

# Technical Assistance Log

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WESTWOOD REG BD OF ED-00305755

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
02/28/2022	2514	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)				Gina Maffucci, Pomptonian Operations Manager	Jill Logan	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	Production records are daily required documents that summarize the meal service of that specific day and meal type under the National School Lunch and School Breakfast Programs. Production records are supporting documents for submitted claims of reimbursable meals and must be accurate. The production records for Washington Elementary School on Thursday, 1/27/2022, provide an example of a record error. The documented number of left-over portions of the main entrée, chicken nuggets with dinner roll, is inaccurate because of a calculation error. According to the FSD, the number of reimbursable meals (154) was subtracted from the number of portions planned (185) equaling 31. Then the 16 adult meals were added to the number of remaining portions instead of being subtracted, so 47 left-over portions were documented instead of 15. The number of claimed reimbursable meals for this day (219) is supported by the SFA's POS system.			
02/28/2022	2513	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)				Gina Maffucci, Pomptonian Operations Manager	Jill Logan	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	The recipe and crediting information on the production record for Westwood High's cheeseburger on bun (available daily) does not match the supporting documentation provide for this item. The recipe states the beef patty is a 3.2 ounce patty, but the crediting information provided states it is a 2.5 ounce patty. Toni, Pomptonian Dietitian, confirmed that the burger served is 2.5 ounce. The production record should also be corrected to state the beef patty with the 1 slice of cheese (according to the recipe) does credit to 3M/MA and not 2.750 M/MA as specified on the production record.			

# WESTWOOD REG BD OF ED-00305755 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	WESTWOOD REG BD OF ED-00305755	800	03/28/2022	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Jill Logan 02/18/2022 12:48 PM				
	<p>CAP Removed</p> <p>Flagged by Jill Logan 02/18/2022 12:45 PM</p> <p>The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: <a href="https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs">https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs</a>. Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	WESTWOOD REG BD OF ED-00305755	810	03/28/2022	CAP Accepted

# WESTWOOD REG BD OF ED-00305755 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Logan 03/24/2022 08:38 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by GINA MAFFUCCI 03/21/2022 02:45 PM</p> <p>The School District will make sure that Nondiscrimination statements about all informational materials, including websites used by schools to inform the public about FNS programs, must contain the nondiscrimination statement. The nondiscrimination statement must be included, in its entirety, on all program materials.</p> <p>A protected class refers to any person or group of people who have characteristics for which discrimination is prohibited based on a law, regulation, or executive order. We also provide a video for the employees to watch, and have a handout for them to read and sign off on.</p> <p>We also have information on our website about Civil Rights law and US Department of Agriculture regulations and policies.</p>				
<b>Corrective Action History</b>	<p>Flagged by Jill Logan 02/28/2022 12:30 PM</p> <p>The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: <a href="https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs">https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs</a>.</p> <p>Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future.</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