

## PENNS GR CNYS PT RG BOE-03304070 - 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 (124 - 142)		126	03/01/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lea Berry 04/17/2018 10:53 AM	CAP Accepted			
			CAP Submitted COLLEEN GREEN 02/01/2018 10:02 AM	The application that was determined incorrectly was notified by mail on 1/30/18 of the audit using form #255. The family was given 10 days and then status will change. Corrective action was completed on 1/30/18 immediately.			
			Flagged Lea Berry 01/30/2018 11:36 AM				
On-Site Assessment Tool	On-Site Assessment Tool	Civil Rights (809 - 810)		810	03/01/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lea Berry 02/05/2018 12:45 PM	CAP Accepted			
			CAP Submitted COLLEEN GREEN 02/01/2018 09:54 AM	PCS was notified and the non discrimination statement has been updated on all forms. This was completed on 1/30/2018.			
			Flagged Lea Berry 01/30/2018 11:47 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	PENNS GROVE MIDDLE SCHOOL	400	03/01/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lea Berry 02/05/2018 12:44 PM	CAP Accepted			
			CAP Submitted COLLEEN GREEN 02/01/2018 09:59 AM	A memo and training was given to staff so they know that the requirement of a fruit/vegetable just like lunch must be offered and taken with the meal. Students minimum can be 1/2 cup but can have 1 cup with their meal. Also, breakfast serving line will include juice cups, fresh fruit and canned fruit as a selection for fruit component. 1/31/2018. Signs were also posted on serving line.			
			Flagged Lea Berry 01/30/2018 11:45 AM	The 3 required meal components for breakfast must be available on every serving line/serving area prior to the beginning and during the entire meal service. 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 number of items and quantities of meal components. All components were available for breakfast, however you must offer a full cup of fruit. At the beginning of service only 4 ounces of juice was on the line. It was corrected during service. Apples and apple sauce were put on the line. 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)	PENNS GROVE MIDDLE SCHOOL	404	03/01/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lea Berry 02/05/2018 12:47 PM	CAP Accepted			
			CAP Submitted COLLEEN GREEN 02/01/2018 10:17 AM	Signage was posted on the serving lines 1/31/2018 Form # 185 AS WELL AS A SIGN THAT STATES MUST contain a fruit/vegetable.			
			Flagged Lea Berry 01/30/2018 11:48 AM	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. Posting only a menu does not meet this requirement. The students are not aware of what they need to take for breakfast. Signage explaining offer versus serve at breakfast andsignagetellingthem theymust take a fruit at breakfast will help. 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)	PENNS GROVE MIDDLE SCHOOL	502	03/01/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lea Berry 02/05/2018 12:44 PM	CAP Accepted			
			CAP Submitted COLLEEN GREEN 02/01/2018 09:57 AM	Signs were posted on serving line. Offer vs Serve breakfast sign form #185 posted on 1/31/2018 Also a sign that states students must take a fruit/vegetable to make a meal. Offer vs serve for lunch Form #300 is posted.			
			Flagged Lea Berry 02/01/2018 09:40 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 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.			