

Administrative Review Report

WEST ORANGE BD OF ED-013-05680 Essex County

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	04/28/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/31/2017 01:21 PM	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 recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. The district notified the household during the course of the review. Please just indicate in the CA the date the student's eligibility changed.
Site Name	KELLY	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	04/28/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/31/2017 01:28 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. Ten incomplete breakfast were observed at Kelly School.
Site Name	KELLY	
Form Name	On-Site Assessment Tool - Site	
Question #	402	
Due Date	04/28/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/31/2017 01:34 PM	Portion sizes offered for each required 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. The special education students must be afforded the weekly subgroups. Menus must be written to provide these items.
Site Name	KELLY	
Form Name	On-Site Assessment Tool - Site	
Question #	403	
Due Date	04/28/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged	A minimum of two varieties of fluid milk must be offered throughout the

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	Carol Flato 03/31/2017 01:24 PM	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.
Site Name	KELLY	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	04/28/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 03/31/2017 01:30 PM	At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items 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. Milk must be offered to all students for breakfast, specifically breakfast in the classroom students.