

MIDDLESEX CO DEPT YOUTH SERVICES-22409215 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	MIDDLESEX CO DEPT YOUTH SERVICES-22409215	1400	09/08/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:57 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carolyn Hoff 08/27/2025 02:12 PM</p> <p>A copy of the HACCP-base SOP's were printed out and placed in a binder in the kitchen above the sink in both facilities.</p> <p>All employees were trained in the procedures that are applicable to our facilities. The points covered were basic facility sanitation, temperature control and documented SOP'S.</p> <p>Training was completed on 8/14/25.</p> <p>The Food Service Manager will complete the food safety check list twice per year in January and June.</p> <p>See attached training sign in sheet and binder.</p>				
<p>Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM</p> <p>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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	SHELTER-2484	6	09/08/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by Heidi Hunn 08/20/2025 12:19 PM per Food Service Director the below items will be offered in form of pc's (portioned controlled) and will be implemented 8/26/2025				
	Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM Reduced-fat, low fat, or fat-free mayonnaise, sour cream, and/or salad dressings should always be offered instead of full-fat varieties. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	SHELTER-2484	22	09/08/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Heidi Hunn 08/20/2025 12:23 PM per the menu the condiments are in pc's (portioned control) per Food service director all items will be offered in pc's; implementation date 8/26/2025				
	Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM At lunch, condiments (e.g. hot sauce, ketchup, mustard, salad dressing) should be offered in portion cups, portion controlled (PC) packaging or by use of appropriate serving size utensils to limit portion size allowed per meal. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SHELTER-2484	403	09/08/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:55 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Heidi Hunn 08/20/2025 12:26 PM</p> <p>New menu and productions sheets were adjusted to offer minimum of two type of milks for Breakfast and Lunch. The milks will be offered effective 8/26/2025. New menu was signed 8/12/2025.</p> <p>Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM</p> <p>Breakfast and lunch observation- only 1% milk was available.</p> <p>A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low-fat lactose reduced/lactose free milk.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SHELTER-2484	404	09/08/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:57 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Carolyn Hoff 08/27/2025 02:09 PM					
	Signage regarding the components is posted at the beginning of the serving line and in the kitchen on the refrigerator and all staff were re-trained on 8/14/25 regarding this requirement. Staff will also be re-trained every 6 months to ensure that it will not re-occur in the future.					
	Residents are made aware of the program benefits upon admission. This includes what the components are for each meal on the menu. See attached signage, training and documentation.					
Corrective Action History	Flagged by Corinne Santos-Hernandez 08/07/2025 02:07 PM					
	Signage must be posted at or near the beginning of the serving line/serving area identifying the components of the reimbursable breakfast and lunch. Posting only a monthly menu does not meet this requirement.					
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
	Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	SHELTER-2484	410	09/08/2025	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:57 AM				
CAP Accepted						
Corrective Action Plan: Submitted by Heidi Hunn 08/20/2025 12:26 PM						
New menu and productions sheets were adjusted to offer minimum of two type of milks for Breakfast and Lunch. The milks will be offered effective 8/26/2025. New menu was signed 8/12/2025.						
Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM						
At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Breakfast and Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. A minimum of two types of milk must be offered to the residents for both breakfast and lunch meals. Only one type of milk was offered during the review week. It was a total of twelve residents. Indicate the date of implementation.						

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	SHELTER-2484	501	09/08/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:56 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carolyn Hoff 08/27/2025 02:20 PM</p> <p>All Shelter employees were re-trained on 8/14/25 regarding the requirements for meal reimbursement.</p> <p>The current policy and procedure manual states shelter staff will ensure that residents eat their daily meals and that the behavior and atmosphere at mealtime is relaxed and orderly so that meals may be enjoyed.</p> <p>Staff was also trained on offer vs. serve. All staff are required to be in compliance. Signage for offer vs serve is posted in the kitchen and dining room.</p>				
	<p>Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM</p> <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	SHELTER-2484	502	09/08/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:56 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carolyn Hoff 08/27/2025 02:30 PM				
	<p>Form 300 is posted in the dining room, kitchen and classroom. The teacher as well as the Social Worker received training on how to accurately identify a reimbursable meal under offer vs serve. All menus will be discussed with residents in the classroom or group setting. The teacher and social worker will also assist the residents and identify what a student must select.</p> <p>Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM</p> <p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				

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Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	SHELTER-2484	1407	09/08/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 10/10/2025 09:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Heidi Hunn 09/05/2025 11:42 AM GD Corrections will follow HAACP procedures since food is prepared at Middlesex County Jail then transported to shelter. Included is GD Corrections Policy and Procedure Manual with HAACP guidelines. Also use of GD Corrections Production logs that has HAACP temperature guidelines that is followed daily and for each meal. GD will continue to be utilized daily and for each meal by Food Service Director, Food Service Assistant or Food Service staff of GD Corrections. The shelter will follow their own HAACP procedures per their requirements				
	Flagged by Corinne Santos-Hernandez 08/07/2025 02:08 PM 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged