

MONTCLAIR BD OF ED-01303310 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming (300 - 311)		308		CAP Removed
Corrective Action History			CAP Removed Linda Scarpa 01/04/2018 02:15 PM Flagged LORRAINE MOTT 09/29/2017 03:11 PM			CAP Removed
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA On-Site Monitoring (900)		900	02/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:39 PM CAP Submitted MELISSA BEATTIE 01/29/2018 11:27 AM Flagged Linda Scarpa 01/23/2018 01:25 PM			CAP Accepted All on-site accountability reviews of breakfast will be completed by February 1st on the prescribed form.
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208	02/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:38 PM CAP Submitted MELISSA BEATTIE 01/29/2018 11:18 AM Flagged Linda Scarpa 01/23/2018 01:25 PM			CAP Accepted The Confirming Official will record the date of their confirmation review on each of the Verification Tracker forms going forward. Implementation Date of February 1, 2018. The Confirming Official must record on the Verification Tracker the date of the confirmation 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.
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		214	02/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:39 PM CAP Submitted MELISSA BEATTIE 01/29/2018 11:27 AM Flagged Linda Scarpa 01/23/2018 01:25 PM			CAP Accepted Households for whom benefits are to be reduced or terminated, due to verification, will be given 10 calendar days written advance notice of the change in benefits going forward. Implementation date February 15, 2018. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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 (1212 - 1221)		1221	02/23/2018	CAP Accepted

MONTCLAIR BD OF ED-01303310 - Corrective Action Report

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Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:38 PM	CAP Accepted		
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:15 AM	All staff related to the National School Lunch and/or School Breakfast Program will be trained in accordance with the established guidelines and requirements. Implementation date February 15, 2018.		
			Flagged Linda Scarpa 01/23/2018 01:24 PM	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..		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review (317-321)	Charles H. Bullock School	318	02/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:37 PM	CAP Accepted		
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:13 AM	All student meals will be served directly to students and recorded appropriately at the POS system.		
			Flagged Linda Scarpa 01/23/2018 01:23 PM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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.. One teacher obtained two breakfast meals in the cafeteria and the meals were counted by the cashier before they were served to the students.		

MONTCLAIR BD OF ED-01303310 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	GLENFIELD MIDDLE	401	02/23/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:40 PM	CAP Accepted			
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:27 AM	All appropriate staff will be trained to recognize a reimbursable meal and ensure that the student has received the required food items in the proper quantities. Implementation Date February 15, 2018.			
			Flagged Linda Scarpa 01/23/2018 01:26 PM	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. 1 meal selected was missing the required fruit/vegetable component but was claimed for reimbursement.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	Charles H. Bullock School	401	02/23/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:40 PM	CAP Accepted			
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:27 AM	All appropriate staff will be trained to recognize a reimbursable meal and ensure that the student has received the required food items in the proper quantities. Implementation Date February 15, 2018.			
			Flagged Linda Scarpa 01/23/2018 01:26 PM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If 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. 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 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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. One breakfast selected by a student did not contain the required fruit/vegetable component.			

MONTCLAIR BD OF ED-01303310 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	MONTCLAIR HIGH	901	02/23/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:37 PM	CAP Accepted			
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:10 AM	All on-site accountability reviews of breakfast will be completed by February 1st on the prescribed form.			
			Flagged Linda Scarpa 01/23/2018 01:22 PM	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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	GLENFIELD MIDDLE	901	02/23/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:37 PM	CAP Accepted			
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:10 AM	All on-site accountability reviews of breakfast will be completed by February 1st on the prescribed form.			
			Flagged Linda Scarpa 01/23/2018 01:18 PM	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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	Charles H. Bullock School	901	02/23/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:35 PM	CAP Accepted			
			CAP Submitted MELISSA BEATTIE 01/29/2018 11:09 AM	All on-site accountability reviews of breakfast will be completed by February 1st on the prescribed form.			
			Flagged Linda Scarpa 01/23/2018 01:17 PM	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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School (1104 - 1107)	Charles H. Bullock School	1106		CAP Removed	
Corrective Action History			CAP Removed Linda Scarpa 01/23/2018 01:26 PM	CAP Removed			
			Flagged Linda Scarpa 01/21/2018 07:39 PM				
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School (1104 - 1107)	GLENFIELD MIDDLE	1107		CAP Removed	

MONTCLAIR BD OF ED-01303310 - Corrective Action Report

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Corrective Action History			CAP Removed Linda Scarpa 01/23/2018 01:23 PM	CAP Removed		
			Flagged Katie Hunter 01/08/2018 08:38 AM			