

## WAYNE BD OF ED-03105570 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Paid Lunch Equity		706	06/25/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Beatris Garcia 06/25/2018 09:00 AM	CAP Accepted			
			CAP Submitted JINNEE DEMARCO 06/22/2018 03:18 PM	Corrective Action: There is an annual review of the PLE tool by the Business Office and Food Services Representative. The prices calculated is then reviewed and presented to the Finance Committee for review. Then it is presented to the full board for consideration for board approval. Method of Implementation: The PLE tool is reviewed and prepared by both Business Administrator and Food Service Representative. It is verified that the price meets the minimum target paid lunch price. Person Responsible for Implementation: The Business Administrator and the Food Services Manager is responsible for review and updating the POS system to verify that the correct price is used. Implementation Date: The lunch price is reviewed prior to the start of school year. The Food Services Manager makes sure that the POS system for the district is updated before start of the new year. The lunch price for 2018-2019 was approved by BOE on June 21st board meeting for next school year.			
			CAP Rejected Beatris Garcia 06/21/2018 02:56 PM	In addition to your submitted corrective action plan, please address that going forward, per the PLE tool requirement, If the PLE tool requires a price increase, the district will increase accordingly or have paid the minimum paid lunch price requirement. In addition please state who will monitor by a name, title and date.			
			CAP Submitted JINNEE DEMARCO 06/15/2018 10:32 AM	PLE Tool is used every year to determine the increases. The district presents the price increase to the Board for their consideration.			
			Flagged Beatris Garcia 06/14/2018 01:30 PM	FINDINGS (DISREGARD PREVIOUS NO FINDING EMAIL) Per the PLE Tool, prices were to be increased by .06. Per the letter to parent 2016 , the district was not charging the minimum target paid lunch price of \$2.70. The Certifier must click on the Corrective Action Tab in SOARS and submit the Corrective Action Plan (CAP). For every CAP Rejected question in the Resource Management section of the Administrative Off-Site Assessment Tool, please submit a Corrective Action Plan response including the following information: Your Corrective Action, Method of Implementation, Person Responsible for Implementation, and Date of Implementation. Once this is done, click "save and submit". In addition, please send an email to <a href="mailto:beatris.garcia@ag.nj.gov">beatris.garcia@ag.nj.gov</a> to notify us that your RMCR Corrective Action response has been submitted in SOARS with a subject line of "FISCAL-RMCR CAP, YOUR DISTRICT NAME, COUNTY AND AGREEMENT NUMBER". If you have any questions concerning your RMCR, please contact me. Thank you for your continued interest and participation in our Food and Nutrition Programs. Sincerely, Beatris Garcia Auditor NJ Department of Agriculture Division of Food & Nutrition (609) 292-7355			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness		1005	04/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:20 PM	CAP Accepted			
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:41 PM	Attached is the most updated wellness policy assessment tool and wellness policy. The wellness policy is on the district website.			
			Flagged Linda Scarpa 03/08/2018 02:03 PM	An evaluation of the wellness policy was not available.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights		802	04/08/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:20 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 09:32 AM	This information can be located on our district website under Health Service. There is a link to Translated Free & Reduced application which will direct families in need to get translated applications and assistance.,		
			Flagged Linda Scarpa 03/08/2018 02:03 PM	The SFA must take reasonable steps to ensure households who have limited ability to speak, read, write or understand English have access to programs and services. Examples include making meal applications available in multiple languages, having bilingual staff, written language services, etc. 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		803	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:18 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 09:24 AM	The procedure for receiving and processing complaints is outlined in the Free & Reduced application packet. Hard copies of the application is sent to all students at the beginning of school year. Online version is available on district website under Health Services and Parent Packet. The processing of complaints would be dealt with on a case by case basis by the district's designated Hearing Officer.		
			Flagged Linda Scarpa 03/08/2018 02:02 PM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</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	Civil Rights		805	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:19 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 09:20 AM	There is a medical alert tab in POS system which can be accessed by cafeteria staff. School nurses review with all cafeteria staff regarding dietary needs and restrictions.		
			Flagged Linda Scarpa 03/08/2018 02:02 PM	The SFA must make reasonable accommodations for students with special dietary needs. When a student has a life threatening disability that has been medically documented by a licensed physician, accommodations must be made. Documentation must include a written statement of the need for substitution(s) that includes recommended alternate foods. When a student has a food intolerance, accommodations may be made, but are not 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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Verification		214	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:20 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:42 PM	When benefits change to reduced or terminated, due to verification, we will give the student 10 calendar days written advance notice of the change. Implementation date: Immediate.		
			Flagged Linda Scarpa 03/08/2018 02:04 PM	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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	RYERSON	318	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:18 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:29 PM	This is not a repeat violation.The SFA andSodexowill train the staff that serves or receives meals for students that any meal served must be taken byor served tothe student first and only recorded afterwards. In this case the teacher aid can take the student's account scan card, deliver the meal to the student and give the card back to the same register to be rung in after the meal was served to the student as advised by our auditor. Implementation Date- 3/5/18 and follow up will be done by 3/29/18.		
			Flagged Linda Scarpa 03/08/2018 02:02 PM	An accurate count of reimbursable meals served, by eligibility category, 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 free, reduced price or paid meal has been served to an eligible child. 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. One lunch meal was taken by a teacher for a special ed student who was being fed in the classroom. This meal was counted in the cafeteria, when the meal was selected by the teacher, not when the student was served. Technical assistance was given for the teacher to send down a note to the cafeteria when the student was served the lunch. Technical assistance was given to the cashier to count the meal only when confirmation was given by the teacher that a meal was served.		

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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 - Day of Review	JOHN F KENNEDY	321		CAP Removed
<b>Corrective Action History</b>			CAP Removed Linda Scarpa 03/07/2018 09:45 PM	CAP Removed		
			Flagged Linda Scarpa 03/07/2018 09:39 PM	Breakfast 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. Breakfast for 6 days during the review month, revealed the daily counts reported, exceed the daily count times the attendance factor. No comment was noted.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	GEORGE WASHINGTON	1403	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:17 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:28 PM	This is not a repeat offense. Sodexo has an online version of the district HAACP Safety policy. A school specific safety policy manual was made from the state template and distributed to each Wayne school including George Washington Middle School on 2/27/18.		
			Flagged Linda Scarpa 03/08/2018 02:02 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	GEORGE WASHINGTON	1403	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:17 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:28 PM	This is not a repeat offense. Sodexo has an online version of the district HAACP Safety policy. A school specific safety policy manual was made from the state template and distributed to each Wayne school including George Washington Middle School on 2/27/18.		
			Flagged Linda Scarpa 03/08/2018 02:02 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	JOHN F KENNEDY	1403	04/08/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:17 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:43 PM	This is not a repeat observation. Sodexo has an online version of the HAACP Safety Policy. A school specific safety policy manual was made from the state template and distributed to each Wayne school including John F. Kennedy Elementary School on 2/27/18.		
			Flagged Linda Scarpa 03/08/2018 02:02 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	JOHN F KENNEDY	1403	04/08/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:17 PM	CAP Accepted		
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:43 PM	This is not a repeat observation. Sodexo has an online version of the HAACP Safety Policy. A school specific safety policy manual was made from the state template and distributed to each Wayne school including John F. Kennedy Elementary School on 2/27/18.		
			Flagged Linda Scarpa 03/08/2018 02:02 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	Meal Counting and Claiming - Review Period	JOHN F KENNEDY	322		CAP Removed
<b>Corrective Action History</b>			CAP Removed Linda Scarpa 03/07/2018 09:47 PM	CAP Removed		
			Flagged Linda Scarpa 03/07/2018 09:46 PM	The system for counting reimbursable breakfast meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. When a school claims more meals than students eligible in any category, a flaw exists in the method of accountability and/or system of updating all documentation. Immediate investigation and corrective action is necessary. The system for counting meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal 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. Breakfast for 6 days during the review month, revealed the daily counts reported, exceed the daily count times the attendance factor. No comment was noted.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	JOHN F KENNEDY	323	04/08/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:19 PM	CAP Accepted			
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:29 PM	This is not a repeat violation. The SFA Foodservices submits the re-imbursements in SNEARS each month. At times an attendance factor Edit Note is required in SNEARS to be submitted for certification. The SFA Foodservices have reviewed the training point, to hand write the AF Edit note to the school's Edit Check Sheet accordingly when required to enter an Attendance Factor note in SNEARS. Implementation date of 3/9/18.			
			Flagged Linda Scarpa 03/08/2018 02:02 PM	When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. 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. Breakfast for 6 days during the review month, revealed the daily counts reported, exceed the daily count times the attendance factor. No comment was noted.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GEORGE WASHINGTON	402	04/08/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:17 PM	CAP Accepted			
			CAP Submitted JINNEE DEMARCO 04/06/2018 12:06 PM	This is not a repeat offense, the cheese sauce 2 z. must be filled completely and a 2z bean salad/ refried bean is offered to fulfill the daily 2 oz. protein offering for Grades 6-8. Whole Grain Rich Rolls were ordered as part of the daily 2 oz. equivalent for the bread/ grain offering with the chicken. The bread company delivered white rolls which were used for service. We will review this with the George Washington Staff to retrain them on the correct portion, components and Whole Grain bread being offered daily. Training completed on 3/5/18 with a follow up observation scheduled by 3/29/18.			
			Flagged Linda Scarpa 03/08/2018 01:58 PM	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. 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	Professional Standards		1221	04/08/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Linda Scarpa 04/09/2018 11:19 PM	CAP Accepted			
			CAP Submitted JINNEE DEMARCO 04/06/2018 01:29 PM	This is not a repeat violation. The district and Sodexo will conduct training for any teacher, aid or assistant that assists with the foodservice program as well as the foodservice staff to adhere to the Professional Standards as part of the SBP and NSLP. Specifically what makes a meal, offered vs. served and Civil Rights trainings will be done each year at our opening meetings in August.			
			Flagged Linda Scarpa 03/08/2018 02:02 PM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</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.. Professional standars were not met for teachers who participated in the lunch program.			