Administrative Review Report

UNION CITY BD OF ED - 017-05240 - Hudson County

Findings and Corrective Action:

SFA Name	Union City BOE	
Form Name	Off-Site Assessment Tool	
Question #	1005	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 01:57 PM	Conduct an assessment of the LWP and post on the district's website. The state agency LWP assessment template (form 357) can be used. 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	EARLY CHILDHOOD CTR	
Form Name	S-1	
Question #	11	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 01:58 PM	Eighteen lunches were incomplete. Students were not offered fruit. 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
SFA Name	Union City BOE	
Form Name	On-Site Assessment Tool	
Question #	314	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 01:58 PM	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the Schedule A Site Details page in SNEARS. If the method of accountability has been revised then the Schedule A must be revised to reflect the actual point of service meal counting method used for each school for each SNP. For SFAs that participate in CEP, tally method or number checkoff can be used. 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.
SFA Name	Union City BOE	
Form Name	On-Site Assessment Tool	
Question #	1219	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 01:59 PM	Documentation of training hours completed by all employees must be kept. Although the required training hours were completed for all food service and non-food service employees the training hours for non-food service employees were not recorded on the tracking tool. Record the training hours for the non-school employees on the TEAM works module in SOARS. 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.
SFA Name	Union City BOE	
Form Name	On-Site Assessment Tool	
Question #	1400	
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Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:00 PM	A HACCP Plan was available but was incomplete. Each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP. 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	WASHINGTON		
Form Name	On-Site Assessment Tool - S	ite	
Question #	318	318	
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:00 PM	An accurate count of reimbursable meals served, 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 meal has been served to an eligible child. Explain, in detail how the finding will be corrected for the breakfast and lunch meal service and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.	
Site Name	EARLY CHILDHOOD CTR		
Form Name	On-Site Assessment Tool - S	ite	
Question #	318		
Due Date	06/19/2017	06/19/2017	
Corrective Action Status	Flagged	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:01 PM	The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. In one classroom observed the names of 13 children were checked off and only 4 were served. A point of service count of reimbursable meals served must be maintained and accurately implemented by the food service staff and school staff. It is recommended that that an SOP be developed and the staff trained. The FSD has already begun to develop an SOP and meal counting form. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.	
Site Name	WASHINGTON		
Form Name	On-Site Assessment Tool - S	ite	
Question #	320		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:01 PM	Daily breakfast meal totals must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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. Fiscal action will be taken. An over claim may be assessed.	
Site Name	WASHINGTON		
Form Name			
I OI III Haille	On-Site Assessment Tool - Site		

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Question #	321	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:02 PM	Breakfast meal counts, for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. The school's explanation does not describe an acceptable meal counting system for breakfast. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count. 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. Fiscal action will be taken. An over claim may be assessed.
Site Name	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site	
Question #	325	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:07 PM	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. For one week in March the names of students checked on the rosters were compared to the names of students that were absent. The names of absent students were checked as receiving 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. Fiscal action will be taken. An over claim may be assessed.
Site Name	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site	
Question #	400	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:07 PM	Eighteen lunches were incomplete. All 5 required meal components for lunch must be available and offered to each student in the classroom. To help assure that required food components are available, food service personnel involved in the distribution of the meal components must ensure that each student is offered the complete 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.
Site Name	WASHINGTON	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:09 PM Flagged Janice Vecchione 05/18/2017 02:08 PM	In order to compute the creditable amount of a processed or purchased menu item the nutrition fact label, ingredient label indicating the weight of the menu item and /or a valid CN label or completed USDA product formulation statement must be available for review. The creditable amount of some products could not be validated based on the information available during the 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.
Site Name	EARLY CHILDHOOD CTR	

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Form Name	On-Site Assessment Tool - Site	
Question #		
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:09 PM Flagged Janice Vecchione 05/18/2017 02:08 PM	In order to compute the creditable amount of a processed or purchased menu item the nutrition fact label, ingredient label indicating the weight of the menu item and /or a valid CN label or completed USDA product formulation statement must be available for review. The creditable amount of some products could not be alidated based on the information available during the 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.
Site Name	HUDSON	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:09 PM Flagged Janice Vecchione 05/16/2017 12:23 PM	In order to compute the creditable amount of a processed or purchased menu item the nutrition fact label, ingredient label indicating the weight of the menu item and /or a valid CN label or completed USDA product formulation statement must be available for review. The creditable amount of some products could not be validated based on the information available during the 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.
Site Name	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:09 PM	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.
Site Name	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site	
Question #	811	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:10 PM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. When all students are served both breakfast and lunch in the classroom the poster must be displayed in each classroom. 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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		ED - 017-05240 - Hudson County	
Site Name	WASHINGTON	WASHINGTON	
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Question #	901		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:10 PM	SFAs must conduct an on-site accountability review prior to February 1st each school year. The SBP (Form 292) and NSLP On-Site Accountability Review Form (142) must be used. Although the reviews were conducted the forms were not signed or dated and were incomplete. 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	EARLY CHILDHOOD CTR	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Question #	901		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:10 PM	SFAs must conduct an on-site accountability review prior to February 1st each school year. The SBP (Form 292) and NSLP On-Site Accountability Review Form (142) must be used. Although the reviews were conducted the forms were not signed or dated and were incomplete. 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	HUDSON	HUDSON	
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Question #	901	901	
Due Date	06/19/2017	06/19/2017	
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:10 PM	SFAs must conduct an on-site accountability review prior to February 1st each school year. The SBP (Form 292) and NSLP On-Site Accountability Review Form (142) must be used. Although the reviews were conducted the forms were not signed or dated and were incomplete. 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	WASHINGTON	WASHINGTON	
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Question #	902	902	
Due Date	06/19/2017	06/19/2017	
Corrective Action Status	Flagged		

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Site Name	HUDSON		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:11 PM	When meal counting and/or claiming problems are found during an on-site accountability review, documentation indicating that corrective action was taken is required. 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.	
Corrective Action Status	Flagged		
Due Date	06/19/2017		
Question #	903	903	
Form Name	On-Site Assessment Tool - Site		
Site Name	EARLY CHILDHOOD CTR		
Corrective Action History	0.5/16/201/ UZ:11 PM	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.	
Status	Flagged Janice Vecchione 05/18/2017 02:11 PM	Although problems were identified on the synopsis completed by the reviewer and the form corrective action was not taken. Corrective action must now be implemented for any violations identified and a follow up review conducted.	
Corrective Action Status	Flagged		
Question # Due Date	06/19/2017		
Ouestion #	On-Site Assessment Tool - Site		
Form Name	WASHINGTON		
Site Name	implementation.		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:11 PM	When the SFA identifies meal counting and/or claiming problems or other non-compliant findings during an on-site accountability review, a follow-up review must be conducted within 45 calendar days to ensure that appropriate corrective action was taken. 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	
Corrective Action Status	Flagged		
Due Date	06/19/2017		
Question #	902		
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Site Name	HUDSON		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:11 PM	When the SFA identifies meal counting and/or claiming problems or other non-compliant findings during an on-site accountability review, a follow-up review must be conducted within 45 calendar days to ensure that appropriate corrective action was taken. 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.	
Corrective Action Status	Flagged		
Due Date	06/19/2017		
Question #	902		
Form Name	On-Site Assessment Tool - Site		
Site Name	ensure that it will not reoccur in the future. Indicate the date of implementation. EARLY CHILDHOOD CTR		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:11 PM	When the SFA identifies meal counting and/or claiming problems or other non-compliant findings during an on-site accountability review, a follow-up review must be conducted within 45 calendar days to ensure that appropriate corrective action was taken. Explain in detail, how the finding will be corrected and the measures taken to appropriate that it will not recover in the future. Indicate the date of implementation	

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		ED - 017-05240 - Hudson County	
Form Name	On-Site Assessment Tool - Site		
Question #	903		
Due Date	06/19/2017	06/19/2017	
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:11 PM	Although problems were identified on the synopsis completed by the reviewer and the form corrective action was not taken. Corrective action must now be implemented for any violations identified and a follow up review conducted. 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	WASHINGTON		
Form Name	On-Site Assessment Tool - Site		
Question #	904		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:12 PM	Corrective action was not documented nor was a follow up review conducted for findings identified on the onsite review or the synopsis. 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	EARLY CHILDHOOD CTR	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Question #	904		
Due Date	06/19/2017		
Corrective Action Status	Flagged	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:12 PM	Corrective action was not documented nor was a follow up review conducted for findings identified on the onsite review or the synopsis. 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	HUDSON	HUDSON	
Form Name	On-Site Assessment Tool - Site		
Question #	904		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:12 PM	Corrective action was not documented nor was a follow up review conducted for findings identified on the onsite review or the synopsis. 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	WASHINGTON	WASHINGTON	
Form Name	On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	
Question #	1403		
Due Date	06/19/2017		
Corrective Action Status	Flagged	Flagged	

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Compositive Astronomy	Flagged Janice Vecchione 05/18/2017 02:12 PM	A HACCP Plan was available but was incomplete. Each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP.	
Corrective Action History		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	EARLY CHILDHOOD CTR		
Form Name	On-Site Assessment Tool - Sit	e	
Question #	1403		
Due Date	06/19/2017	06/19/2017	
Corrective Action Status	Flagged	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:12 PM	A HACCP Plan was available but was incomplete. Each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP. 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	HUDSON		
Form Name	On-Site Assessment Tool - Site		
Question #	1403		
Due Date	06/19/2017		
Corrective Action Status	Flagged	Flagged	
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:12 PM	A HACCP Plan was available but was incomplete. Each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP. 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	WASHINGTON		
Form Name	On-Site Assessment Tool - Sit	On-Site Assessment Tool - Site	
Question #	1404		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:13 PM	SFA did not have documentation indicating that two food safety inspections were requested in 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. SFA did not have both food safety inspections for the current school year.	
Site Name	EARLY CHILDHOOD CTR		
Form Name	On-Site Assessment Tool - Sit	On-Site Assessment Tool - Site	
	1405		
Question #	1405		
Question # Due Date	06/19/2017		

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Corrective Action History Site Name Form Name Question # Due Date	Flagged Janice Vecchione 05/18/2017 02:13 PM HUDSON On-Site Assessment Tool - Site 1405 06/19/2017	The most recent safety inspection must be posted in a location visible to the public. The food safety inspection report was not posted in a publicly visible location. Describe in the CAP how this will be corrected and the date implemented.	
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:13 PM	The food safety inspection report was not posted in a publicly visible location. The most recent safety inspection must be posted in a location visible to the public. Describe in the CAP how this will be corrected and the date implemented.	
Site Name	HUDSON		
Form Name	On-Site Assessment Tool - Site		
Question #	1406		
Due Date	06/19/2017	06/19/2017	
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:13 PM	SFA has a written food safety plan, but it was incomplete. Standard operating procedures (SOPs) were either not developed, signed or indicated the date of review and implementation. 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	EARLY CHILDHOOD CTR	EARLY CHILDHOOD CTR	
Form Name	On-Site Assessment Tool - Site		
Question #	1410		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:13 PM	The review of canned peaches on-site 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 corrective action and date of implementation.	
Site Name	HUDSON		
Form Name	On-Site Assessment Tool - Site		
Question #	1410		
Due Date	06/19/2017		
Corrective Action Status	Flagged		
Corrective Action History	Flagged Janice Vecchione 05/18/2017 02:14 PM	The review of products on-site at reviewed schools 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.	