

SO HACKENSACK BD OF ED-00304870 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification		SO HACKENSACK BD OF ED-00304870	207	05/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:52 AM CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Kropp 05/09/2024 10:08 AM As of 5/1/2024, the following personnel will be responsible for the following: Patricia Lemonie will be determining and verifying applications. Stephanie Kropp will be confirming the applications. Beverly Vlietstra will be certifying all monthly food reimbursements and direct certifications.				
	Flagged by Erlisa Levin 04/30/2024 03:28 PM 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. Error-prone applications must be chosen first for review. then the second-chance and the follow up on those verified applications.				
Verification	Verification (On-Site Assessment Tool) (207H)	SO HACKENSACK BD OF ED-00304870	208	05/22/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:51 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Kropp 05/09/2024 09:58 AM				
	As of the 2024-2025 school year all verification will be chosen from the error prone applicants.				
Corrective Action History	Flagged by Erlisa Levin 04/30/2024 03:27 PM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.				
	If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	SO HACKENSACK BD OF ED-00304870	1002	05/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Patricia Lemonie 05/01/2024 09:43 AM				
	The Superintendent of Schools is currently in the process of forming a committee to review and update the Wellness Policy using the Wellness Policy Assessment Tool [Form 365] to be board approved this, Summer of 2024.				
Corrective Action History	Flagged by Erlisa Levin 04/30/2024 03:27 PM				
	The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. 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.				
	Form 365 should be completed after the committee meets, at minimum every 3 year, possibly every year if able. Submit the form 365 with the CA				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	SO HACKENSACK BD OF ED-00304870	1501	05/22/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Patricia Lemonie 05/01/2024 09:45 AM				
	The Superintendent of Schools is currently working with us on creating an Unpaid Meal Policy to be board approved this Summer of 2024 and will be presented to the parents via the school website and email.				
	Flagged by Erlisa Levin 04/30/2024 03:27 PM				
Corrective Action History	The SFA must have an updated unpaid meal policy on-file for the current school year and it needs to be presented to the Board for adoption and follow-through.				
	Meal Counting and Claiming - Day of Review	MEMORIAL-432	317	05/22/2024	CAP Accepted
	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)				
	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:51 AM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Patricia Lemonie 05/01/2024 09:53 AM				
	We are currently working with the Superintendent of Schools to put in place a system to identify students who are purchasing meals for breakfast and lunch. We have discussed possible student ID badges or meal cards as well as the current student rosters. We are also in the process of having our IT department repair our card reader. From the start of the school year September 2023, we have emphasized to the parents how important it is to use the PAYFORIT online parent portal. This will allow parents to pay in advance for all meals and stay current with their account. This will alleviate student accounts entering a negative status.				
	Flagged by Erlisa Levin 04/30/2024 03:28 PM				
	SFAs are required to protect the identity of students receiving free or reduced meal benefits when breakfasts are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by students. 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.				
	During breakfast, the SFA must use the same medium of exchange (e.g. tickets, roster, ID card or PIN# number, etc.) for all eligibility categories. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	MEMORIAL-432	403	05/22/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:52 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Kropp 05/09/2024 09:52 AM				
	As of 5/1/24, we will be working with our food distributor to ensure that the students have the choice between white and chocolate milk during breakfast and lunch.				
Corrective Action History	Flagged by Erlisa Levin 04/30/2024 03:27 PM				
	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
Group 1: CA Count (3)		SO HACKENSACK BD OF ED-00304870		05/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/24/2024 09:52 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Kropp 05/09/2024 10:37 AM				
	<p><u>Question #1214</u></p> <p>Patricia Lemonie is the Director of the food program. She has completed the following courses:</p> <p>-Food Handler Essentials Course [2 hours]</p> <p>-GCN School Safety [35 Minutes]</p> <p>-GCN Variances and HACCP Plans I [35 Minutes]</p> <p>-GCN Variances and HACCP Plans II [35 Minutes]</p> <p>-GCN Variances and HACCP Plans III [35 Minutes]</p> <p>-Summer EBT Webinar [2 Hours]</p> <p>-Wellness Policy Update Webinar [1 Hour]</p> <p>-Meal Counting Webinar [1 Hour]</p> <p>-Community Free/Reduced Price Meal Benefits [1 Hour]</p>				

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	-Admin Review Training [2 Hours]
	-Compliance with Regulations & Policies [1 Hour]
	-Offer vs Serve [1 Hour]
	<u>Question #1215</u>
	<u>Amir Davis is the Manager of the food program. He is currently taking courses to meet his requirements and they will be uploaded once completed.</u>
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	<u>Question #1218</u>
	<u>Yes, Patricia Lemonie. Please refer to the answer for corrective action plan #1214 regarding training requirements for this employee.</u>
	Flagged by Erlisa Levin 04/30/2024 03:27 PM
	All employees, including newly hired employees, must meet annual training requirements. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/ 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 by Erlisa Levin 04/30/2024 03:27 PM
	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementat
	Flagged by Erlisa Levin 04/30/2024 03:27 PM
	School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implemen

Report Selections

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