

## ROSELLE BD OF ED-03904540 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights		807	06/25/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 09/04/2018 10:14 AM	CAP Accepted			
			CAP Submitted ANTHONY JUSKIEWICZ 07/19/2018 12:45 PM	This form was filled out and filed during the 17-18 year during the review with the child nutrition specialists who had reviewed the information with SBA and also this information was needed and reviewed for the summer feeding program for 18-19 and will be reviewed and filed properly for the 18-19 school year.			
			Flagged Corinne Santos-Hernandez 05/25/2018 10:28 AM	The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</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.			
Nutrition/Meal Compliance	Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation)	HARRISON	6	06/25/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 07/05/2018 12:15 PM	CAP Accepted			
			CAP Submitted JOANNE UNTAMO 06/14/2018 09:12 AM	Heavy mayonnaise and regular dressing have been replaced with light versions at Harrison School. Date: 3/5/18 Person Responsible: Theresa Moneim, Food Service Director			
			Flagged Corinne Santos-Hernandez 05/25/2018 10:31 AM	Reduced-fat, low fat, or fat-free mayonnaise, sour cream, and/or salad dressings should always be offered instead of full-fat varieties. Technical assistance was provided.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	06/25/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 09/04/2018 10:13 AM	CAP Accepted			
			CAP Submitted ANTHONY JUSKIEWICZ 07/19/2018 12:40 PM	Going forward in the 18-19 school year Application will be on line through Payschools and determined according. Also, my secretary will go for training to ensure any paper copies submitted and approved appropriately.			
			Flagged Corinne Santos-Hernandez 05/25/2018 10:27 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	Certification and Benefit Issuance		131	06/25/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 09/04/2018 10:15 AM	CAP Accepted		
			CAP Submitted ANTHONY JUSKIEWICZ 07/19/2018 12:50 PM	The school district is contracting with Payschools to have on line service for the free and reduced applications with an immediate determination to inform the parent of their status going forward. Any manual applications will be determined by the SBA and or office staff with proper training from the state and or webinars to ensure proper applications are determined according to the income levels that the state has provided the district.		
			Flagged Corinne Santos-Hernandez 05/25/2018 10:29 AM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required deadline. 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	Meal Counting and Claiming		314	06/25/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 09/04/2018 10:14 AM	CAP Accepted		
			CAP Submitted ANTHONY JUSKIEWICZ 07/19/2018 12:40 PM	In the 18-19 school year the district will check yes on the schedule A regarding: Does the LEA have sites on the Schedule 'A' that are NOT part of the LEA? (If yes, agreements between the sites and the LEA must be submitted as manual And also we will have the St. Joseph's school verified as a non public and identified as such. Form #72 agreement for SFA's consolidation of school nutrition programs has been reviewed to ensure accuracy and included with current contract/addendum.		
			Flagged Corinne Santos-Hernandez 05/25/2018 10:27 AM	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used. 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		207	06/25/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 09/04/2018 10:15 AM	CAP Accepted		
			CAP Submitted ANTHONY JUSKIEWICZ 07/19/2018 12:56 PM	Verification will be completed as required and as stated in previous comments.		
			Flagged Corinne Santos-Hernandez 05/25/2018 10:30 AM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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..Describe in the CAP how this will be corrected. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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	HARRISON	1404	06/25/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 07/05/2018 12:15 PM	CAP Accepted		
			CAP Submitted JOANNE UNTAMO 06/18/2018 12:56 PM	SFA has requested a second health inspection on 6/15/18. Going forward the district will contact the health department for biannual health inspections yearly. If they have not received a second inspection by halfway through the school year they will reach out to the health inspector via phone and/or email and keep a record of this. Person Responsible: Theresa Moneim, Food Service Director		
			Flagged Corinne Santos-Hernandez 05/25/2018 10:28 AM	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	HARRISON	409	06/25/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 07/05/2018 12:16 PM	CAP Accepted		
			CAP Submitted JOANNE UNTAMO 06/14/2018 09:20 AM	Production records for each school in the district will be checked for correct counts by Theresa Moneim on a monthly basis. Production records will be checked and double checked to ensure counts match the edit check worksheets. Date: 3/5/18 Person Responsible: Theresa Moneim, Food Service Director		
			Flagged Corinne Santos-Hernandez 05/25/2018 10:29 AM	Please refer to comments for a detailed explanation for this question.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	02/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 02/16/2018 01:14 PM	CAP Accepted		
			CAP Submitted JOANNE UNTAMO 02/16/2018 01:14 PM	Going forward the school district will properly complete the NPFRT annually. We will ensure that the non-program food revenue tool will match the figures to our exhibit B-5 and include all of it's non-food program revenues and costs in it's calculation. The SFA's revenues 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 Joanne Untamo, Director or Operations beginning September 2018.		
			Flagged Lisa Garland 02/15/2018 01:27 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	POLK SCHOOL	1410	06/25/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Corinne Santos-Hernandez 07/05/2018 12:16 PM	CAP Accepted			
			CAP Submitted JOANNE UNTAMO 06/14/2018 09:17 AM	Mandarin Oranges are not currently available from a United States source from our vendor. Maschio's will continue working with our vendor to seek an acceptable alternative for this item or a version of this product produced in the United States that is not Cost prohibitive. Date: 3/5/18 Person Responsible: Theresa Moneim, Food Service Director & Maschio's Food Services			
			Flagged Corinne Santos-Hernandez 05/25/2018 10:28 AM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. The mandarin oranges were from China.			