

WOODBRIIDGE BD OF ED-02305850 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	06/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:39 AM	CAP Accepted		
			CAP Submitted LYNDALATTANZIO 05/18/2018 03:17 PM	I will find where summer meals are served in our area at "Find summer meals in your community" or visit www.whyhunger.org/findfood from the state websight and post on our district websight, along with flyers to hang in each school and cafeteria.		
			Flagged Corinne Santos-Hernandez 05/17/2018 12:31 PM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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 (124 - 142)		126	06/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:38 AM	CAP Accepted		
			CAP Submitted LYNDALATTANZIO 05/18/2018 03:11 PM	Two errors were deemed correct and emailed to Corinne, See attached documents, App #'s ARIS0023 & BRUN0004 Two errors were an oversight as the SNAP/TANF number on both applications did not disappear when Genesis system did a rollover for the new school year. Attached, please find the letter I sent to the families on 5/17/18, reducing their benefits to reduced status and not Free Tanf status.		
			Flagged Corinne Santos-Hernandez 05/17/2018 12:26 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. Eligibility determination: 4 errors Incomplete applications (No SSN nor check no SSN): 43		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review (317-321)	ROSS STREET	318		CAP Removed
Corrective Action History			CAP Removed Dianne Kennedy 05/10/2018 11:58 AM	CAP Removed		
			Flagged Dianne Kennedy 05/10/2018 11:31 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 05/09/18 Grab and Go Breakfast: In the bag (an apple, whole wheat bagel and grape jelly) non reimbursable meal; to make it reimbursable, students were offered a 3rd component which was either white fat free milk, white low fat milk, or an orange. -One student took only a bag choosing a milk or orange -One student took only milk and an orange -Two students took only an orange In total 4 non reimbursable meals were observed being selected on the POS system as reimbursable. 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period (322-325)	MENLO PARK TERR	325	06/18/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:37 AM	CAP Accepted			
			CAP Submitted SEAN WALSH 05/17/2018 01:21 PM	This is a POS reconciliation Error. We are currently working with the POS Company to correct. We have also implemented a Daily Check of the meals uploaded into the Edit Check Program			
			Flagged Corinne Santos-Hernandez 05/17/2018 12:24 PM	Breakfast and Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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 - Review Period (322-325)	LAFAYETTE EST 25	325	06/18/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:37 AM	CAP Accepted			
			CAP Submitted SEAN WALSH 05/17/2018 12:56 PM	This is a POS reconciliation Error. We are currently working with the POS Company to correct. We have also implemented a Daily Check of the meals uploaded into the Edit Check Program			
			Flagged Corinne Santos-Hernandez 05/17/2018 12:24 PM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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 - Review Period (322-325)	WOODBINE AVENUE	325	06/18/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:37 AM	CAP Accepted			
			CAP Submitted SEAN WALSH 05/17/2018 12:55 PM	This is a POS reconciliation Error. We are currently working with the POS Company to correct. We have also implemented a Daily Check of the meals uploaded into the Edit Check Program			
			Flagged Corinne Santos-Hernandez 05/17/2018 12:23 PM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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 (400-408)	WOODBINE AVENUE	401	06/18/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:39 AM	CAP Accepted		
			CAP Submitted SEAN WALSH 05/17/2018 01:31 PM	Staff has been retrained on what comes with a meal, how to suggest and explain the same to the students and how to charge ala carte if complete meal not selected.		
			Flagged Corinne Santos-Hernandez 05/17/2018 12:30 PM	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-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	ROSS STREET	401	06/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:38 AM	CAP Accepted		
			CAP Submitted SEAN WALSH 05/17/2018 01:30 PM	Staff has been retrained on what comes with a meal, how to suggest and explain to the students and how to charge ala carte if complete meal not selected.		
			Flagged Corinne Santos-Hernandez 05/17/2018 12:30 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. 05/09/18 Grab and Go Breakfast: In the bag (an apple, whole wheat bagel and grape jelly) non reimbursable meal; to make it reimbursable, students were offered a 3rd component which was either white fat free milk, white low fat milk, or an orange. -One student took only a bag choosing a milk or orange -One student took only milk and an orange -Two students took only an orange In total 4 non reimbursable meals were observed being selected on the POS as reimbursable. 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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	LAFAYETTE EST 25	1403	06/18/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 05/25/2018 10:37 AM	CAP Accepted			
			CAP Submitted SEAN WALSH 05/17/2018 01:27 PM	HAACP Binder has already been placed at Lafayette Elementary School #25			
			Flagged Corinne Santos-Hernandez 05/17/2018 12:25 PM	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	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	LAFAYETTE EST 25	1410		CAP Removed	
Corrective Action History			CAP Removed Fatima Malik 05/16/2018 03:56 PM	CAP Removed			
			Flagged Fatima Malik 05/11/2018 02:34 PM	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. The bananas were from Costa Rica			