

## BRADLEY BEACH BD OF ED-02500500 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	04/13/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 04/09/2018 02:28 PM	CAP Accepted			
			CAP Submitted DAVID TONZOLA 04/09/2018 02:18 PM	The Business Administrator will annually complete and maintain the Non-Program Food Revenue Tool (NPFR Tool). The Business Administrator will maintain the Non-Program Food Revenue Tool and make it available upon request to the state agency. The Business Administrator will create a process using the POS Terminal to gather the information needed to account for all appropriate non-program food revenues and cost to be reported via the annual B-5 profit and loss statement for the food service account and to ensure that the adult meals served are priced so that the adult payment is sufficient to cover the overall cost of the adult breakfast and/or lunch. The Business Administrator will review the NPFR webinar in SNEARS on the proper completion of the tool by the end of May 31, 2018. The person responsible for the completion of this form is David Tonzola, the Business Administrator of Bradley Beach Board of Education. The webinar will be reviewed by May 31, 2018.			
			CAP Rejected Lisa Garland 04/09/2018 02:14 PM	Please resubmit to the CAP to address the additional issues pertaining to the finding as we discussed today. Thank You			
			CAP Submitted DAVID TONZOLA 04/09/2018 02:09 PM	The Business Administrator will complete the Non-Program Food Revenue Tool (NPFR Tool). The Business Administrator will create a process using the POS Terminal to gather the information needed to account for all appropriate non-program food revenues and cost to be reported via the annual B-5 profit and loss statement for the food service account. The Business Administrator will review the NPFR webinar in SNEARS on the proper completion of the tool by the end of May 31, 2018. The person responsible for the completion of this form is David Tonzola, the Business Administrator of Bradley Beach Board of Education. The webinar will be reviewed by May 31, 2018.			
			Flagged Lisa Garland 04/06/2018 10:27 AM	Finding: Revenue from Non-Program Foods The Non-Program Food Revenue Tool (NPFR Tool) was not submitted. The SFA indicated in writing that they were "not aware of the Non-Program Food (NPF) Revenue Tool B5 and therefore this tool was not used for the 2015-2016 school year". The NPFR Tool must be completed, documented and maintained annually. The SFA must have a process in place whereby all appropriate nonprogram food revenues and costs are accounted for and reported via the annual B-5, profit and loss statement for the food service account. The SFA's Revenue Ratio must equal or exceed the SFA's Food Cost Ratio. The SFA must maintain, and submit upon request, sufficient records to demonstrate compliance with the recordkeeping and execution of the NPFR Tool. Adult meals served, if any, must be priced so that the adult payment is sufficient to cover the overall cost of the adult breakfast and/or lunch. A CAP is required . Please review the NPFR webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFR Webinar June 2015.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)		806		CAP Removed	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Removed Corinne Santos-Hernandez 11/17/2017 11:03 AM	CAP Removed		
			CAP Removed Corinne Santos-Hernandez 11/17/2017 11:03 AM	CAP Removed		
			CAP Removed Corinne Santos-Hernandez 11/17/2017 11:03 AM	CAP Removed		
			Flagged Corinne Santos-Hernandez 11/15/2017 10:11 AM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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	Off-Site Assessment Tool	Civil Rights (800 - 807)		807	12/20/2017	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 03/27/2018 03:49 PM	CAP Accepted		
			CAP Submitted DAVID TONZOLA 12/04/2017 12:01 PM	The Bradley Beach Board of Education will continue to complete the annual racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Moving forward the district will ensure that the acceptable method of collecting the information is noted on Form (#86). The Business Administrator after completing the form will have the form reviewed by the Superintendent to ensure accuracy and completion of all applicable parts of the form.		
			Flagged Corinne Santos-Hernandez 11/20/2017 09:50 AM	The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . 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	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601		CAP Removed
<b>Corrective Action History</b>			CAP Removed Corinne Santos-Hernandez 11/17/2017 11:08 AM	CAP Removed		
			Flagged Corinne Santos-Hernandez 11/15/2017 10:19 AM	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: <a href="http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf">http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf</a> . 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.		