

KIPP Cooper Norcross Academy at Lanning Square-080 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Fresh Fruit and Vegetable Program - Day of Review	KIPP Lanning Square Primary	1905	02/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Janet Celi 02/27/2019 10:33 AM	CAP Accepted			
	CAP Submitted DEVIDA BAILEY 02/22/2019 09:50 AM	<p>Our FFVP monthly menu is on our schools website link below. Each month the menu will be posted on the link for parents review. This process will be effective March 2019.</p> <p>https://kcnacamden.schooldish.com/</p>			
	CAP Rejected Janet Celi 01/23/2019 12:49 PM	<p>Please provide a current strategy or method that you are promoting the FFVP for school year 2018-2019. Also indicate date of of implementation.</p> <p>Upload any FFVP promotional materials distributed to the community.</p> <p>Examples: Promotion of FFVP on School Web Site (provide link to FFVP information on web site)</p> <p style="padding-left: 40px;">Include in Parent/Guardian Newsletter</p> <p style="padding-left: 40px;">Parent/Guardian Letter</p> <p style="padding-left: 40px;">Promote FFVP on School Menu</p> <p>Please resubmit Corrective Action by February 15, 2019</p>			
	CAP Submitted FRANK MANCUSO 01/08/2019 03:19 PM	<p>In the future we will send a communication home and we will promote it on Saturday school and give out flyers on Saturday.</p>			
	Flagged Janet Celi 12/20/2018 12:58 PM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	KIPP Lanning Square Middle	401	01/02/2019	CAP Accepted

KIPP Cooper Norcross Academy at Lanning Square-080 - Corrective Action Report

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Corrective Action History	CAP Accepted Amy Martin 02/06/2019 12:17 PM		CAP Accepted		
	CAP Submitted FRANK MANCUSO 02/04/2019 09:18 PM		Since the Audit we have made sure that there is always a cashier on both sides of the serving lines taking the tickets at the point of service. We are also getting better cooperation from teachers to ensure that all students are getting tickets as they enter the cafeteria. We will not let a student through the line without a ticket. Teachers monitoring the line have extra tickets in case a ticket is dropped or lost.		
	CAP Rejected Amy Martin 01/23/2019 10:57 AM		Since the POS is not going to be implemented until the end of February, I need you to tell me in the CAP what they are doing to fix the issue in the meantime (ie someone standing at the end of the service line EVERYDAY, collecting the tickets and ensuring they are placed in the basket) and the date this was implemented.		
	CAP Submitted FRANK MANCUSO 01/21/2019 10:42 AM		The POS system is scheduled to implemented by 2/15/19. We are planning the transition now and getting all students bio metric data enrolled in system before we use them in the cafeteria.		
	CAP Rejected Amy Martin 01/09/2019 10:23 AM		Please provide DATE of implementation of the POS system.		
	CAP Submitted FRANK MANCUSO 01/03/2019 10:47 PM		Aramark has worked on getting subs to fill in for sick employees. Most days this is not an issue but we were unfortunately short handed the day of the audit. We are implementing use of POS machines for breakfast to fix the accountability issue at the cashier.		
	Flagged Amy Martin 11/28/2018 02:06 PM		Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. Since the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Five (5) meals claimed for reimbursement at breakfast did not contain the required fruit (or vegetable) component. On the day of observation, food service staff was not collecting tickets (basket was in the serving area) and therefore was not checking all students to ensure a reimbursable meal was selected (required). According to the FSD, the checker/collector is usually there, but multiple call outs on the day of observation left them short staffed. The SFA is currently utilizing the ticket system, but the system is flawed. The SFA is STRONGLY encouraged to use the POS system/register in order to have staff present to check all meals and work the register. Speed of operation CAN NOT be at the expense of proper counting and claiming of meals. Food service staff MUST be checking all meals to ensure all the proper components/quantities are selected. 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.		
Off-Site Assessment Tool	Civil Rights		807	01/02/2019	CAP Accepted

KIPP Cooper Norcross Academy at Lanning Square-080 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 01/23/2019 10:56 AM				CAP Accepted
	CAP Submitted FRANK MANCUSO 01/21/2019 10:35 AM				All Civil rights forms will be done annually BY October 15. The date implemented is January 1, 2019. We collect this data annually. Moving forward we will do the proper forms yearly and keep the records on file. I have attached the current form 86 for all 3 schools with our most current data.
	CAP Rejected Amy Martin 01/09/2019 10:36 AM				Please indicate that the Civil rights forms will be done annually BY October 15. In addition, the attached forms are incorrect. Since a student may select more than one race, the race grid must equal school enrollment or greater. The ethnicity should never exceed the race since students can only select one ethnicity.
	CAP Submitted FRANK MANCUSO 01/03/2019 10:30 PM				We collect this data annually. Moving forward we will do the proper forms yearly and keep the records on file. I have attached the current form 86 for all 3 schools with our most current data.
	Flagged Amy Martin 11/28/2018 02:06 PM				The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . One form must be completed annually BY October 15th for 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.

KIPP Cooper Norcross Academy at Lanning Square-080 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Meal Counting and Claiming		305	01/02/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 01/23/2019 10:55 AM		CAP Accepted		
	CAP Submitted FRANK MANCUSO 01/21/2019 10:36 AM		The Policy was implemented and posted on our website on 1/14/19		
	CAP Rejected Amy Martin 01/09/2019 10:33 AM		This CAP has to do with the SFA not having an Offer vs. Serve (OvS) policy for breakfast and lunch. Since the SFA does participate in OvS, it must have a written policy that is made public and posted for easy access (policy posted on the SFA's website and signs indicating what is included in a reimbursable meal in the cafeterias/serving areas. Forms 204 and 205 from the NJDA forms page (https://www.nj.gov/agriculture/applic/forms/) may be tailored to your SFA's needs. In addition, please provide the date the policy was implemented and posted.		
	CAP Submitted FRANK MANCUSO 01/03/2019 10:35 PM		I am working with both cafeterias to implement to use of POS machines in both cafeterias. The plan is to be using them by the end of April.		
	Flagged Amy Martin 11/28/2018 02:07 PM		The SFA must adopt a policy for both breakfast and lunch so that students and their parents/guardians are aware of what is included in school meals. This allows parents/guardians, the ability to reinforce nutrition education messages at home as well as educates students on how to select a reimbursable meal. Signage and menus should provide clear information about allowable choices. This will help students easily build a reimbursable meal and is especially important to avoid problems at the point of service. The policy must be made public and posted for easy access. Forms 204 and 205 from the NJDA forms page (https://www.nj.gov/agriculture/applic/forms/) may be tailored to your SFA's needs. 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	Meal Counting and Claiming - Day of Review	KIPP Lanning Square Middle	320	01/02/2019	CAP Accepted

KIPP Cooper Norcross Academy at Lanning Square-080 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 01/23/2019 10:54 AM	CAP Accepted			
	CAP Submitted FRANK MANCUSO 01/21/2019 10:37 AM	This was implemented Dec 1 2018			
	CAP Rejected Amy Martin 01/09/2019 10:28 AM	Please provide DATE of implementation			
	CAP Submitted FRANK MANCUSO 01/03/2019 10:37 PM	We are working with food service staff to ensure all kids are handing in tickets. We are making sure all kids in line have a ticket and are a not taking meals without submitting a ticket. As we move forward we are putting a plan in place to move away from tickets and using our POS machines to correctly track and identify student meals served.			
	Flagged Amy Martin 11/28/2018 02:36 PM	Daily lunch meal totals, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count of reimbursable meals served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. At lunch, two (2) meals were missed, resulting in an underclaim. Students selected complete, reimbursable meals, but did not place a ticket in the basket, causing the error. The SFA is STRONGLY encouraged to use the POS system at all meals to eliminate error and streamline the claiming process. The current ticket system is not working! Speed of operation CAN NOT be at the expense of proper counting and claiming of meals. Food service staff MUST be checking all meals to ensure all the proper components/quantities are selected. 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.			
Afterschool Snack Program	Afterschool Snack Program	KIPP Lanning Square Middle		01/02/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 01/23/2019 10:53 AM	CAP Accepted			
	CAP Submitted FRANK MANCUSO 01/21/2019 10:41 AM	Audits were completed on 12/20/18. They will be uploaded to the docs.			
	CAP Rejected Amy Martin 01/09/2019 10:28 AM	Please provide the date that the first ASSP monitoring form was completed for the 2018-2019 SY. I did not see it posted in the Documents tab.			
	CAP Submitted FRANK MANCUSO 01/03/2019 10:45 PM	Moving forward we will schedule these for September annually. The current documents are uploaded to the CAP			
	Flagged Amy Martin 11/28/2018 02:06 PM	The Afterschool Snack Program must be monitored within the first 4 weeks of operation each year using Form 365 from the NJDA web page https://www.nj.gov/agriculture/applic/forms/ . As discussed at the exit conference findings were found in this area. 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.			
Off-Site Assessment Tool	Civil Rights		806	01/02/2019	CAP Accepted

KIPP Cooper Norcross Academy at Lanning Square-080 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 01/23/2019 10:46 AM	CAP Accepted			
	CAP Submitted FRANK MANCUSO 01/22/2019 04:20 PM	The Training is scheduled for 1/25/19			
	CAP Rejected Amy Martin 01/09/2019 10:21 AM	Please provide DATE of training.			
	CAP Submitted FRANK MANCUSO 01/08/2019 03:21 PM	Devida has scheduled a training will all staff that serves food on a daily basis and we will have a refresher yearly at the start all school .			
	Flagged Amy Martin 11/28/2018 02:06 PM	Annual civil rights training is required for all staff who interact with program participants or applicants. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Although, all food service staff received annual civil rights training, the teachers administering the ASP did not meet the requirement. 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	Professional Standards		1217	01/02/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 01/09/2019 10:33 AM	CAP Accepted			
	CAP Submitted FRANK MANCUSO 01/03/2019 10:32 PM	Moving forward of Food Service Director Devida is logging all data into SOARs and has updated all YTD training in SOARS. She will continue to use this method to track all food service employee training.			
	Flagged Amy Martin 11/28/2018 02:06 PM	Documentation of training hours completed by all employees must be logged into a tracking mechanism. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. Currently the SFA is not using any Training Tracking tool. They do have sign in sheets listing the employee name, signature, date, and topic. As discussed during the AR, training and CEUs must be logged into a tracking mechanism that contains all the required fields listed in the USDA Professional Standards Tracking tool. Sign in sheets and certificates of completion must still be maintained on file at the SFA. 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	Afterschool Snack Program	KIPP Lanning Square Middle	1700	01/02/2019	CAP Removed
Corrective Action History	CAP Removed Amy Martin 11/28/2018 02:00 PM	CAP Removed			
	Flagged Amy Martin 11/27/2018 11:45 AM				
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	KIPP Lanning Square Middle	902	01/02/2019	CAP Removed
Corrective Action History	CAP Removed Amy Martin 11/27/2018 11:56 AM	CAP Removed			
	Flagged Amy Martin 11/27/2018 11:45 AM				