

SPRINGFIELD TWP BD OF ED-00505010 - 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 |
|---|---|-----------------------------------|------------|------------|--------------|
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H) | SPRINGFIELD TWP BD OF ED-00505010 | 126 | 06/14/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/12/2024 11:33 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Danielle Tarvin-Griffith 06/12/2024 10:23 AM | | | | |
| | The application that was incorrectly determined as NJEIE was changed to reduced on 5/13/2024. The SSN was added to the second application on 5/13/2024. | | | | |
| | Flagged by Corinne Santos-Hernandez 05/16/2024 09:41 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. Do not identify the students’ names when providing the documentation under the SFA comments. | | | | |
| ***There were 2 application errors reviewed during on-site visit. One application was incorrectly determined as NJEIE (free state supplement) when the correct determination should be Reduced. The second application error is missing a SSN. | | | | | |
| Civil Rights | Civil Rights (Off-Site Assessment Tool) (800H) | SPRINGFIELD TWP BD OF ED-00505010 | 806 | 06/14/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/12/2024 11:33 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by PAT GOULD 05/20/2024 09:14 AM | | | | |
| | CAP: | | | | |
| | Civil Rights Training will be done for staff involved before the start of each school year and no later than September 30th of each school year. | | | | |
| | Flagged by Corinne Santos-Hernandez 05/16/2024 09:41 AM | | | | |
| Annual civil rights training was completed for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval) however, the foodservice staff did not meet the training deadline by September 30th. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found 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. | | | | | |

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|--|--|---------------------|------------|------------|--------------|
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H) | SPRINGFIELD TWP-952 | 409 | 06/14/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/12/2024 11:33 AM CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by PAT GOULD 05/20/2024 09:19 AM CAP: More training will be provided in the area of Production Records. The May production records were corrected and completed before the end of the review. Training will also be provided on how to correctly record all meal components in the correct columns. This corrective action took place immediately upon the reviews findings. May 13, 2024 and May 14, 2024. Training refreshers will be given throughout the school year. | | | | |
| | Flagged by Corinne Santos-Hernandez 05/16/2024 09:43 AM At lunch, all required meal components were 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 documented correctly on the production record. 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 ensure menus are in compliance with the meal pattern, must be up to date and correctly transferred on the production record. The week of review for April 15th to 19th had inaccurate creditable meal component contribution for meat/meat alternate, grains, vegetables, portion sizes, and reimbursable and non reimbursable totals that is used to calculate the number of portions for the total meals served daily. In addition, the total milk usage is not consistent with the total meals served and claimed daily. The state agency offers production record training that is found in SNEARS under training and resources. It is recommended that all foodservice staff receives training to accurately complete the production records used for each site. 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. | | | | |

Report Selections

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