

NUTLEY BD OF ED-01303750 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1600	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:27 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/23/2018 01:43 PM	A letter was sent home to parents informing them of the School Breakfast Program. This information is also posted on the Nutley Public Schools website.		
			Flagged Katie Hunter 05/14/2018 10:19 AM	SFAs must inform households of the availability of the School Breakfast Program at the beginning of the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:32 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 06/08/2018 08:31 AM	We will update our district website with the following flyer provided by the USDA http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf .		
			CAP Rejected Katie Hunter 06/08/2018 08:28 AM	Please update your answer to reflect you will inform eligible families of the availability and location of free meals for students.		
			CAP Submitted NANCY CUNNINGHAM 05/23/2018 01:41 PM	The Nutley Public School District does not offer a Summer Food Service Program at this time.		
			Flagged Katie Hunter 05/14/2018 10:18 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights		806	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:16 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:24 AM	Civil Rights training will be implemented in August of 2018. This training will be annual and documentation will be kept on file.		
			Flagged Katie Hunter 05/14/2018 10:16 AM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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	SFA/Sponsor On-Site Monitoring	LINCOLN	901	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:09 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/23/2018 01:38 PM	The NSLP on-site accountability review forms have been updated with the correct forms, #142 & #292. The proper forms have been identified so that this mistake will not happen in the future. All information was transcribed to the correct forms effective April of 2018.		
			Flagged Katie Hunter 05/14/2018 10:16 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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	Off-Site Assessment Tool	Certification and Benefit Issuance		118	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:11 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/17/2018 03:41 PM	The SFA updates student eligibility status whenever there are changes in eligibility, whether there is an increase or decrease. This process takes place within a day of receiving an application.		
			Flagged Katie Hunter 05/14/2018 10:16 AM	The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision on a students eligibility status. Changes in eligibility which result in decreased benefit levels must be made as soon as possible, but no later than 10 operating days of the date the SFA makes the final decision on the students' eligibility status. 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		120	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:17 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/23/2018 01:58 PM	a. When a new student enrolls they are given a free and reduced lunch form. If they apply, their application is processed upon receipt and kept on file. If they qualify or not, they are notified immediately. Besides being in Realtime and Nutrikids, this information is then entered into a spreadsheet and a hard copy is kept on file. b. When a student transfers into the district, they are given an application. If they are already qualified, that information will be updated in Nutrikids and will be updated in Realtime as well. Also, it is entered into a spreadsheet and a hard copy is kept on file. If it is a new application, the process in step a. is followed. c. When a student withdraws, they are made inactive in Realtime, updated in Nutrikids, as well as the spreadsheet and hard copy. d. If a parent does not reapply for the new school year and has passed the 30 day carry over. They will receive a letter stating their free or reduced eligibility will end and that they can reapply. This change will be made in Nutrikids, as well as Realtime.			
			Flagged Katie Hunter 05/14/2018 10:17 AM	#120 must be answered a-d.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		121	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:12 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/17/2018 02:58 PM	All hard copies of applications are on file and easily accessible. An electronic eligibility list is kept on file and updated immediately when a new application is received and a determination is made. A hard copy of this list is sent to the school which the student attends as well as kept in a binder for reference and easy access if needed. This process has been implemented this school year.			
			Flagged Katie Hunter 05/14/2018 10:16 AM	To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. 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	On-Site Assessment Tool	Verification		215	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:08 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/17/2018 03:27 PM	The SFA who was responsible for the Verification Process in November has since left this position. As of January a new person is responsible for the Verification Process. The district plans on sending the new person for training this summer to learn this process.			
			Flagged Katie Hunter 05/14/2018 10:16 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:16 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:31 AM	All staff will be trained on the food safety plan in August of 2018. A copy of the HAACP food safety plan has been sent to all the schools as of April 18, 2018.		
			Flagged Katie Hunter 05/14/2018 10:19 AM	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. 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. A copy of the written HACCP food safety plan must be available at each school. 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	Offer vs Serve - Day of Review	NUTLEY HIGH	500	05/14/2018	CAP Removed
Corrective Action History			CAP Removed Katie Hunter 05/14/2018 10:18 AM	CAP Removed		
			Flagged Katie Hunter 05/14/2018 09:52 AM	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. 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	Offer vs Serve - Day of Review	NUTLEY HIGH	501	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:15 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:19 AM	The staff will be retrained on offer versus serve starting on May 1, 2018 and every month following.		
			Flagged Katie Hunter 05/14/2018 10:16 AM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	Offer vs Serve - Day of Review	LINCOLN	502	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 Katie Hunter 06/08/2018 08:18 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:35 AM	All signage has been posted in the cafeterias of all the schools as of May 1, 2018. All staff members will be trained or retrained in August of 2018.		
			Flagged Katie Hunter 05/14/2018 10:17 AM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	Offer vs Serve - Day of Review	NUTLEY HIGH	502	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:18 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:38 AM	As stated for the previous question, all signage has been posted in the cafeterias of all the schools as of May 1, 2018. All staff members will be trained or retrained in August of 2018.		
			Flagged Katie Hunter 05/14/2018 10:17 AM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	LINCOLN	318	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:13 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 10:59 AM	The following procedure for all staff members is to be implemented in classroom feeding. An accurate accounting of reimbursable meals served will be taken at point for service for lunch.		
			Flagged Katie Hunter 05/14/2018 10:16 AM	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. 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	LINCOLN	1403	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:10 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 10:51 AM	The HACCP copies were put in all schools after the review on April 18, 2018.			
			Flagged Katie Hunter 05/14/2018 10:16 AM	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. 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	NUTLEY HIGH	1403	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:10 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 10:52 AM	The HAACP copies were put in all schools after the review on April 18, 2018.			
			Flagged Katie Hunter 05/14/2018 10:16 AM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	LINCOLN	1404	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:20 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:01 PM	The town has been notified to schedule food safety inspections for all schools.			
			Flagged Katie Hunter 05/14/2018 10:18 AM	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Describe in the corrective action how this will be corrected.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUTLEY HIGH	1404	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 Katie Hunter 06/08/2018 08:21 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:59 AM	The town has been notified to schedule food safety inspections for all schools.		
			Flagged Katie Hunter 05/14/2018 10:18 AM	SFA did not have both food safety inspections for the current school year. SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	LINCOLN	1405	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:22 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:03 PM	The Nutley Board of Health has been contacted and a request has been made for a food safety inspection.		
			Flagged Katie Hunter 05/14/2018 10:18 AM	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUTLEY HIGH	1405	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:22 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:03 PM	The Nutley Board of Health has been contacted and a request has been made for a food safety inspection.		
			Flagged Katie Hunter 05/14/2018 10:18 AM	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUTLEY HIGH	1407	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:19 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:39 AM	Temperature logs are completed and being maintained as of May 1, 2018.			
			Flagged Katie Hunter 05/14/2018 10:17 AM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service 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	Civil Rights	LINCOLN	811	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:19 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:41 AM	Additional "And Justice for All" posters have been ordered from the USDA for all schools. The will be posted in each location as soon as they arrive.			
			Flagged Katie Hunter 05/14/2018 10:17 AM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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	NUTLEY HIGH	401	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:23 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:04 PM	Training for all cashiers on offer versus serve requirements will be held on May 23, 2018.			
			Flagged Katie Hunter 05/14/2018 10:18 AM	Students must take the required number of components for lunch 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. 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	LINCOLN	403	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 Katie Hunter 06/08/2018 08:20 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:42 AM	All varieties of milk allowable have been offered for lunch and breakfast as of May 1, 2018.		
			Flagged Katie Hunter 05/14/2018 10:17 AM	A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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	LINCOLN	404	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:26 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:06 PM	Signage was posted at the beginning of the service lines and or service areas on April 18, 2018.		
			Flagged Katie Hunter 05/14/2018 10:18 AM	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 breakfast. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUTLEY HIGH	404	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:26 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:06 PM	As stated previously, signage was posted at the beginning of the service lines and or service areas on April 18, 2018.		
			Flagged Katie Hunter 05/14/2018 10:18 AM	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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1217	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:17 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:33 AM	The School Nutrition Program managers have been to workshops and will continue training on-line and keep record of these training sessions.		
			Flagged Katie Hunter 05/14/2018 10:17 AM	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1219	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:27 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 12:08 PM	All employees will have documentation of all training hours starting in August of 2018, using the USDA training tracking tool.		
			Flagged Katie Hunter 05/14/2018 10:19 AM	Documentation of training hours completed by all employees must be kept. 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. 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	On-Site Assessment Tool	Professional Standards		1221	05/14/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:14 AM	CAP Accepted		
			CAP Submitted NANCY CUNNINGHAM 05/22/2018 11:00 AM	The SFA and FSMC will work together to ensure the counting of meals are correct and training will be implemented.		
			Flagged Katie Hunter 05/14/2018 10:16 AM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . 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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On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUTLEY HIGH	1410	05/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 08:21 AM	CAP Accepted			
			CAP Submitted NANCY CUNNINGHAM 05/23/2018 01:40 PM	We are in the process of working with Chartwells to submit a waiver regarding these items.			
			Flagged Katie Hunter 05/14/2018 10:18 AM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. 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.			