

HOWELL TWP BD OF ED-02502290 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:39 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:50 PM	Application 2017-371 Spoke to parent on the phone 3/13/18. No SS# 2017-433 Spoke to parent on the phone 3/13/18 No SS# Application was checked and note the time and date. Application # 875- #430-#881& #514 - Form #244 was sent on March 15th and the status was changed to denied March 29th. Application #946 Was sign by parent March 16th			
			Flagged Amy Martin 03/19/2018 11:38 AM	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.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:45 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:29 PM	Verification process will be corrected by having the confirmation take place prior to the "We must check your application" is sent to the household. We have in place for the verification process 2018-2019 School Year confirmation to be completed prior to the forms being mailed to the household. Dated processed clarified 3/28/18 but cannot be completed until October 2018.			
			Flagged Amy Martin 03/19/2018 11:41 AM	Although a confirmation review took place, it was not completed until after the households were notified of Verification and the Verification process was complete. The confirmation review MUST be done prior to the "We Must Check Your Application" (Form 236) being sent to the households. 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	Verification		211	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:47 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/19/2018 07:38 AM	The verification process is complete for the 2017-2018 School Year. I have printed and saved the following forms to be used in future school years. Form# 21 and 21S Form #236 and 236S The correction is set up and ready to be used in the 2018-2019 School Year the completion date for set up is April 10, however will not be completed until October 2018.			
			Flagged Amy Martin 03/19/2018 11:42 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). An incorrect Nondiscrimination statement was used on "We Must Check Your Application," "Second Notice" and the SFA created "Third/Final Notice." In addition the "Third and Final Notice" created by the SFA, did not contain Hearing Officer information. 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 - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	ARDENA	502	04/19/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:40 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:58 PM	Form 300 Offer vs Serve Lunch and Form 185 Offer vs Served Breakfast were posted March 19th in all schools and are displayed daily at the entrance to the service line. I am currently working on daily picture posters to utilize in the K-2 schools as many students cannot yet read all the items on the forms. I will complete this May 7th.			
			Flagged Amy Martin 03/19/2018 11:38 AM	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. No breakfast offer vs serve signage was available. 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. 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	Offer vs Serve - Day of Review	ARDENA	502	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:40 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:58 PM	Form 300 Offer vs Serve Lunch and Form 185 Offer vs Served Breakfast were posted March 19th in all schools and are displayed daily at the entrance to the service line. I am currently working on daily picture posters to utilize in the K-2 schools as many students cannot yet read all the items on the forms. I will complete this May 7th.			
			Flagged Amy Martin 03/19/2018 11:38 AM	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. No breakfast offer vs serve signage was available. 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. 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	Offer vs Serve - Day of Review	TAUNTON	502	04/19/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:41 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:03 PM	Form 300offer vs served Lunch and Form 185 Offer vs Served Breakfast were posted on March 19th in all schools and are displayed daily at the entrance to the service line. I am currently working on daily picture posters to utilize in the K-2 schools as many students cannot yet read all the items on the forms. I will complete this May 7th. To ensure the poster are displayed each year I have added this to the checklist also to confirm prior to the fist day of service each school year.			
			Flagged Amy Martin 03/19/2018 11:39 AM	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 Agricultures Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	Offer vs Serve - Day of Review	TAUNTON	502	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:41 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:03 PM	Form 300offer vs served Lunch and Form 185 Offer vs Served Breakfast were posted on March 19th in all schools and are displayed daily at the entrance to the service line. I am currently working on daily picture posters to utilize in the K-2 schools as many students cannot yet read all the items on the forms. I will complete this May 7th. To ensure the poster are displayed each year I have added this to the checklist also to confirm prior to the fist day of service each school year.			
			Flagged Amy Martin 03/19/2018 11:39 AM	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 Agricultures Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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 - Day of Review	MIDDLE SCHOOL NORTH	321	04/19/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:51 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 02:49 PM	In an effort to do her best, Antoinette offered a very limited menu. The limited menu decreased the number of complete meals served for the day you were monitoring. I have reviewed with the staff the components, serving sizes of the components and how to determine if the choices made by the student meet the requirements of a reimbursable meal. The training took place at MS North on March 26th. The monitoring started on the 26th and in on going through the end of the year.			
			Flagged Amy Martin 03/19/2018 11:43 AM	Lunch meal counts, by category (free, reduced and/or paid) 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. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	ARDENA	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:05 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12copies one for each schools in the district . Completion of delivery to each building April 19th.			
			Flagged Amy Martin 03/19/2018 11:36 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.Master binder was provided at the Board Office but it was not signed. Ardena did not have a copy available at the 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	ARDENA	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:05 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12copies one for each schools in the district . Completion of delivery to each building April 19th.			
			Flagged Amy Martin 03/19/2018 11:36 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.Master binder was provided at the Board Office but it was not signed. Ardena did not have a copy available at the 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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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	ARDENA	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:05 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12copies one for each schools in the district . Completion of delivery to each building April 19th.			
			Flagged Amy Martin 03/19/2018 11:36 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.Master binder was provided at the Board Office but it was not signed. Ardena did not have a copy available at the 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	MIDDLE SCHOOL NORTH	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:13 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12 copies, one for each school in the district. Completion of delivery will be April 19th. In the future, at our staff meeting I will have a checklist to be sure all required information is in the kitchen prior to the first service day.			
			Flagged Amy Martin 03/19/2018 11:36 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. Master binder was provided at the Board Office but it was not signed. Middle School North did not havea copy availableat the 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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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	MIDDLE SCHOOL NORTH	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:13 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12 copies, one for each school in the district. Completion of delivery will be April 19th. In the future, at our staff meeting I will have a checklist to be sure all required information is in the kitchen prior to the first service day.			
			Flagged Amy Martin 03/19/2018 11:36 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. Master binder was provided at the Board Office but it was not signed. Middle School North did not have a copy available at the 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	MIDDLE SCHOOL NORTH	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:13 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12 copies, one for each school in the district. Completion of delivery will be April 19th. In the future, at our staff meeting I will have a checklist to be sure all required information is in the kitchen prior to the first service day.			
			Flagged Amy Martin 03/19/2018 11:36 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. Master binder was provided at the Board Office but it was not signed. Middle School North did not have a copy available at the 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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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	TAUNTON	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:16 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12 copies, one for each school in the district. Completion of delivery will be April 19th. In the future our staff meeting will include a checklist to be sure all required information is in the kitchen prior to our first day of service.			
			Flagged Amy Martin 03/19/2018 11:36 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. Master binder was provided at the Board Office but it was not signed. Taunton did not have a copy available at the 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	TAUNTON	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:16 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12 copies, one for each school in the district. Completion of delivery will be April 19th. In the future our staff meeting will include a checklist to be sure all required information is in the kitchen prior to our first day of service.			
			Flagged Amy Martin 03/19/2018 11:36 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. Master binder was provided at the Board Office but it was not signed. Taunton did not have a copy available at the 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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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	TAUNTON	1403	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:37 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:16 PM	I reviewed and signed the master copy of the HACCP Binder. I made 12 copies, one for each school in the district. Completion of delivery will be April 19th. In the future our staff meeting will include a checklist to be sure all required information is in the kitchen prior to our first day of service.			
			Flagged Amy Martin 03/19/2018 11:36 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. Master binder was provided at the Board Office but it was not signed. Taunton did not have a copy available at the 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	ARDENA	1407	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:42 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:07 PM	Form 363 was printed and a copy made for each refrigerator and freezer in the kitchen. This was completed March 28th A master copy was developed for coping each month. A master copy has been added to the Lead Handbook for use in future school year.			
			Flagged Amy Martin 03/19/2018 11:39 AM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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	ARDENA	1407	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:42 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:07 PM	Form 363 was printed and a copy made for each refrigerator and freezer in the kitchen. This was completed March 28th A master copy was developed for coping each month. A master copy has been added to the Lead Handbook for use in future school year.			
			Flagged Amy Martin 03/19/2018 11:39 AM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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	MIDDLE SCHOOL NORTH	1407	04/19/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:42 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:19 PM	Form #363 was printed and a copy made for each refrigerator and freezer in the kitchen. This was completed March 28th. A master copy was developed for copying each month. A master copy has been added to the Lead Handbook for use in future school years. I will follow-up during the month of May to confirm the charts are being used properly. All follow-ups will be completed by May 15th.		
			Flagged Amy Martin 03/19/2018 11:40 AM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. The milk cooler did not have a temperature log. Milk is moved to a milk cooler prior to meal service where it remains until after meal service when it is moved back to the walk in refrigerator. Cooler where the milk is stored must have daily temperature logs. 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	MIDDLE SCHOOL NORTH	1407	04/19/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:42 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:19 PM	Form #363 was printed and a copy made for each refrigerator and freezer in the kitchen. This was completed March 28th. A master copy was developed for copying each month. A master copy has been added to the Lead Handbook for use in future school years. I will follow-up during the month of May to confirm the charts are being used properly. All follow-ups will be completed by May 15th.		
			Flagged Amy Martin 03/19/2018 11:40 AM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. The milk cooler did not have a temperature log. Milk is moved to a milk cooler prior to meal service where it remains until after meal service when it is moved back to the walk in refrigerator. Cooler where the milk is stored must have daily temperature logs. 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	Civil Rights	TAUNTON	811	04/19/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:43 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:27 PM	" And Justice for All " were ordered and will be posted as soon as they are received. To be in compliance, I have printed copies from the website and made a poster on poster board. The posting will be completed April 19th, 2018.		
			Flagged Amy Martin 03/19/2018 11:40 AM	SFA did not have the USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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	Water	MIDDLE SCHOOL NORTH	1300	04/19/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:46 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 04/18/2018 04:34 PM	As the water fountain is located too far from the cafeteria, drink coolers filled with water will be placed in the cafeteria for the students to have potable water available during breakfast and lunch. Drink cups will be available and they will be in place May 1st.		
			Flagged Amy Martin 03/19/2018 11:42 AM	Potable water must be available for students at 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 Counting and Claiming - Review Period	TAUNTON	325	04/19/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:36 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:01 PM	In the future all reimbursements will be completed from the POS computerized Edit Check, the error was made when transfer numbers from the POS Edit check in to a spreadsheet. The correction was utilized and completed March Voucher (April 9th) and will be carried out in all future reimbursement vouchers.		
			Flagged Amy Martin 03/19/2018 11:35 AM	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. On 2/20/18 36 free meals were claimed for reimbursement but according to the daily sales report only 26 free meals were served. 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	ARDENA	401	04/19/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:47 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 04/18/2018 02:54 PM	On March 27th, I monitored breakfast at Ardena School with Nandra. As you suggested, we have a basket of fruit at the register for students that forget to take a fruit for breakfast. This small change has reinforced for the student and all staff member the fruit requirement for breakfast.		
			Flagged Amy Martin 03/19/2018 11:42 AM	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 1/2 cup fruit and/or vegetable. 1 meal claimed for reimbursement was ineligible as it did not contain a fruit or vegetable component. 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	MIDDLE SCHOOL NORTH	402	04/19/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:35 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/19/2018 12:06 PM	I posted the vegetable sub-group and the meal pattern for the vegetables for a five day week. I have also reviewed with the staff the requirements for fruits and vegetables. We have replaced the 4 ounce cup with a 5.5 oz. cup to ensure the we meet the 1/2 cup fruit requirement. The action was completed April 9th. The recipes for the sandwiches are attached: The new recipes were copied and distributed for use. Date of completion 3/21/18.			
			Flagged Amy Martin 03/19/2018 11:35 AM	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. On the day of review at lunch, only 1 vegetable was served in 1/2 cup portion size. For grade 6-8 grade grouping the minimum required is 3/4 cup. Prior to meal, service staff was informed to change to 3/4 cup serving. In addition all of the lunch meat and tuna sandwiches did not have a recipe. Although we know the sandwiches each contained meat/meat alt and grain there is a question of how much. 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 - Review Period	ARDENA	410	05/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:49 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 05/01/2018 04:51 PM	The information has been uploaded and emailed			
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation for LUNCH must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	ARDENA	410	05/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:49 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 05/01/2018 04:51 PM	The information has been uploaded and emailed			
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation for LUNCH must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.			

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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 Components and Quantities - Review Period	ARDENA	410	05/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:49 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 05/01/2018 04:51 PM	The information has been uploaded and emailed		
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation for LUNCH must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	MIDDLE SCHOOL NORTH	410	05/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:49 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 05/01/2018 05:49 PM	The information has been uploaded and I will email.		
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation for LUNCH must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	MIDDLE SCHOOL NORTH	410	05/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:49 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 05/01/2018 05:49 PM	The information has been uploaded and I will email.		
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation for LUNCH must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	MIDDLE SCHOOL NORTH	410	05/01/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:49 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 05/01/2018 05:49 PM	The information has been uploaded and I will email.		
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation for LUNCH must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	TAUNTON	410	05/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:50 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 05/01/2018 04:19 PM	The recipes have been updated and the information has been emailed and uploaded		
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	TAUNTON	410	05/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:50 AM	CAP Accepted		
			CAP Submitted AUDREY MACDONALD 05/01/2018 04:19 PM	The recipes have been updated and the information has been emailed and uploaded		
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.		

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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 Components and Quantities - Review Period	TAUNTON	410	05/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 11:50 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 05/01/2018 04:19 PM	The recipes have been updated and the information has been emailed and uploaded			
			Flagged Amy Martin 03/19/2018 11:37 AM	Production records for the review week were incomplete. Unable to assess all components served and portion sizes provided. Therefore as part of the corrective action, the menu, production records, recipes, CN labels/PFS, and all other supporting documentation must be emailed for the week of April 9-13, 2018 to amy.martin@ag.nj.gov by May 1, 2018.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School	MIDDLE SCHOOL NORTH	1104	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:55 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/18/2018 03:43 PM	I contacted Jim Crasner from Special K Vending to explain the on time of the machine must start at 2:25 pm on school days until 12:00 am. He will check the time and timer on the machines on Thursday, April 19th. I will follow up by checking the machines on Friday, April 20th. I will add checking the timer to the beginning of the year checklist prior to the first scheduled day of service, as they are utilized during the day in the summer months after school ends.			
			Flagged Amy Martin 03/19/2018 11:37 AM	The vending machine located within the cafeteria is currently on a timer that allows students to purchase items at 2:00pm. Since not all items in the vending machine are Smart Snack compliant, the timer must be changed to 2:25pm as school ends at 1:55pm OR the items in the cafeteria must all be Smart Snack compliant. The USDA definition of school day is "12 am on a day of instruction to 30 minutes after the end of the official school day." Explain in detail how this was corrected and include date of implementation.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1217		CAP Removed	
Corrective Action History			CAP Removed Amy Martin 03/19/2018 11:45 AM	CAP Removed			
			Flagged Amy Martin 03/16/2018 10:49 AM	School Nutrition Program managers are required to complete at least 10 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 recur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	05/03/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Lisa Garland 04/30/2018 11:18 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/27/2018 03:24 PM	Going forward the school district will properly complete the Non Program Food Tool Annually. We will ensure the Non Food Program Tool will match the figures to the Exhibit B-5 and include all of it's non-program food revenue and cost and calculations. The SFA's revenue ratio via the tool will equal or exceed the food cost ratio. We will increase revenue on adult prices to be sure to cover the costs. This will be monitored by Ronald Sanasac; Business Administrator beginning September 2018.			
			Flagged Lisa Garland 04/26/2018 02:45 PM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation. In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f). Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	MIDDLE SCHOOL NORTH	1410	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:44 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/19/2018 09:42 AM	I have contacted the vendor, H. Schrier to find out why the "Buy American " is not being followed. March 12, 2018I received a voicemail from Hal Gold stating they were unable to obtain pineapple and broccoli from American vendors at this time, I explained that all future deliveers must be from America and when product is not available I would need documentation explaining why. I requested a follow up email as I need the information in writing. March 16, 2018. I have instructed all Leads to refuse product that is from another country to correct the problem for the current year as I continue conversations with Hal Gold from Schrier. April 19th. As I plan the 2018-2019, we will remind all Leads at the opening staff meeting to confirm where the products are from prior to accepting deliveries.			
			Flagged Amy Martin 03/19/2018 11:40 AM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Pineapples- Vietnam Fruit Mix- China Broccoli- China Frozen French Fries- Canada Mashed Potatoes- Canada 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	MIDDLE SCHOOL NORTH	1410	04/19/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:44 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/19/2018 09:42 AM	I have contacted the vendor, H. Schrier to find out why the "Buy American ' is not being followed. March 12, 2018I received a voicemail from Hal Gold stating they were unable to obtain pineapple and broccoli from American vendors at this time, I explained that all future deliveers must be from America and when product is not available I would need documentation explaining why. I requested a follow up email as I need the information in writing. March 16, 2018. I have instructed all Leads to refuse product that is from another country to correct the problem for the current year as I continue conversations with Hal Gold from Schrier. April 19th. As I plan the 2018-2019, we will remind all Leads at the opening staff meeting to confirm where the products are from prior to accepting deliveries.			
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On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	TAUNTON	1410	04/19/2018	CAP Accepted	
Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:44 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/19/2018 08:59 AM	I have contacted the vendor, H. Schrier to find out why they are not following the "Buy American". I received a voice mail back stating they were unable to obtain pineapple and broccoli from American vendors at this time. I explained that all future deliveries must follow the "Buy American". I sent a follow-up email to acquire the information in writing. I have not received a response in writing only verbally. I have instructed all Leads to refuse any product that is from another country to correct the problem for the current school year and as I continue with conversations with Hal Gold from H. Schrier. As I plan for the 2018-2019 school year , we will remind all the Leads at the opening staff meeting to confirm where the products are from prior to accepting deliveries.			
			Flagged Amy Martin 03/19/2018 11:41 AM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. 1.Pineapples- Vietnam 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	TAUNTON	1410	04/19/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Fatima Malik 06/13/2018 10:44 AM	CAP Accepted			
			CAP Submitted AUDREY MACDONALD 04/19/2018 08:59 AM	I have contacted the vendor, H. Schrier to find out why they are not following the "Buy American". I received a voice mail back stating they were unable to obtain pineapple and broccoli from American vendors at this time. I explained that all future deliveries must follow the "Buy American". I sent a follow-up email to acquire the information in writing. I have not received a response in writing only verbally. I have instructed all Leads to refuse any product that is from another country to correct the problem for the current school year and as I continue with conversations with Hal Gold from H. Schrier. As I plan for the 2018-2019 school year , we will remind all the Leads at the opening staff meeting to confirm where the products are from prior to accepting deliveries.			
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