

BROOKLAWN BD OF ED-00700580 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BROOKLAWN BD OF ED-00700580	126	01/29/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/03/2025 08:44 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Samuel Dutkin 01/03/2025 08:33 AM				
	102 - Confirmed with parents. Foster designation was incorrectly checked. This has been corrected. (12/14/2024)				
	114 - Form 255 has been sent with change from free to reduced and ensured data is correct in SIS (1/2/2025)				
Corrective Action History	Flagged by Amy Martin 12/18/2024 09:31 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 and/or SFA-2.)				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	BROOKLAWN BD OF ED-00700580	209	01/29/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 01/03/2025 08:44 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Samuel Dutkin 01/03/2025 08:31 AM</p> <p>25 - Form 255 has been sent and data corrected in SIS (1/2/2025). This student is now NJEIE, based on the new information. The correct extra income is \$17,244 annually (\$5,748 per child x 3).</p> <p>66 - Emailed (1/2/25) to get additional clarification of number of hours worked per pay period</p> <p>1/3/25 - confirmed that 80 hours per week is the typical number of hours worked. Changed to NJEIE and sent 255.</p> <p>Flagged by Amy Martin 12/18/2024 09:31 AM</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals.</p> <p>One application failed to provide backup documentation for the second income listed on the application and status remained unchanged.</p> <p>Another application used net income, which exceeded the income limits and and the status remained unchanged.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	ALICE COSTELLO-995	4	01/29/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/15/2025 12:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/15/2025 12:40 PM				
	Corrected on December 19th 2024, retraining of the staff on correct items available for pre k students				
	Corrective Action Plan: Rejected by Amy Martin 01/15/2025 12:27 PM				
	Please provide date of correction.				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/05/2025 01:57 PM				
	Breakfast items served to preK will meet the 6 grams or less sugar requirements.				
	Flagged by Amy Martin 12/18/2024 09:30 AM				
	Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce.				
	Day of Review Breakfast- Apple Cinnamon Cheerios exceed the limits having 9g of sugar per dry ounce.				
	Review Week (November 22, 2024) Breakfast: Foot Loops exceed the limits having 8g of sugar per dry ounce.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. 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)	ALICE COSTELLO-995	402	01/29/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/15/2025 12:57 PM CAP Accepted				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/15/2025 12:38 PM Corrected on December 19,2024, Retraining of the staff to verify correct components are included for the serve breakfast.				
	Corrective Action Plan: Rejected by Amy Martin 01/15/2025 12:26 PM Please provide date of correction.				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/05/2025 01:53 PM Corrected and will be providing 1 cup fruit for each breakfast meal.				
	Flagged by Amy Martin 12/18/2024 09:30 AM				
	<p>Portion sizes offered for each required breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.</p> <p>At breakfast, on the day of observation (12/16/24), one classroom was only provided 1/2 cup fruit (juice). The breakfast bags were reviewed by the SA prior to the teacher offering them to the students and the foodservice was made aware of the insufficient quantity of fruit. Raisins were sent to the classrooms and placed in each of the bags for the students. Although this is a repeat violation, the issue was corrected and zero meals were disallowed.</p> <p>Explain, in detail how the finding was 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.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ALICE COSTELLO-995	409	01/29/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/15/2025 01:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/15/2025 01:18 PM				
	On December 19th 2024, retrained staff on procedures on completing production records accurately.				
	Corrective Action Plan: Rejected by Amy Martin 01/15/2025 12:26 PM				
	Please provide the date of correction.				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/05/2025 01:56 PM				
	Corrected and will ensure each breakfast includes a milk and documented correctly on production records.				
	Flagged by Amy Martin 12/18/2024 09:31 AM				
	<p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.</p> <p>During the review week, ten meals were missing the milk component.</p> <p>On 11/18/24: 83 meals claimed for reimbursement (k-8 PR), however only 78 milks served.</p> <p>On 11/19/24: 83 meals claimed for reimbursement (k-8 PR), however only 78 milks served.</p> <p>Since the site participates in serve only at breakfast, all meals must contain all components in the proper quantities.</p> <p>Explain in detail, how the finding was 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.</p>				

Report Selections

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

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