

HOBOKEN BD OF ED-01702210 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards (1200 - 1211)		1211	04/26/2018	Flagged
Corrective Action History			Flagged SCOTT TRIOLA 09/28/2017 10:44 AM			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		137	04/26/2018	CAP Removed
Corrective Action History			CAP Removed Erlisa Levin 03/25/2018 09:28 PM			CAP Removed
Corrective Action History			Flagged Erlisa Levin 03/20/2018 09:33 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	On-Site Assessment Tool	Verification (207 - 215)		208	04/26/2018	CAP Accepted
Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:51 AM			CAP Accepted
Corrective Action History			CAP Submitted DONNA PEREZ 04/11/2018 03:01 PM			Once the primary or secondary official designates the application cannot be validated, the district will mail out Letter to Notify Audit Results (Form 255) to notifying the parent/guardian that the subject application is incorrect or incomplete. The district will maintain a centralized file of all letters and related applications. In addition the primary and secondary processor will attend training webinars . We will then follow process of choosing another application for verification.
Corrective Action History			Flagged Erlisa Levin 03/20/2018 09:33 AM			If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		209	04/26/2018	CAP Accepted

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Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:50 AM	CAP Accepted			
			CAP Submitted DONNA PEREZ 04/11/2018 03:02 PM	We will use our application processing software (Mealtime) for the verification process rather than using a manual process. After the applications are scanned into the software, Mealtime will randomly select the Error Prone application pool. If the Error Prone application pool does not contain the sufficient number of applications, the SFA will randomly select additional application to the appropriate number. Error Prone Application verification will start once the majority of applications have been processed. The majority of applications must be processed by September 30 th . Our primary and secondary processors will be tasked with ensuring the majority of subject applications are process no later than September 30 th . This corrective action, and review of finding, will be discuss at meeting with the Business Administrator, Assistant Business Administrator, Director of Food Services, Secondary & Primary Processors. The subject meeting will be held prior to the implementation date. In addition the primary and secondary processor will attend training webinars The changes will be implemented as of April 17, 2018.			
			Flagged Erlisa Levin 03/25/2018 09:41 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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	04/26/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:49 AM	CAP Accepted			
			CAP Submitted DONNA PEREZ 04/11/2018 03:00 PM	We will process applications through our scanning/software package (Mealtime), which has a verification procedure. Instead of conducting a manual verification, we will utilize the provided letter generating ability. Mealtime will automatically generate the loss or reduced determination letter giving the parent/guardian a ten (10) day grace period, before any changes are made. Our primary application processor will be tasked with producing and mailing the subject letter. In addition the primary and secondary processor will attend training webinars. This corrective action, and review of finding, will be discuss at meeting with the Business Administrator, Assistant Business Administrator, Director of Food Services, Secondary & Primary Processors. The subject meeting will be held prior to the implementation date. The implementation date will be April 17, 2018.			
			Flagged Erlisa Levin 03/25/2018 09:41 PM	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 - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review (317-321)	SALVATORE R CALABRO NO 4	318	04/26/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:52 AM	CAP Accepted		
			CAP Submitted SCOTT TRIOLA 03/28/2018 09:01 AM	On 3/14/18, A correction on the spot was given to the cashier at Calabro on how to account for meals during lunch period. A students lunch card can only be taken when the proper components that make up a meal are on the plate. We may encourage the selection of a fruit or vegetable, but cannot place them on the plate, or withhold service. Additionally, re-training on Offer vs. Serve and recognizing what a meal is (Meal or no meal game, and other handouts) will be given to all Cashiers, leads and backup cashiers the week of 3/26.		
			Flagged Erlisa Levin 03/20/2018 09:32 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. 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. Cashier did not count the meals correctly at the point of service. On date of review, one meal was claimed after the student selected a meal and sat down. Meal ticket was not handed in at the point of service. Lunch ticket was handed after meal was selected and claim.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period (322-325)	A. J. DEMAREST	325	04/26/2018	CAP Accepted
Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:50 AM	CAP Accepted		
			CAP Submitted SCOTT TRIOLA 03/28/2018 09:46 AM	Signage has been placed in all classrooms which show the components of a complete breakfast. A variety of Fruits and Juices will be made available daily for teacher aids. Retraining "Serve" in classroom to all employees will insure 1 cup total of fruit be provided to each student breakfast meal.		
			Flagged Erlisa Levin 03/25/2018 09:41 PM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	SALVATORE R CALABRO NO 4	401	04/26/2018	CAP Accepted

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Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:50 AM	CAP Accepted		
			CAP Submitted SCOTT TRIOLA 03/28/2018 09:48 AM	Retraining on date of finding, and again on 3/27/18 was given to staff at Calabro on how to recognize a reimbursable meal. Any lunch at POS that is deemed incomplete will be rung up as a la carte depending on their components. Students are encouraged to take a fruit or vegetable with their meal, but cannot be made to, nor can they be put on their plate by an employee. Re-training district wide will be given throughout the year.		
			Flagged Erlisa Levin 03/20/2018 09:33 AM	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. On the day of the review, three meals were claim reimbursable even though they were missing the required fruit and vegetable component.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	A. J. DEMAREST	402	04/26/2018	CAP Accepted
Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:50 AM	CAP Accepted		
			CAP Submitted SCOTT TRIOLA 03/28/2018 09:47 AM	SBP procedure was reviewed and reinforced to included 2 types of fruit (1 cup total) or 1 fruit and 1 juice with every breakfast meal brought into classroom. Training done with both FSMC staff and SFA teacher assistants. General training on offer vs. serve is given to all new employees and Re-training was done week of 3/26, and will be done periodically throughout the school year.		
			Flagged Erlisa Levin 03/20/2018 09:32 AM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review (500-502)	SALVATORE R CALABRO NO 4	500	04/26/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Erlisa Levin 04/19/2018 03:05 PM	CAP Accepted			
			CAP Submitted SCOTT TRIOLA 04/18/2018 12:50 PM	Training, not only in the beginning of each school year, but refresher training's during the year, will be given to all cashiers, servers and those who assist in the lunchtime cafeteria services on Offer Vs Serve. Cashiers will learn to identify the 5 components of a meal, making sure at least 3 (1 being a fruit or vegetable) are on a students plate in order to be claimed as a meal. Cashier's will make only make suggestions about fruit or vegetables and will not require students to select them. Individual components will be rung up at a la carte pricing if a meal is not determined. Date of latest re-training: 3/26/18			
			Flagged Erlisa Levin 04/18/2018 09:57 AM	At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component 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. On the date of the review, Offer vs. Served was not implemented. The cashier did not suggest the fruit or vegetable component, but required the student to take the component before accepting their ticket.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	A. J. DEMAREST	1404	04/26/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 04/18/2018 09:51 AM	CAP Accepted			
			CAP Submitted SCOTT TRIOLA 03/28/2018 08:59 AM	A second letter addressed to the local Board of Health was sent asking for an inspection due to the building now housing a cafeteria. It was stressed in the letter that K-8 children are now being serve breakfast and lunch. (Letter attached). A follow-up phone call will be made to confirm receipt of letter.			
			Flagged Erlisa Levin 03/20/2018 09:33 AM	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.			