

ST PETER SCHOOL-01409563 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		124	08/06/2018	CAP Removed
Corrective Action History			CAP Removed Katie Hunter 07/06/2018 08:21 AM	CAP Removed		
			Flagged Katie Hunter 07/06/2018 08:20 AM	SFAs that demonstrated high levels of, or a high risk for administrative error associated with certification and benefit issuance were required to conduct a second review of applications. The SFA must complete the independent review and submit the results by the required deadline 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 - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	ST PETER SCHOOL	901	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:45 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 08:17 AM	Going forward an onsite accountability review of breakfast will be conducted each year prior to February 1st. effective immediately.		
			Flagged Katie Hunter 07/06/2018 09:35 AM	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	Maintenance of Non-Profit School Food Service Account		701	06/18/2018	CAP Accepted

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Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:52 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 06/19/2018 11:35 AM	The answer "No" was entered in error. The SFA will conduct a year-end review of total revenues and expenses to determine the school food service's non-profit status. Date implemented: Immediately. Person Responsible Mary Nocciolo		
			Flagged Beatris Garcia 06/14/2018 09:29 AM	<h2>FINDINGS</h2> <p>The SFA did NOT provide all necessary data required by USDA to complete the Resource Management Comprehensive Review the Maintenance of Non-Profit School Food Service Account. The SFA must maintain, and submit upon request, sufficient records to demonstrate compliance. A corrective action plan (CAP) is required.</p>		
On-Site Assessment Tool	On-Site Assessment Tool	Verification		212	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:52 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 08:21 AM	The SFA will use the Second Notice We Must Check Your Application (Form 21) and all documents for request for verification will be kept on file. Effective immediately.		
			Flagged Katie Hunter 07/06/2018 09:35 AM	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding 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		121	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 09:42 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/19/2018 09:19 AM	Effective immediately a backup system will be in place at the start of the school year for updating benefit issuance documents.		
			Flagged Katie Hunter 07/06/2018 09:35 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	Certification and Benefit Issuance		126	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:53 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:02 AM	Effective immediately all errors on applications will be corrected.		
			Flagged Katie Hunter 07/06/2018 09:36 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	Professional Standards		1217	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:53 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:06 AM	Going forward the School Nutrition Program Manager will complete the annual training requirements. Effective Immediately.		
			Flagged Katie Hunter 07/06/2018 09:36 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 - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	ST PETER SCHOOL	502	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:53 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:09 AM	The reimbursable meal to students signage will be posted immediately on school website.		
			Flagged Katie Hunter 07/06/2018 09:36 AM			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	06/22/2018	CAP Accepted

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		CAP Accepted Beatris Garcia 06/22/2018 03:19 PM	CAP Accepted
		CAP Submitted SUSAN SARKISIAN 06/22/2018 01:12 PM	<p>Ala Carte items are sold. In the future we will provide the necessary information and back up that the USDA requires. This will take effect when school starts again on September 6, 2018.</p> <p>Thank you-</p> <p>Susan Sarkisian</p> <p>Area Supervisor</p> <p>Maschio Food Services</p>
		CAP Rejected Beatris Garcia 06/22/2018 12:40 PM	The corrective action plan submitted is good, however, we need the name of the person responsible, the title the date this will be implemented.
		CAP Submitted SUSAN SARKISIAN 06/22/2018 11:17 AM	Ala Carte items are sold. In the future we will provide the necessary information and back up that the USDA requires. Thank you.
		CAP Rejected Beatris Garcia 06/21/2018 03:11 PM	<p style="text-align: center;">RESOURCE MANAGEMENT COMPREHENSIVE REVIEW</p> <p>Your Corrective Action Plan (CAP) in SOARS did not address the finding issued by fiscal for the Resource Management Comprehensive Review. The NJ Department of Agriculture, Division of Food and Nutrition has rejected your CAP submitted on 06/19/2018. Please resubmit your CAP as indicated in the CAP tab by Monday June 25, 2018.</p> <p>In addition, your SFA's hold will not be lifted until an acceptable CAP is submitted for each part of the finding in its entirety.</p>

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				<p>Beatris Garcia Auditor NJ Department of Agriculture Division of Food & Nutrition (609) 292-7355</p>
			<p>CAP Submitted SUSAN SARKISIAN 06/19/2018 01:24 PM</p>	<p><u>Adult Meal Pricing:</u> Student Meal Price – (\$3.00) + (\$.50) = \$3.50 for the 15-16 SY Non-Program Revenue Tool is attached.</p>
			<p>Flagged Beatris Garcia 06/14/2018 09:29 AM</p>	<p style="text-align: center;">FINDING</p> <p>The SFA did NOT provide all necessary data required by USDA to complete the Resource Management Comprehensive Review. The Non-Program Food Revenue Tool (NPFR Tool) was not submitted. The NPFR Tool must be completed, documented and maintained annually. The SFA must have a process in place</p>

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			<p>whereby all appropriate nonprogram food revenues and costs are accounted for and reported via the annual B-5, profit and loss statement for the food service account. The SFA's Revenue Ratio must equal or exceed the SFA's Food Cost Ratio. The SFA must maintain, and submit upon request, sufficient records to demonstrate compliance with the recordkeeping and execution of the NPFR tool. Adult meals served, if any, must be priced so that the adult payment is sufficient to cover the overall cost of the adult breakfast and/or lunch. A corrective action plan (CAP) is required.</p>				
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	08/06/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:54 AM	CAP Accepted			
			CAP Submitted MARY NOCCILO 07/18/2018 09:13 AM	The SFA staff responsible for the Verification process will view the recorded Verification webinar under Training tab in SNEARS and going forward complete the verification process according to guidelines established. This will be done effective immediately.			
			Flagged Katie Hunter 07/06/2018 09:36 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 - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	ST PETER SCHOOL	403	08/06/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:55 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:16 AM	Two Varieties of milk will be offered throughout the Breakfast meal service at start of school year. September 5, 2018 and every day there after.		
			Flagged Katie Hunter 07/06/2018 09:36 AM	A minimum of two varieties of fluid milk must be offered throughout the breakfast 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	On-Site Assessment Tool	Certification and Benefit Issuance		138	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:56 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:23 AM	Effective immediately all errors on the benefit issuance documents are being corrected and going forward the Benefit Issuance will be updated on a daily basis when there are changes in eligibility.		
			Flagged Katie Hunter 07/06/2018 09:36 AM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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	ST PETER SCHOOL	1410	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 09:42 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/19/2018 09:33 AM	Going forward Maschio's will continue working with our vendors to seek an acceptable alternative for items or a version of these products produced in the United States that is not cost prohibitive.		
			Flagged Katie Hunter 07/06/2018 09:36 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.		
Other Programs	Afterschool Snack Program	Afterschool Snack Program	ST PETER SCHOOL		08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:58 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:33 AM	Going forward the After School Snack Program will be monitored with the first 4 weeks of operation each year and a new Production form will be used to record effective immediately at the start of the school year.		
			Flagged Katie Hunter 07/06/2018 09:37 AM	The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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	On-Site Assessment Tool	Certification and Benefit Issuance		137	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 08:59 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 09:51 AM	Effective immediately all corrections on the benefit issuance will be corrected, a new form is in place going forward for recording the Eligibility determinations.		
			Flagged Katie Hunter 07/06/2018 09:37 AM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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	ST PETER SCHOOL	404	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 09:01 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 10:01 AM	Effective immediately signage will be posted on what constitutes a reimbursable breakfast/lunch and alternative selection of beverage in the food service area.		
			Flagged Katie Hunter 07/06/2018 09:37 AM			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1219	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 09:01 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 10:03 AM	All training documents will be kept using the USDA Training Tracking Tool effective immediately.		
			Flagged Katie Hunter 07/06/2018 09:37 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..		

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On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1216	08/06/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 07/19/2018 09:01 AM	CAP Accepted		
			CAP Submitted MARY NOCCILO 07/18/2018 10:06 AM	Going forward the Program Director will complete the 12 hour annual training. Training will be obtained and recorded effective immediately.		
			Flagged Katie Hunter 07/06/2018 09:37 AM	School Nutrition Program directors are required to complete at least 12 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.		