

CATHOLIC COMM SERV-01409305 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights		803	09/03/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:03 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:12 PM	A. All meal program documents will contain the CIVIL RIGHTS NOTICE providing parents with specific information as to processing any allegations of discrimination. B. DATE OF IMPLEMENTATION: SEPTEMBER 2018			
			Flagged Katie Hunter 08/02/2018 10:34 AM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: www.nj.gov/agriculture/applic/forms/#5 . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		121	09/03/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:03 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:08 PM	A. A second individual will be assigned to review all meal applications B. DATE OF IMPLEMENTATION: SEPTEMBER 2018			
			Flagged Katie Hunter 08/02/2018 10:34 AM				
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	09/03/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 08/16/2018 09:49 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/14/2018 11:29 AM	Correct was made to all incorrectly determined applications: 1. Application changed from reduced to Free. Household notified 7/18/2018. 2. Parent called for last four digits of SSN, 3. Parent made a mistake on application when writing the income she received.. Correction made student remained Free. 4. Parent came in and add last four digits SSN to application 7/18/2018. 5. Application returned to parent, to sign in the correct box application remained Free..			
			Flagged Katie Hunter 08/02/2018 10:34 AM	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 SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	09/03/2018	CAP Accepted	

CATHOLIC COMM SERV-01409305 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:04 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:45 PM	Staff will veiw webinar on verification process. SEPTEMBER 2018			
			Flagged Katie Hunter 08/02/2018 10:35 AM	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.			
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	09/03/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:04 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:40 PM	A. THE Food Safety Plan will include all HACCP – BASED SOPs (standard operating procedures) and have been printed and are provided to all staff working with the meal program B. In-service training on procedures and use of all documents will be provided two times during the school year C. DATE OF IMPLEMENTATION: SEPTEMBER 2018			
			Flagged Katie Hunter 08/02/2018 10:34 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	Catholic Charities, Mount Carmel Guild Academy	502	09/03/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 08/16/2018 09:50 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/14/2018 11:46 AM	Signage has been posted identifying the components of a meal			
			Flagged Katie Hunter 08/02/2018 10:34 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 Agricultures 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	Food Safety, Storage and Buy American	Catholic Charities, Mount Carmel Guild Academy	1403	09/03/2018	CAP Accepted	

CATHOLIC COMM SERV-01409305 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:02 AM	CAP Accepted		
			CAP Submitted CALLIE JOHNSON 08/17/2018 11:52 AM	A. Food Safety Plan to be developed B. DATE OF IMPLEMENTATION: SEPTEMBER 2018		
			Flagged Katie Hunter 08/02/2018 10:34 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	Catholic Charities, Mount Carmel Guild Academy	1405	09/03/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:05 AM	CAP Accepted		
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:56 PM	A. All FOOD SAFETY NOTICES to be posted B. DATE OF IMPLEMENTATION: SEPTEMBER 2018		
			Flagged Katie Hunter 08/02/2018 10:35 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	Catholic Charities, Mount Carmel Guild Academy	1406	09/03/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:02 AM	CAP Accepted		
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:01 PM	A. Food Safety Plan to be developed B. DATE OF IMPLEMENTATION: SEPTEMBER 2018		
			Flagged Katie Hunter 08/02/2018 10:34 AM	SFA did not have a food safety plan 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Catholic Charities, Mount Carmel Guild Academy	402	09/03/2018	CAP Accepted

CATHOLIC COMM SERV-01409305 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:02 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/17/2018 11:48 AM	A. Using Breakfast and Lunch meal pattern chart, all food items served will be measured to ensure that the quantity served meets the daily / weekly amounts required. B. To ensure that all items served will meet the minimal credible amount, the vendor will verify by providing the following for each food item: CN LABEL / MANUFACTURERS PRODUCT FORMULATION STATEMENT / WGR RESOURCE / USDA FOOD INFORMATION SHEET. C. DATE OF IMPLEMENTATION: SEPTEMBER 2018 B.			
			Flagged Katie Hunter 08/02/2018 10:34 AM	Portion sizes offered for each required breakfast & lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Catholic Charities, Mount Carmel Guild Academy	404	09/03/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:06 AM	CAP Accepted			
			CAP Submitted CALLIE JOHNSON 08/17/2018 01:08 PM	A. Appropriate signage to be posted at the start of the serving line indicating: a. What constitutes a healthy reimbursable breakfast and lunch b. Encouraging appropriate beverage selections: i. Water / juice / milk B. DATE OF IMPLEMENTATION: SEPTEMBER 2018			
			Flagged Katie Hunter 08/02/2018 10:35 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 and 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Catholic Charities, Mount Carmel Guild Academy	409	09/03/2018	CAP Accepted	

CATHOLIC COMM SERV-01409305 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:05 AM	CAP Accepted		
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:59 PM	A. Using breakfast and lunch meal pattern chart, all meals served at breakfast and lunch will comply with quantity requirements to meet daily / weekly requirements B. Production sheets to indicate serving quantity C. Breakfast and lunch meal pattern chart to be reviewed with vendor D. DATE OF IMPLEMENTATION: SEPTEMBER 2018		
			Flagged Katie Hunter 08/02/2018 10:35 AM	At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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. At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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 - Review Period	Catholic Charities, Mount Carmel Guild Academy	410	09/03/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:04 AM	CAP Accepted		
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:30 PM	A. Using Breakfast and Lunch meal pattern chart, all food items served will be measured to ensure that the quantity served meets the daily / weekly amounts required. B. Production sheets to be monitored to ensure that correct quantities are indicated. Breakfast and Lunch meal pattern chart to be reviewed with vendor. C. DATE OF IMPLEMENTATION: SEPTEMBER 2018		
			Flagged Katie Hunter 08/02/2018 10:34 AM	At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Breakfast and Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity 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. At breakfast and lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. 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	Civil Rights		810	09/03/2018	CAP Accepted

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Corrective Action History			CAP Accepted Katie Hunter 08/30/2018 11:05 AM	CAP Accepted		
			CAP Submitted CALLIE JOHNSON 08/17/2018 12:53 PM	A. All meal program documents and notices will include Civil Rights statement B. DATE OF IMPLEMENTATION: SEPTEMBER 2018		
			Flagged Katie Hunter 08/02/2018 10:35 AM	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 . 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.		