

## ST MARY SCHOOL-01609681 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	ST MARY SCHOOL-01609681	1400	03/11/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 09:06 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:25 PM				
	HACCP food safety plan will be updated by Thursday, February 13, 2025. Documents were available to us on the Metz Pantry website. As updates are available, we will update the book. The plan will be available in the kitchen.				
	Flagged by Jill Dailey 02/11/2025 10:47 AM				
	Although a copy of the HACCP food safety plan was available, the plan was outdated and had not been updated since 2009.				
	A copy of the written HACCP food safety plan must be available at each school.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.				
	Indicate the date of implementation.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	ST MARY SCHOOL-01609681	1500	03/11/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 09:02 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:25 PM				
	We are working with Mosiac to split the roster between preschool and elementary school. This will produce two separate edit checks.				
	Flagged by Jill Dailey 02/11/2025 10:46 AM				
	<p>At the time of the review, the PreK meals are being entered into the POS from the roster which then get combined with the elementary school counts. Edit Check worksheets must be maintained separately by site to ensure accurate claiming of meals.</p> <p>SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.)</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Group 1: CA Count (2)		ST MARY SCHOOL-01609681		03/11/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 09:05 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:27 PM				
	Our Food Service Director will be taking the 8 hour training course and will be complete by March 1, 2025. Our previous director had the Safe Serve certification. Unfortunately, she passed away in October. Our current director assumed the responsibilities of director and is currently undergoing training for this role.				
	Flagged by Jill Dailey 02/11/2025 10:47 AM				
Corrective Action History	At the time of the administrative review, the current Food Service Director, had not received the required 8 hours of food safety training.				
	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="https://theicn.org/">https://theicn.org/</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.				
	<b>Indicate the date when the food safety training will be completed.</b>				
	Flagged by Jill Dailey 02/11/2025 10:47 AM				
Corrective Action History	At the time of the administrative review, the current Food Service Director, had not received the required 8 hours of food safety training.				
	USDA regulations require all new directors hired after July 1, 2015 to have completed at least 8 hours of food safety training within 5 years prior to the start date, or training must be completed within 30 calendar days of the start date. In New Jersey, all food service directors, regardless of the date of hire, must have completed a food safety training course within the last 5 years or must complete the training within 30 calendar days of the administrative review. Although food safety training can be obtained from a variety of sources, a free online course is available from the Institute of Child Nutrition (ICN) at: <a href="https://theicn.org/">https://theicn.org/</a> .				
	<b>The SFA must indicate in the corrective action the specific steps and time frames for the food service director to complete the food safety training.</b>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	St. Mary Pre-School-8714	11	03/11/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/20/2025 09:01 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:24 PM				
	White milk will be the only choice in preschool.				
	Flagged by Jill Dailey 02/11/2025 10:45 AM				
	<p>On the day of the lunch observation, chocolate milk was prepped as part of the PreK lunch options. The SA advised that PreK students eating in the classroom cannot be served flavored milk. The milk was removed from the cart and only non-flavored milk was available for the day of observation.</p> <p>Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	St. Mary Pre-School-8714	325	03/11/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/27/2025 07:56 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/21/2025 10:39 AM				
	The PreK meal counts from the daily roster will be entered correctly by March 1st. Our manual roster will be checked for meal components and entered into Mosaic. Our edit check worksheet will be verified against manual rosters.				
	Corrective Action Plan: Rejected by Jill Dailey 02/20/2025 09:04 AM				
	Please further explain how the system will be corrected to ensure the PreK meal counts from the classroom rosters will be entered correctly in the monthly claim for reimbursement. Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:25 PM				
	The edit worksheets will solve the issue between meal count discrepancies.				
	Flagged by Jill Dailey 02/11/2025 10:46 AM				
	<p>The reimbursement claim for the PreK lunch meals shows 58 paid meals, but after reviewing and counting the PreK lunch meal rosters from the review month (Jan 2025) the SA obtained a count of 76 meals. It is not clear how the 58 paid meals number was obtained, but there could be potential human error with entering the meal counts into the POS or error when trying to separate the PreK meal counts from the elementary school meal counts. It is important to have a check and balance system in place to ensure accurate meal counting and claiming.</p> <p>Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.</p> <p><b>Indicate the date of implementation.</b></p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	St. Mary Pre-School-8714	409	03/11/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/27/2025 07:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/21/2025 10:44 AM As of February 11, 2025, white milk only is available to PreK students and production records now indicate that white milk is available to PreK students. Additional training was provided on how to complete a production record.				
	Corrective Action Plan: Rejected by Jill Dailey 02/20/2025 09:06 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:25 PM Moving forward, the production records will indicate that milk was available to PreK students.				
	Flagged by Jill Dailey 02/11/2025 10:46 AM				
	During the week of review, the production records did not indicate that milk was available to PreK students. This is considered a missing component and all meals served during the week of review are disallowed. Using the PreK lunch rosters, the SA counted that 16 lunch meals were served and claimed that week. 16 meals will be disallowed.				
	At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.  <b>Indicate the date of implementation.</b>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	St. Mary Pre-School-8714	410	03/11/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 02/27/2025 07:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/21/2025 10:45 AM				
	As of February 11, 2025, production record training was done to ensure completion of the document.				
	Corrective Action Plan: Rejected by Jill Dailey 02/20/2025 09:06 AM				
	Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by PATRICIA MANCUSO 02/13/2025 12:26 PM				
	Production records will be documented daily with all necessary components and serving sizes including milk. Additional training will ensure that these records are completed properly.				
	Flagged by Jill Dailey 02/11/2025 10:47 AM				
	<p>The week of review production records were incomplete and missing critical pieces of information. Portion sizes were missing for fruits, vegetables and main entrees. Milk was not recorded on the production records and there was no vegetable documented as being served on Friday, 1/10. Additionally, the "# of Left Over Portions" and "# of Reimbursable Portions" columns were left blank. There are potentially insufficient quantities during the week of review, however, the meals served during the week of review are already being disallowed due to the missing milk component.</p> <p>At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.</p> <p><b>Indicate the date of implementation.</b></p>				

### Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged