

## Essex Valley School-01409701 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 02/06/2019 10:18 AM	CAP Accepted			
	CAP Submitted BRUCE CERRA 02/06/2019 10:06 AM	Documentation will be provided to show that this item can not be bought from anywhere else.			
	CAP Rejected Dianne Kennedy 12/03/2018 09:55 AM	There is no date of when letter will be uploaded in SOARS. There is no letter explaining the Buy American Provision as of 12/3/18.			
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:51 AM	Documentation will be provided to show that this item can not be bought from anywhere else.			
	Flagged Dianne Kennedy 11/02/2018 10:54 AM	Dole Tropical Fruit Salad: Philippines			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Essex Valley School	409	12/03/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 02/06/2019 10:13 AM				CAP Accepted
	CAP Submitted BRUCE CERRA 02/04/2019 11:52 AM				Smoothie recipe and production records for the week of review was not consistent. Although during the on-site review observation of breakfast and the reoccurring production record of papaya smoothie indicated 2 oz granola, the review month production records of mango, pineapple and fruit smoothie did not have granola on record. The dry storage closet has 1 lb bags of granola and no student indicated a change in the meal when they were given the granola. Last review cycle, they used vendors and now change to self operating. Food Service Manager was unclear about how to complete a production record. Review how to write production record as well as USDA menu worksheet on 11/1/18 while on-site. Follow up by completing a week of production records for breakfast and lunch and upload it for review.
	CAP Rejected Dianne Kennedy 12/03/2018 09:54 AM				Did not receive production records for the week of 11/12-11/16. A reminder email was sent out to Culinary Staff on 11/27/18; however, no production records were sent. CAP from Essex Valley School; <i>Production sheets will be sent to Diane K. for the week of the 12th-16th. Culinary staff will also review the power point recommended by Diane on production worksheet procedures.</i>  <i>Date of implementation; will be completed and sent by Nov 19th, 2018</i>
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:51 AM				Production sheets will be sent to Diane K. for the week of the 12th-16th. Culinary staff will also review the power point recommended by Diane on production worksheet procedures.  Date of implementation; will be completed and sent by Nov 19th, 2018
	Flagged Dianne Kennedy 11/02/2018 10:54 AM				Smoothie recipe and production records for the week of review was not consistent. Although during the on-site review observation of breakfast and the reoccurring production record of papaya smoothie indicated 2 oz granola, the review month production records of mango, pineapple and fruit smoothie did not have granola on record. The dry storage closet has 1 lb bags of granola and no student indicated a change in the meal when they were given the granola. Last review cycle, they used vendors and now change to self operating. Food Service Manager was unclear about how to complete a production record.  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. Review how to write production record as well as USDA menu worksheet on 11/1/18 while on-site. Follow up by completing a week of production records for breakfast and lunch and upload it for review. 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	Professional Standards		1213	12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:41 AM				CAP Accepted
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:52 AM				The food service director will complete the free Food safety in Schools online training course. His ServSafe will also be renewed. All trainings will be documented in the teamwork section of soars. Reminders will be set on school outlook calendars as well as reviews of trainings in the soars to stay compliant and up to date with all nutrition staff trainings.
	Flagged Dianne Kennedy 11/02/2018 10:55 AM				The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="http://www.instituteofchildnutrition.org">www.instituteofchildnutrition.org</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training. ServSafe was expired in January 2018. Must renew.  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 when the food safety training will be completed.
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Essex Valley School	406	12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:39 AM				CAP Accepted
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:50 AM				The menu will be the same for the middle school and high school but the portions of fruits and vegetables will be adjusted to meet the standards for each group. The high school portions will increase to 8oz to meet standards. Implementation started on Tuesday, Nov. 6th, 2018
	Flagged Dianne Kennedy 11/02/2018 10:54 AM				The required school lunch meal patterns for each grade group (K-5, 6-8, K-8, 9-12) are intended to result in age-appropriate and nutritious meals. The K-8 meal pattern is allowable only for schools with grade configurations that prevent students from being separated into the two required grade groups (K-5 and 6-8). The menu planner may offer students in these grades the same quantities because lunch meal pattern requirements are the same or overlap. Adaptions to the menus must be made to accommodate grades 6-8 and 9-12 within one school (e.g. grades 7-12). A suggestion is to start with the components that overlap, and make only minor adjustments to the vegetables or fruits components to increase calories for the older 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	Civil Rights	Essex Valley School	811	12/03/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:38 AM	CAP Accepted			
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:49 AM	<p>"And Justice for All" poster have been ordered. They will be put up in the middle school and high school cafeterias.</p> <p>Posters were ordered on Nov. 7th, 2018. Was informed they were also shipped on Nov.7th, 2018. Once received they will be posted in the cafeteria and middle school cafeteria.</p>			
	Flagged Dianne Kennedy 11/02/2018 10:44 AM	<p>Middle school cafeteria does not have "And Justice for All" poster and the poster in the kitchen, where the children pick up their meals, is out of date. SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to 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>			
On-Site Assessment Tool	Professional Standards		1217	12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:37 AM	CAP Accepted			
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:48 AM	<p>Moving forward we will submit training in the tracking tools or use the Soars team work tracker.</p>			
	Flagged Dianne Kennedy 11/02/2018 10:44 AM	<p>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 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..</p>			
On-Site Assessment Tool	Professional Standards		1215	12/03/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:37 AM				CAP Accepted
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:48 AM				Moving forward EVS will use the <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . and other sources to complete the 10 hours of annual training. EVS will also log all trainings in the teamwork section of SOARS.
	Flagged Dianne Kennedy 11/02/2018 10:43 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Does not have hours of training logged; therefore, there isn't any proof of training. Need to document log of training.  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	Food Safety, Storage and Buy American		1400	12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:36 AM				CAP Accepted
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:48 AM				Standard operating procedures are on file but will be updated to meet the NJDOA standards . Food service staff will develop a corrective action plan as well monitoring and keep records of monitoring in the nutrition file held in business office.  Implementation date: Nov. 30th, 2018
	Flagged Dianne Kennedy 11/02/2018 10:43 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.

## Essex Valley School-01409701 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance			12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:35 AM	CAP Accepted			
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:48 AM	The change of address form has been submitted to the IRS. Once a response is received we will provided an updated document so that the packet will be approved. Sent to the IRS certified on Oct.25th, 2018			
	Flagged Dianne Kennedy 11/02/2018 10:43 AM	-Application Packet is not complete. Missing 501 (c) b; waiting for address change from IRS.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	Essex Valley School	901	12/03/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 11/27/2018 09:32 AM	CAP Accepted			
	CAP Submitted KENITRA JOHNSON 11/15/2018 10:45 AM	Moving forward prior to Feb 1st of each year Laura Behrmann (business office) will complete form 293. She will conduct the on site review of the breakfast and lunch program will have forms 211 and 293 completed. All completed forms from the review will be kept on file in our nutrition file draw. The actual review will be conducted on December 7th 2018.			
	Flagged Dianne Kennedy 11/02/2018 10:42 AM	<p>On-site was conducted in the beginning of the School so the current school year was not completed, however, they did not do lasts year On-Site Monitoring.</p> <p>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.</p> <p>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.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Professional Standards		1202		CAP Removed
<b>Corrective Action History</b>	CAP Removed Dianne Kennedy 10/29/2018 09:56 AM	CAP Removed			
	Flagged KENITRA JOHNSON 10/01/2018 04:24 PM				