

MOUNTAINSIDE BOE-03903470 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Maintenance of Non-Profit School Food Service Account		700	06/25/2018	CAP Removed
Corrective Action History			CAP Removed Dianne Kennedy 06/21/2018 04:27 PM	CAP Removed		
			Flagged Dianne Kennedy 06/21/2018 04:23 PM			
Off-Site Assessment Tool	Off-Site Assessment Tool	Paid Lunch Equity		707	04/02/2018	CAP Accepted
Corrective Action History			CAP Accepted Lisa Garland 04/03/2018 09:24 AM	CAP Accepted		
			CAP Submitted MATT TODARO 03/29/2018 10:31 AM	Your Corrective Action: We are responding in collaboration with Donna Alonso, Business Administrator of Mountainside School District Board of Education as she currently does not have access to SOARS. The yes/no portion of question 707 was answered incorrectly, there are no non-federal funds used to support the lunch prices. The Paid Lunch Equity Tool will be maintained and made available annually by the month of May every year. Method of Implementation: Paid lunch equity tool will be uploaded to SOARS before the deadline on Administrative Review Years. Person Responsible for Implementation: The PLE tool will be completed by the district (Business Administration) annually. Date of Implementation: March 29, 2018		
			CAP Rejected Lisa Garland 03/27/2018 09:34 AM	The deadline for data submission has expired. Please submit a Corrective Action Plan provided by the Business Administrator as requested by the due date of 4/2/18.		
			CAP Submitted MATT TODARO 03/26/2018 04:30 PM	Mountainside PLE tool has been uploaded.		
			Flagged Lisa Garland 03/26/2018 03:24 PM	FINDING: Paid Lunch Equity The SFA did NOT provide the executed Paid Lunch Equity Tool for SY 2015-2016 to determine the paid lunch price, which is required annually.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights		803	06/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 06/21/2018 04:59 PM	CAP Accepted			
			CAP Submitted DONNA ALONSO 05/29/2018 02:35 PM	All persons concerned about discrimination will be directed to the Discrimination Complaint Forms available on our website. This form, once completed, will be sent to the USDA for follow up and investigation.			
			Flagged Dianne Kennedy 05/21/2018 02:03 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: www.nj.gov/agriculture/applic/forms/#5 . 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: program.intake@usda.gov . 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	Meal Counting and Claiming		308	06/25/2018	CAP Removed	
Corrective Action History			CAP Removed Dianne Kennedy 05/22/2018 11:02 AM	CAP Removed			
			Flagged Dianne Kennedy 05/22/2018 11:01 AM	Called Donna Alonso to clarify about having any alternate points of service. She said that there is not any alternate points of service. The question should had been answered N/A.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		121	06/25/2018	CAP Removed	
Corrective Action History			CAP Removed Dianne Kennedy 05/22/2018 03:12 PM	CAP Removed			
			Flagged Dianne Kennedy 05/22/2018 03:12 PM	Spoke with Donna Alonso about the back up system. She informed me that the POS system backs up nightly. In addition, the SFA has a roster of the students and write their order next to their name if the system went down. Once the system is up and running, the SFA will update the students information on the POS. CAP will be removed.			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Verification		215	06/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Dianne Kennedy 06/21/2018 04:55 PM	CAP Accepted		
			CAP Submitted DONNA ALONSO 05/29/2018 02:27 PM	Debbie Hauscher and Donna Alonso will review Verification Tracker and Termination of Officer training on-line over the summer. We will also make sure that all Verification Tracker forms with the Signature of the Reviewing Officer are completed by November 15th each year.		
			Flagged Dianne Kennedy 05/25/2018 02:34 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. The date of Confirmation Completion was 11/13/2017; however, the date of Verification Completion was 4/18/18. The whole verification process was not completed until 4/18/18, after the 11/15 date. 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	Smart Snacks in School	DEERFIELD ELEMENTARY	1105	06/25/2018	CAP Accepted
Corrective Action History			CAP Accepted Dianne Kennedy 06/21/2018 04:59 PM	CAP Accepted		
			CAP Submitted MATT TODARO 06/14/2018 08:55 AM	We immediately removed the non-compliant "Very Fine" 10 oz juice beverage and replaced with the Capri Sun Apple Juice 6 oz (see labels attached). To ensure this does not reoccur in the future we have provided the staff with a Smart Snack Beverage purchasing list that is compliant for the 3-8 grade group. This was implemented on 5/25/18.		
			Flagged Dianne Kennedy 05/25/2018 02:35 PM	If mixed grades are together in one school, all beverages sold a la carte must meet the requirements for the youngest age/grades. For example, if a middle school and high school are in the same building, and all students have access to all venues in the school, the beverage items available for sale must meet the middle school standards. The school is 3-8 grade, a combination of middle school and elementary school. They should serve beverages that meet for the youngest grade group 3-5 (elementary) which is < 8oz. However, they were serving 100% apple juice that was 10 oz. Not meeting the needs of the younger age group. 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	04/03/2018	CAP Accepted

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Corrective Action History			CAP Accepted Lisa Garland 04/03/2018 02:27 PM	CAP Accepted			
			CAP Submitted MATT TODARO 04/03/2018 01:42 PM	Your Corrective Action: We are responding in collaboration with Donna Alonso, Business Administrator of Mountainside School District Board of Education as she currently does not have access to SOARS. The price and cost data for adult lunches is created by taking the student meal price (\$2.75) and adding (\$0.50) = \$3.25. We do not offer adult breakfast. The price and cost data for adult lunches will maintain annually and will be available upon request. Annually adult lunch pricing will equal or exceed the cost of the adult meal. Method of Implementation: Adult lunch prices are adjusted annually once the PLE tool has been completed and student lunch price has been decided on. Person Responsible for Implementation: Donna Alonso, Business Administrator of Mountainside Board of Education Date of Implementation: March 29, 2018			
			CAP Rejected Lisa Garland 04/03/2018 01:19 PM	The CAP is still insufficient. Please resubmit as indicated, per today's conversation. Thank You			
			CAP Submitted MATT TODARO 04/03/2018 12:12 PM	The price and cost data for adult lunches will be maintained annually and will be available upon request. Annually adult lunch price will equal or exceed the cost of the adult meal.			
			CAP Rejected Lisa Garland 04/03/2018 09:42 AM	The CAP is insufficient and did NOT reference all areas of the finding. Please resubmit the CAP as indicated in the finding.			
			CAP Submitted MATT TODARO 03/29/2018 10:31 AM	Your Corrective Action: We are responding in collaboration with Donna Alonso, Business Administrator of Mountainside School District Board of Education as she currently does not have access to SOARS. The price and cost data for adult lunches is created by taking the student meal price (\$2.75) and adding (\$0.50) = \$3.25. We do not offer adult breakfast. Method of Implementation: Adult lunch prices are adjusted annually once the PLE tool has been completed and student lunch price has been decided on. Person Responsible for Implementation: Donna Alonso, Business Administrator of Mountainside Board of Education Date of Implementation: March 29, 2018			
			Flagged Lisa Garland 03/26/2018 03:33 PM	FINDING: Revenue from Non-Program Foods: The SFA did NOT provide all necessary data required by USDA including price and cost data for adult breakfast and adult lunches to complete the review for Non Program Food Revenue.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DEERFIELD ELEMENTARY	1410	06/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 06/21/2018 05:00 PM	CAP Accepted			
			CAP Submitted MATT TODARO 06/14/2018 08:59 AM	Attached you will find the letter from our distributor. Currently we have purchased canola oil from Canada due to the fact they produce more product and therefore has the pricing advantage. We will continue price comparing and making every effort to Buy American. 5/31/2018			
			Flagged Dianne Kennedy 05/25/2018 02:35 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. 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.			