

BADR SCHOOL-01809698 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Civil Rights		810	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/22/2019 08:33 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/21/2019 11:00 AM	Attached are the LWP and Guidelines for managing food Allergies with the nondiscrimination statement. All documents will contain nondiscrimination statement.			
	CAP Rejected Katie Hunter 02/19/2019 10:23 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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			
	CAP Submitted HEBA ABDEL-KADER 02/08/2019 11:45 AM	The USDA nondiscrimination statement is available on SFA website. Statement has been available on website for the previous 6 years.			
	Flagged Katie Hunter 01/04/2019 10:28 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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	Food Safety, Storage and Buy American	Badr School	1407	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:31 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/04/2019 02:45 PM	Food Safety Plan is attached, and will be updated/revised as needed. Plan will be kept on file.			
	Flagged Katie Hunter 01/04/2019 10:28 AM	SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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	Food Safety, Storage and Buy American	Badr School	1406	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:31 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/04/2019 02:46 PM	Plan is posted in school cafeteria. Next food safety inspection report will be in the month of March 2019.			
	Flagged Katie Hunter 01/04/2019 10:28 AM	No food safety inspection report was posted in a publicly visible location. Describe in the CAP how this will be corrected.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Badr School	1404	02/04/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:30 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/04/2019 02:47 PM	Food safety plan is kept on file in binder in kitchen, as well as in main office.			
	Flagged Katie Hunter 01/04/2019 10:29 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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	Meal Components and Quantities - Day of Review	Badr School	403	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:30 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/04/2019 02:54 PM	<p>there is a minimum of two types of milk offered during breakfast and lunch service.</p> <p>Breakfast: 10 1/2 fat free white and 55 1/2 pts 1% white</p> <p>Lunch: 10 1/2 fat free white and 55 pts chocolate</p> <p>implemented 11-15-18</p>			
	Flagged Katie Hunter 01/04/2019 10:28 AM	A minimum of two varieties of fluid milk must be offered throughout the lunch 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	Certification and Benefit Issuance		138	02/04/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:29 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/04/2019 02:58 PM	The use of the MEL was used 11-19-18. This document is updated a. when application status is changed b. students withdraw c students that are new			
	Flagged Katie Hunter 01/04/2019 10:28 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	Certification and Benefit Issuance		126	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:29 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/04/2019 03:00 PM	Errors on application were corrected 11-15-18.			
	Flagged Katie Hunter 01/04/2019 10:29 AM				
Off-Site Assessment Tool	Certification and Benefit Issuance		111	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:29 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/08/2019 11:20 AM	Eligibility is extended to household member in which a family member is receiving SNAP, TANF, or FDPIR benefits. Status is updated on MEL document.			
	Flagged Katie Hunter 01/04/2019 10:28 AM	If one student in a household is receiving SNAP or TANF benefits, free meal eligibility must be extended to all students in the household. 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
Off-Site Assessment Tool	Meal Counting and Claiming		303	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:28 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/08/2019 11:29 AM	Training was offered to staff on 12-28-19 regarding meal counting and document students who ate meals, and understanding what constitutes a reimbursable meal. Yearly training will be offered prior to the start of the new school year.			
	Flagged Katie Hunter 01/04/2019 10:28 AM	In order to ensure cashiers and substitute cashiers accurately count and claim meals, training is required. Staff must understand the importance of correctly counting every student who receives a meal and ensuring that the student has selected a reimbursable meal. 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	Meal Counting and Claiming		306	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:26 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/08/2019 11:31 AM	Edit check worksheets are completed each month, and are compared to the daily tally sheets.			
	Flagged Katie Hunter 01/04/2019 10:27 AM	Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts of free, reduced and paid meals against the number of students in that site currently eligible for free, reduced and paid meals and the attendance adjusted eligible. 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	Verification		209	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:25 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/08/2019 11:34 AM	Training was observed regarding the verification process. Verification training will be offered prior to the start of the school year to ensure that it is done correctly and on time.			
	Flagged Katie Hunter 01/04/2019 10:28 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	Verification		211	02/04/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:24 AM				CAP Accepted
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:24 AM				The SFA will use Form 236 to inform parents of the verification process. Households who do not respond will be given additional written notices, which will be kept on file. The status of households who do not respond within the specific time frame will be changed to paid. There will be regular checks to ensure that the verification process is carried out correctly.
	Flagged Katie Hunter 01/04/2019 10:27 AM				The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Certification and Benefit Issuance		137	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:12 AM				CAP Accepted
	CAP Submitted HEBA ABDEL-KADER 02/12/2019 12:09 PM				The status of all students was reviewed and corrections were made to MEL on 11-16-18. There will be monthly reviews of the MEL as well as coded tickets to ensure the eligibility status of all students is correct.
	Flagged Katie Hunter 01/04/2019 10:28 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.
Off-Site Assessment Tool	Certification and Benefit Issuance		121	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:11 AM				CAP Accepted
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:09 AM				The benefit issuance documents are placed on a computer and a regularly updated when there are new applications, withdrawals, etc. After updating benefit issuance coded tickets are also updated.
	Flagged Katie Hunter 01/04/2019 10:28 AM				
Off-Site Assessment Tool	Certification and Benefit Issuance		118	02/04/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:10 AM				CAP Accepted
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:13 AM				Updates are made to the benefit issuance documents when there are new applications, withdrawals, verification results, the eligibility status of students change to changes in household income. Parents will be notified in writing of the eligibility status if their child (ren). There will also be regular reviews of the benefit issuance document. Date of implementation. 11-16-18
	Flagged Katie Hunter 01/04/2019 10:28 AM				The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision on a students eligibility status. Changes in eligibility which result in decreased benefit levels must be made as soon as possible, but no later than 10 operating days of the date the SFA makes the final decision on the students' eligibility status. 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	Verification		207	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:00 AM				CAP Accepted
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:18 AM				The SFA will adhere to the guidelines established in The Eligibility Manual for School Meals. Staff will receive verification training prior to the start of the school year to ensure that the verification process done correctly. Households subject to verification will receive written notification and will be given time to respond. there will be regular checks to ensure that the verification process is conducted according to the guidelines. 11-16-18
	Flagged Katie Hunter 01/04/2019 10:28 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..Describe in the CAP how this will be corrected.
On-Site Assessment Tool	Verification		212	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 10:00 AM				CAP Accepted
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:26 AM				Households that do not respond will be given another written notice to respond to the request for verification. if no response, the status of child(ren) will be changed to paid. Parents will be notified of the change of eligibility status. All notices sent home will be dated and kept on file.
	Flagged Katie Hunter 01/04/2019 10:28 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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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		215	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 09:59 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:32 AM	The Verification Tracker form 242 will be used and attached to each application. The verification process will be conducted in a timely fashion to ensure that Form 244 will be sent out to households by the deadline. There will be regular checks to ensure that the verification process was correctly implemented. 11-18-18			
	Flagged Katie Hunter 01/04/2019 10:29 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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	Food Safety, Storage and Buy American		1400	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 09:58 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 11:40 AM	Food Safety Plan has been developed and implemented on 11-26-18. Food Safety Plan will be kept in the kitchen as well as on file in office. Updates will be made to the Food Safety Plan.			
	Flagged Katie Hunter 01/04/2019 10:28 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. A copy of the written HACCP food safety plan must be available at each school. 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		1214	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 09:58 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 12:03 PM	Required training will be done prior to the start of the school year. The training tracker will be used to documents training. Training regarding professional standards, civil rights, counting and claiming reimbursable meals, verification, Hand washing, managing food allergies, Food Safety Planning will be given to the staff prior to the start of the school year. On 12-4-19 staff were given training on Managing Food Allergies found on https://schoolnutrition.org .			
	Flagged Katie Hunter 01/04/2019 10:28 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.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	Badr School	901	02/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/19/2019 09:57 AM	CAP Accepted			
	CAP Submitted HEBA ABDEL-KADER 02/13/2019 12:12 PM	Form 142 was completed on 12-28-18. File is attached. At the start of the school year, a date will be scheduled for NSLP on-Site Review.			
	Flagged Katie Hunter 01/04/2019 10:27 AM	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. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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.			