

# CAPE MAY BD OF ED-00900710 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	03/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 02/21/2019 03:04 PM	CAP Accepted			
	CAP Submitted MARIANNE LINNINGTON 02/11/2019 10:21 AM	<p>As of February 1, 2019 we have and will continue to move forward with the purchase of only USA products, and will use due diligence in researching purchase selections to be sure that we adhere to the provisions of Buy American. Should there be a situation where we feel it is absolutely necessary to ask to be granted an exception, the correct procedure will be followed and documentation kept on file. The procedure will follow these guidelines:</p> <p>*The agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available</p> <p>quantities of a satisfactory quality; or</p> <ul style="list-style-type: none"> <li>Competitive bids reveal the costs of domestic agricultural food components are significantly higher than the</li> <li>non-domestic ones.</li> <li>The exception was related to the domestic food as prohibitively costly or limited quantity availability.</li> </ul> <p>Thank you.</p>			
	Flagged Lorena Paredes 02/08/2019 11:30 AM	Exemption documentation was not available for foods that did not meet the Buy American provision. 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 Components and Quantities - Day of Review	CAPE MAY CITY ELEM	402	03/08/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 02/21/2019 03:04 PM				CAP Accepted
	CAP Submitted MARIANNE LINNINGTON 02/11/2019 10:21 AM				<p>During the menu planning it was not taken into consideration that the two flagged grain items were available on a daily basis throughout the week.</p> <p>The first date that Lorena Paredes visited, January 4, 2019, she noted that 1) we had a shortage of minimum weekly grains in using one USDA wrap for a tuna sandwich. As of January 7, 2019 we have changed our recipe for all sandwich wrap entrees that use the USDA wraps-or any other brand that equal one serving of grains- to now use two wraps instead of just one to equal a two grain contribution. 2) With our Chef's salad that is offered daily we have increased the weighted amount of whole grain croutons that are served with the salad, along with saltine crackers to equal 1.75 servings of grains which is included inside the salad container. This was implemented on January 7, 2019</p> <p>On the day of review, January 4, 2019, we corrected the serving utensil used for all side salads offered with lunch entrees to consist of a full 1 cup serving to equal a half cup crediting serving of vegetables.</p>
	Flagged Lorena Paredes 02/08/2019 09:37 AM				<p>Portion sizes offered for each required lunch component must meet daily <b>and</b> weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). Tuna wrap must have another WG offered so as to meet weekly grains requirement. Tossed salad must be served with 1 cup serving utensil to credit as 1/2 cup. Additionally, for the chef salad served with 1 oz crackers and 1/2 oz of croutons, the grains component should be increased so that WG served daily will meet the weekly requirement. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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	Verification		209	03/08/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 02/21/2019 03:03 PM	CAP Accepted			
	CAP Submitted MARIANNE LINNINGTON 02/11/2019 10:21 AM	<p>The students of the family had been incorrectly determined as Reduced and needed to be changed to Paid when the housing and food allowances to the family income were included. I contacted the parents to make them aware of the situation. The students were slated to be changed to Paid. At the same time the Government Shutdown was in progress and the Coast Guard personnel were not being paid. The family then reapplied for Free and Reduced meals benefits at that time and listed no income. With the potential of another shut down later this week, many families are waiting to see what will happen before changing their applications.</p> <p>I reviewed both Episode 1 and Episode 2 of the Verification Webinars in SNEARS on 2/8/2019</p> <p>In doing future verification of military applications I will be sure to include the noted allowances, food and clothing, in the base income to get the correct determination. This will be used for all future determinations as of 1/4/2019.</p>			
	Flagged Lorena Paredes 02/08/2019 09:40 AM	One application is over the income limit for reduced meals and should be denied. Gross income totals must be used when verifying income. Refer 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.			
Off-Site Assessment Tool	Meal Counting and Claiming		305	03/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 02/21/2019 03:01 PM	CAP Accepted			
	CAP Submitted MARIANNE LINNINGTON 02/11/2019 10:21 AM	<p>Our next scheduled field trips are in April and May of 2019. Moving forward with all upcoming trips we will follow these guidelines: If any breakfast or lunch meals are packed by the school cafeteria and sent along with a student field trip there will also be class roster(s) included so they may be completed at the point of service by the teacher or aid that provides the meals to the students. Upon the field trip participants returning to the school, the food service staff can then use the completed roster to enter the students into the point of sale system.</p>			
	Flagged Lorena Paredes 02/08/2019 09:42 AM	A system must be in place to properly count and claim meals on field trips. An accurate point of service count must be taken when meals served on school supervised field trips meet meal pattern requirements. 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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	CAPE MAY CITY ELEM	1404	03/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 02/21/2019 03:00 PM	CAP Accepted			
	CAP Submitted MARIANNE LINNINGTON 02/11/2019 10:21 AM	<p>A few days prior to the opening of school in September we hold a kitchen set up and a staff training day for all food service staff. During this training date we will take the time to review the written food safety plan, standard operation procedure and HACCP principles. The FSD will sign and date the SOPs on that day and the staff will also sign off on a training log with a description of the training.</p> <p>For this school year the SOPs have been signed and dated as of 2/8/2019 with a notation that the plans were implement on September 4, 2018, our first day of school.</p>			
	Flagged Lorena Paredes 02/08/2019 09:43 AM	<p>Although SFA did have a copy of the written food safety plan available on day of review, the SOPs were not signed with the date implemented. 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.</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	CAPE MAY CITY ELEM	323	03/08/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 02/21/2019 03:00 PM	CAP Accepted			
	CAP Submitted MARIANNE LINNINGTON 02/11/2019 10:22 AM	<p>Edit checks are used each month to prevent potential over claiming. Whenever the number served in any category is greater than the total approved multiplied by the attendance factor, there is normally an attendance review and an explanation noted in the comment section of the Edit Check of the students in the meal category (F/R/P) where the potential over claim may have occurred.</p> <p>This is a process that has been implemented for many years, but this particular data entry was inadvertently overlooked. Going forward, as of 1/31/19 we will have another food service staff member review the edit check as well as the BA to identify any potential over claim.</p>			
	Flagged Lorena Paredes 02/08/2019 09:44 AM	<p>On December 4th, the number of Free served exceeded the number of Free eligible multiplied by attendance factor. When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. 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	Verification		200	03/08/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 02/08/2019 11:36 AM	CAP Removed			
	Flagged Lorena Paredes 01/02/2019 01:13 PM	<p>Part 1 of the Verification Collection Report was not electronically submitted in SNEARS by October 30th. 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	Meal Components and Quantities - Day of Review	CAPE MAY CITY ELEM	404		CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 02/01/2019 10:24 AM	CAP Removed			
	Flagged Lorena Paredes 01/11/2019 01:08 PM	<p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this 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.</p>			
Off-Site Assessment Tool	Professional Standards		1206		CAP Removed

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<p><b>Corrective Action History</b></p>	<p>CAP Removed Lorena Paredes 02/01/2019 09:41 AM</p>	<p>CAP Removed</p>			
	<p>Flagged Lorena Paredes 02/01/2019 09:41 AM</p>	<p>SFA has 2 more hours of training planned that will meet Professional Standard requirements for the three employees that need to meet requirements. The planned trainings are as follows:</p> <p>2/22/19 Food Safety</p> <p>3/27/19 Equipment Sanitation</p> <p>4/17/19 Health Emergencies and Choking</p> <p>6/7/19 End of the year food waste and wrap-up</p>			