Pre-K teachers were trained on how to use the rosters correctly. After lunch is served, the rosters are collected from the classrooms by cafeteria staff and the student's ID cards are scanned into POS to account for the lunch served.			
			Flagged Lea Berry 04/13/2018 01:46 PM	<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>In the pre-K classrooms, lunch counts/choices were pre-ordered in the morning. The pre-K teacher/assistant then picked up the ordered lunches from the cafeteria at lunch time and distributed them to the students. No point of service count was taken once the student received the meal. The morning pre-order forms were used to enter meals in the POS.</p> <p>In addition, on the day of review, an aide picked up and scanned the ID cards of two (2) students and brought the meals back to their classroom (due to special needs/behavioral issues). This is not allowed as the point of service count must be taken once the student receives a complete meal in their possession.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	05/14/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:41 AM	CAP Accepted		
			CAP Submitted TYRA MCCOY-BOYLE 05/14/2018 11:05 AM	April 23, 2018 a separate book was created labeled HACCP SOP's (standard operating procedures) for each school site. They will be signed off each year at our kick off meeting in the beginning of September. Our monthly trainings are almost word for word the same as SOP's and are kept in a book easily accessible to our staff as well.		
			Flagged Lea Berry 04/13/2018 01:46 PM	<p>The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website.</p> <p>A copy of the written HACCP food safety plan must be available at each school.</p> <p>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.</p>		
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness		1006	05/14/2018	CAP Removed
Corrective Action History			CAP Removed Lea Berry 04/10/2018 06:32 PM	CAP Removed		
			Flagged Lea Berry 04/06/2018 09:54 AM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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	WINSLOW TWP SCHOOL 3	1410	05/14/2018	CAP Removed
Corrective Action History			CAP Removed Lea Berry 04/13/2018 11:38 AM	CAP Removed		
			Flagged Lea Berry 04/13/2018 11:38 AM	x		
Other Programs	Afterschool Snack Program	Afterschool Snack Program	WINSLOW TWP SCHOOL 3		05/14/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:42 AM	CAP Accepted			
			CAP Submitted TYRA MCCOY- BOYLE 05/14/2018 11:06 AM	April 16, 2018: The on-site reviews were assigned to a specific staff member and added to the calendars of both the Assistant Business Administrator, Regina Chico and the Food Service Director, Colleen Lillich to follow up the the staff member assigned the responsibility.			
			Flagged Lea Berry 04/13/2018 01:50 PM	<p>The after school snack program must be monitored in the first four weeks of operation.</p> <p>The snack program at school 3 was not monitored within the first four weeks of operation.</p> <p>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.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		211	05/14/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:47 AM	CAP Accepted		
			CAP Submitted TYRA MCCOY- BOYLE 05/14/2018 02:05 PM	<p>All verification notification letters were reviewed and the required information was added. A further review of the letters to ensure they have the required information will be done prior to the next verification, which will be in November 2018.</p> <p>Sample letters are attached for your review.</p>		
			Flagged Lea Berry 04/13/2018 01:50 PM	<p>The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236).</p> <p>Missing from the letter:</p> <p><i>The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free and reduced priced meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced priced meals.</i></p> <p>Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>		
On-Site Assessment Tool	On-Site Assessment Tool	Civil Rights		810	05/14/2018	CAP Accepted

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Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:47 AM	CAP Accepted		
			CAP Submitted TYRA MCCOY- BOYLE 05/14/2018 02:05 PM	All letters and fliers were reviewed and the required non-discrimination statement was added. A further review of the information will be performed in August 2018, prior to mailing. A sample of the flyer has been attached for your review.		
			Flagged Lea Berry 04/13/2018 01:51 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or 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 . The letter mailed out to remind the parents a new application must be submitted must add the non-discrimination 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	WINSLOW TWP MIDDLE SCH	401	05/14/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:48 AM	CAP Accepted		
			CAP Submitted TYRA MCCOY-BOYLE 05/14/2018 11:25 AM	<p>April 16, 2018: A training session was held at 9:30 am on what is a reimbursable meal vs a non-reimbursable meal for both breakfast and lunch. If it is not a reimbursable meal, ala carte pricing must be charged. The staff was presented with different scenarios and each cashier was quizzed whether it qualified as a reimbursable meal or not.</p> <p>The Director of Food Service and Food Service Manager then did an on-site review during breakfast and lunch service on April 18, 2018 to ensure our staff understood the training and correctly identified completed meals.</p>		
			Flagged Lea Berry 04/13/2018 01:52 PM	<p>Students must take the required number of components for lunch and breakfast 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.</p> <p>Incomplete meals were observed at the Middle School at breakfast and lunch.</p> <p>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.</p>		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	WINSLOW TWP MIDDLE SCH	500	05/14/2018	CAP Accepted

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Corrective Action History			CAP Accepted Lea Berry 05/25/2018 10:49 AM	CAP Accepted			
			CAP Submitted TYRA MCCOY- BOYLE 05/14/2018 11:26 AM	<p>April 16, 2018: A training session was held at 9:30 am on what is a reimbursable meal vs a non-reimbursable meal for both breakfast and lunch. If it is not a reimbursable meal, ala carte pricing must be charged. The staff was presented with different scenarios and each cashier was quizzed whether it qualified as a reimbursable meal or not.</p> <p>The Director of Food Service and Food Service Manager then did an on-site review during breakfast and lunch service on April 18, 2018 to ensure our staff understood the training and correctly identified completed meals.</p>			
			Flagged Lea Berry 04/13/2018 01:53 PM	<p>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.</p> <p>At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable.</p> <p>Due to the incomplete meals observed both breakfast and lunch, offer vs. serve training must be repeated for the staff and the students.</p> <p>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.</p>			