

EL SINBORO BD OF ED-03301350 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification (200 - 204)		202	02/09/2018	CAP Removed	
Corrective Action History			CAP Removed Lea Berry 01/17/2018 11:04 AM	CAP Removed			
			Flagged Lea Berry 01/05/2018 09:45 AM	The confirming official must be an individual who did not make the original eligibility determination on the applications. I understand that the computer system is picking the error prone, however someone should be checking that the computer system is correctly doing the job and sign off as the confirming official. 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	Revenue from Nonprogram Foods (710)		710	04/30/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/17/2018 01:25 PM	CAP Accepted			
			CAP Submitted REBECCA JOYCE 04/24/2018 09:46 AM	Going forward, the school district will properly complete the Nonprogram Food Revenue Tool annually. We will ensure that the nonprogram food revenue tool will match the figures to our Exhibit B-5 and include all of its nonprogram food revenues and costs and its calculation. The SFA's revenue ratio via the tool will equal or exceed the SFA's food cost ratio. We will increase revenues on adult prices to be sufficient to cover the cost. This will be monitored by Rebecca Joyce, the Business Administrator starting September 1, 2018.			
			CAP Rejected Lisa Garland 04/24/2018 09:41 AM	A revised NPFR Tool is unacceptable at this time. Please submit your CAP in reference to below. Thank you			
			CAP Submitted REBECCA JOYCE 04/24/2018 08:49 AM	Lisa, I uploaded a revised NPFR Tool based on 2015-16 audit figures. Please review and let me know if correct.			
			Flagged Lisa Garland 04/23/2018 11:08 AM	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 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	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	02/09/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Lea Berry 01/17/2018 11:02 AM	CAP Accepted		
			CAP Submitted RACHEL WATSON 01/12/2018 11:48 AM	The "Summer Food Service Program" flyer provided was posted school web site www.elsinboroschool.org , in September, under the "cafeteria news" section. I have noted the calendar to send the flyer home with children on June 1st of the school year. I have also posted a copy in the lunch room.		
			Flagged Lea Berry 01/09/2018 03:22 PM	All SFAs 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.		
			Flagged Lea Berry 01/05/2018 09:46 AM	All SFAs 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.		
			Flagged Lea Berry 01/05/2018 09:46 AM	All SFAs 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 - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period (322-325)	EL SINBORO TWP	323	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 10:49 AM	CAP Accepted		
			CAP Submitted RACHEL WATSON 01/12/2018 01:52 PM	I have verified attendance on "OnCourse" to verify all reduce students were in attendance on days that the "reduced served" met or exceeded the number of "reduced eligible adjusted". I noted on the printed "NJ Edit Check Worksheet" for each month, in the comment section for the appropriate date. Instructions for processing monthly SNEARS reimbursement have been updated with instructions on verifying attendance when needed.		
			Flagged Lea Berry 01/09/2018 03:19 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. The reduced exceeded on November 7th and 30th. The absentee list must be checked to make sure that all reduced students are in attendance. You can put a copy of the absentee list with your daily sheets to show it was checked. 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 Components and Quantities - Day of Review (400-408)	ELSINBORO TWP	400	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 10:49 AM	CAP Accepted			
			CAP Submitted RACHEL WATSON 01/15/2018 10:15 AM	Effective immediately 1/10/18 all lunch choices are offered at the beginning of our lunch line where hot meals and sides are served. Hot and cold components are offered with all meals. Our vendor sends enough servings for all components to be served with each lunch choice. I have attached the last lunch production reports that include the change in components sent to us for all school lunches served that day.			
			Flagged Lea Berry 01/09/2018 03:20 PM	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service for all lunches served. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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)	ELSINBORO TWP	401	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 10:51 AM	CAP Accepted			
			CAP Submitted RACHEL WATSON 01/12/2018 02:11 PM	As of 1/11/18, all cafeteria help & students have been instructed on the rules for offer vs serve breakfast and lunch. All classrooms have been sent copies of "offer vs serve" lunch and breakfast. Signage has been posted at the start and end of lunch lines. All meals are served at the beginning of the lunch line and offer both hot and cold components.			
			Flagged Lea Berry 01/09/2018 03:20 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)	ELSINBORO TWP	403	02/09/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 10:50 AM	CAP Accepted		
			CAP Submitted RACHEL WATSON 01/12/2018 12:54 PM	Starting immediately on 1/10/18 both (1%) milk and fat free chocolate milk are offer daily at breakfast.		
			Flagged Lea Berry 01/09/2018 03:20 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunchmeal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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)	EL SINBORO TWP	404	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 11:03 AM	CAP Accepted		
			CAP Submitted RACHEL WATSON 01/12/2018 12:36 PM	I have posted the offer vs. serve breakfast & lunch posters at the beginning of our line on the front of our steam table. Children can read them at the beginning of the lunch line before making choices. I have also distributed posters to each class for teachers to display in there rooms and had it posted to our website www.elsinboroschool.org under "cafeteria news".		
			Flagged Lea Berry 01/09/2018 03:23 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a 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. Indicate the date of implementation.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	EL SINBORO TWP	409	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 11:02 AM	CAP Accepted		
			CAP Submitted Lea Berry 01/17/2018 10:57 AM	Effective immediately 1/10/18 all lunch choices are offered at the beginning of our lunch line where hot meals and sides are served. Hot and cold components are offered with all meals. Our vendor sends enough servings for all components to be served with each lunch choice. I have attached the last lunch production reports that include the change in components sent to us for all school lunches served that day.		
			Flagged Lea Berry 01/17/2018 10:54 AM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	EL SINBORO TWP	410	02/09/2018	CAP Accepted

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Corrective Action History			CAP Accepted Lea Berry 01/17/2018 10:48 AM	CAP Accepted			
			CAP Submitted RACHEL WATSON 01/15/2018 10:34 AM	Effective immediately 1/10/18 all lunch choices are offered at the beginning of our lunch line where hot meals and sides are served. Our vendor has adjusted the portion size to meet the Lunch Meal Pattern charts. I have reviewed and printed the Lunch Meal Pattern Charts to verify portions are correct. On days when french fries are offered at our vendor's school we will receive a cooked potato and no longer have oven baked baked chips as we did before. I have attached the last lunch production reports that include the change in components sent to us for all school lunches served that day. 1/10/18 Production - please note we received roasted potatoes and salad size is 1 1/4 cup. 1/11/18 Production - please note we received turkey sausage & oven baked hash brown for all lunch choices. We also allow students to take more than 1 fruit choice.			
			Flagged Lea Berry 01/09/2018 03:18 PM	At 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 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. Indicate the date of implementation.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review (500-502)	EL SINBORO TWP	500	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 01/17/2018 11:03 AM	CAP Accepted			
			CAP Submitted RACHEL WATSON 01/12/2018 02:08 PM	Our schedule A has been updated to "offer vs. serve". As of 1/11/18, all cafeteria help & students have been instructed on the rules for offer vs serve breakfast and lunch. All classrooms have been sent copies of "offer vs serve" lunch and breakfast. Signage has been posted at the start and end of lunch lines. Our vendor immediately offered components for each type of lunch provided. Cold lunches are now served at the beginning of the lunch line and offered all lunch components.			
			Flagged Lea Berry 01/09/2018 03:23 PM	The schedule A says they don't have offer vs, serve. They are doing offer vs serve for breakfast and there is some confusion for lunch. The hot meal for the most part gets everything plated on their tray and then they can pick if they want fruit or milk. The cold lunches only get chips and can choose fruit or milk. At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least 1/2 cup fruit and/or vegetable. 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.			