### Corrective Action History

**Off-Site Assessment Tool**

**Form subsection**: SFA/Sponsor On-Site Monitoring

- **Question #**: 900
- **Due Date**: 06/23/2019
- **Status**: CAP Removed

**Corrective Action History**

- **CAP Removed Lea Berry 08/05/2019 12:03 PM**
- **Flagged LORETTA NICHOLS 06/21/2019 03:20 PM**

**Off-Site Assessment Tool**

**Form subsection**: Community Eligibility Provision

- **Question #**: 2109
- **Due Date**: 06/23/2019
- **Status**: CAP Removed

**Corrective Action History**

- **CAP Removed Lea Berry 08/05/2019 12:02 PM**
- **Flagged PATRICIA PURCELL 07/02/2019 08:37 AM**

**On-Site Assessment Tool - Site Meal Counting and Claiming - Day of Review**

- **CAP Accepted Lea Berry 08/05/2019 11:51 AM**
- **CAP Submitted KRISTINA CAREY 06/28/2019 08:20 AM**
- **CAP Rejected Lea Berry 06/27/2019 11:33 AM**
- **CAP Submitted KRISTINA CAREY 06/12/2019 03:01 PM**
- **Flagged Lea Berry 05/23/2019 01:35 PM**

The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.
### Corrective Action History

**CAP Accepted Lea Berry 08/05/2019 11:51 AM**

The Officers are recording meals based off the Offer Vs Serve Policy which requires the residents to have at least 3 components on their tray one being a fruit or vegetable. This was corrected on June 1, 2019 with a memo and copy of the Offer vs Serve Policy to all Staff. Sgts. and Captains were also trained on how to monitor the trays that are taken by the residents during meals.

**CAP Submitted KRISTINA CAREY 06/28/2019 08:31 AM**

**CAP Rejected Lea Berry 06/27/2019 11:30 AM**

Corrective action was not completed for the purposes of if the resident was taking a tray, and just took bread and juice it was counted as meal. How and when was this corrected?

**CAP Submitted KRISTINA CAREY 06/12/2019 03:02 PM**

As instructed, as of June 1st 2019, court lunches have no longer been counted as reimbursable meals.

**Flagged Lea Berry 05/23/2019 01:35 PM**

An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.

The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.

The counts for breakfast and lunch are based on who takes a tray not if the resident received a reimbursable meal. Also, lunches taken to court are being counted and they can not be claimed.

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. Fiscal action will be taken. An over claim may be assessed.
## Corrective Action History

### CAP Accepted
Lea Berry 08/05/2019 11:50 AM

CAP Accepted

### CAP Submitted
KRISTINA CAREY 06/28/2019 08:13 AM

The On-Site Accountability Review will be done before February 1st. The required Form#142 will be used with this review as required by NSLP.

### CAP Rejected
Lea Berry 06/27/2019 11:42 AM

The review of breakfast and lunch must be done prior to February 1st.

### CAP Submitted
KRISTINA CAREY 06/12/2019 02:34 PM

The On-Site Accountability Review will be conducted on February 1, 2020 and every February 1st of the school year. The required Form #142 will be used with this review as required by NSLP.

### Flagged
Lea Berry 05/23/2019 01:32 PM

All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.

All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee.

On-site reviews were not completed.

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.
## Corrective Action History

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<thead>
<tr>
<th>Form subsection</th>
<th>Site Name</th>
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<tr>
<td>CAP Submitted KRISTINA CAREY 06/28/2019 08:36 AM</td>
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<td>Officers started being trained on June 1st, 3rd and 4th on offer vs serve policy.</td>
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<td>CAP Rejected Lea Berry 06/27/2019 11:49 AM</td>
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<td>Please provide the date that the officers were re-trained in offer vs. serve.</td>
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<tr>
<td>CAP Submitted PATRICIA PURCELL 06/04/2019 01:14 PM</td>
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<td>OFFICERS WERE RE-TRAINED TO FILL OUT MEAL COUNT ACCORDING TO OFFER vs SERVE</td>
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<td>At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable.</td>
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<tr>
<td></td>
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<td>At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable.</td>
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<td></td>
<td>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.</td>
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### Corrective Action History

**On-Site Assessment Tool - Site**

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**Corrective Action History**

- **CAP Accepted Lea Berry 06/27/2019 11:51 AM**
- **CAP Submitted PATRICIA PURCELL 06/04/2019 01:07 PM**

**On day of review, documentation was not available that offer vs. serve training was completed. As part of correction action please provide the date that training was given to all staff.**

**Corrective Action History**

- **CAP Accepted Lea Berry 06/27/2019 11:51 AM**
- **CAP Submitted PATRICIA PURCELL 06/04/2019 01:11 PM**

**SFA did not have both food safety inspections for the current year. Sites participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections.**

**The last health inspection was 12/4/2017.**

**Describe in the corrective action how this will be corrected.**

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**Food Safety, Storage and Buy American**

- **Flagged Lea Berry 05/23/2019 01:12 PM**

**On-Site Assessment Tool - Site**

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<td>Food Safety, Storage and Buy American</td>
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## Corrective Action History

**Flagged Lea Berry 05/23/2019 01:31 PM**

- SFA did not have a copy of the written food safety plan available on day of review.
- Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles.
- The food safety plan was printed at the time of review. The plan should be made to fit the site. Technical assistance was provided to have staff go over the HACCP plan and sign off that it is trained on it.
- 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.
Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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: http://professionalstandards.nal.usda.gov/.

Kristina Carey must have civil rights training. It is highly suggested to watch or read the power point from the Residential Child Care Institution (RCCI) Administrative Review Training. It gives an overview of everything. Also, SNEARS is upgrading come July 1, 2019. There is a webinar hat should be watched to understand how to put the vouchers in the new system.

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.
Portion sizes offered for each required lunch 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.

Slice Bread must be .28 ounce per serving to equal 1 oz equivalent of bread and grain. The wheat bread being served was only .26 ounce. Technical assistance was provided to order the correct whole grain bread that meets .28 ounce per slice. Two slices must be given to meet daily and weekly targets.

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.
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.

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.

On-Site Assessment Tool - Site

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<td>Flagged Lea Berry 05/23/2019 01:33 PM</td>
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</table>
A new form was implemented on 6/1/19 to show what residents ate the meal and what residents refused the meal. An officer is responsible for monitoring and documenting this information on the form during meal times. This new form was sent to Personnel in a Memo explaining the new proper procedures. This new practice will be trained to the staff on the proper procedures for counting meals. A Offer vs. Serve Policy has been implemented for this Facility.

Students must take the required number of components for breakfast and lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.

On day of review, the resident just took bread and water at breakfast. The personnel were made aware that incomplete meals can not be counted and it was correct at lunch service.

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.
## Corrective Action History

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<td>Flagged Lea Berry 05/23/2019 01:34 PM</td>
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**As of June 1, 2019 the proper procedures on the Claim for Reimbursement was corrected for the May 2019 Reimbursement Claim. Due to this being a Systemic problem in the past, it now has been corrected. The facility has made the necessary changes following the Audit. We will continue to train those responsible on the proper procedures for claim reimbursement.**

**Breakfast and Lunch counts by category (free) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.**

The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.
### On-Site Assessment Tool

| Professional Standards | 1216 | 06/23/2019 | CAP Accepted |

### Corrective Action History

| CAP Accepted Lea Berry 06/27/2019 11:38 AM | CAP Accepted |
| CAP Submitted KRISTINA CAREY 06/12/2019 02:59 PM | The April 9th, 14th and 16th count was an error due to outdated practices. The process has been updated following notification. A new form was implemented to meet the NJSLP criteria. |
| Flagged Lea Berry 05/23/2019 01:34 PM | The system for counting reimbursable breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. When a site claims more meals than residents eligible in any category, a flaw exists in the method of accountability and/or system of updating all documentation. Immediate investigation and corrective action is necessary. The system for counting meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. On April 9th, 14, and 16th more meals were claimed than residents in the facility. 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. Fiscal action will be taken. An over claim may be assessed. |

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**CAMDEN CO YOUTH CENTER-20809200 - Corrective Action Report**
### Corrective Action History

<table>
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<tr>
<th>Section</th>
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<tr>
<td>CAP Submitted</td>
<td>PATRICIA PURCELL 06/13/2019 09:10 AM</td>
<td>Cashier responsible for Claim Reimbursements is in the process of scheduling the mandated Civil Rights Training. Scheduling Aramark employees for Civil Rights Training. Aramark employees completed O vs S training, HACCP training, Food Safety Training and Food Handling Training.</td>
<td></td>
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<tr>
<td>Flagged</td>
<td>Lea Berry 05/23/2019 01:35 PM</td>
<td>School Nutrition Program workers are required to complete at least 6 hours of annual training if working 20 hours a week and 4 hours of annual training if working less than 20 hours a week. 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a>. At the time of review, only one hour of training was documented for staff. 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 implementation.</td>
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| On-Site Assessment Tool | Certification and Benefit Issuance | 125 | 06/23/2019 | CAP Accepted |
# Corrective Action Report

## CAMDEN CO YOUTH CENTER-20809200

### Corrective Action History

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<tr>
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<td>CAP Accepted Lea Berry 06/27/2019 11:35 AM</td>
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<td>Flagged Lea Berry 05/23/2019 01:35 PM</td>
<td>CAMDEN CO YOUTH CENTER</td>
<td>321</td>
<td>06/23/2019</td>
<td>CAP Accepted</td>
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</table>

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.

On the day of review there was a completed Eligibility Documentation Sheet available, however not all the residents were listed. The residents that have been there a long time were not listed.

A completed and up-to-date Eligibility Documentation Sheet (Form 119) or current Group Home Intake Application (Form 118) must be available to document eligibility of residential students.

As of 6/1/19 all Residents in the Facility have corrected documentation on file. Documentation is completed and filed when a resident is admitted as well as discharged. All information is documented on the required #119 Form and stored in a Binder for daily Intake/Discharge updates.

All information is documented on the required #119 Form and stored in a Binder for daily Intake/Discharge updates.

On-Site Assessment Tool - Site Meal Counting and Claiming - Day of Review CAMDEN CO YOUTH CENTER 321 06/23/2019 CAP Accepted
The County will utilize the process implemented to ensure the correct count regarding the Offer vs. Serve policy. The breakfast and lunch counts provided by custody staff will be the compare and submitted counts after review. These counts will be according to the NJSLP guidelines. This was implemented as of June 1st 2019.

Breakfast and Lunch meal counts, by category (free) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed.

The school's explanation does not describe an acceptable meal counting system for breakfast and lunch. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count.

The claim that was submitted for the review month of April, was based on the daily census and not on who actually took a meal. Aramark is counting everyone because that is how many meals they are charging to Camden County Youth.

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. Fiscal action will be taken. An over claim may be assessed.
## Corrective Action History

**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: http://professionalstandards.nal.usda.gov/.**

The Food Service Director, at the time of review, could only provide one hour of training.

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 implementation.

**On-Site Assessment Tool - Site**

<table>
<thead>
<tr>
<th>Meal Components and Quantities - Review Period</th>
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<th>CAP Accepted Lea Berry 06/27/2019 11:26 AM</th>
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<tr>
<td>CAP Submitted PATRICIA PURCELL 06/13/2019 08:57 AM</td>
<td>Manager did all Food Safety Requirements, Food Handling &amp; Enforcement, Allergens Training, K-12 Reimbursable Meals Bkf &amp; Lunch. Operations 2310</td>
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<tr>
<td>Flagged Lea Berry 05/23/2019 01:35 PM</td>
<td>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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a>.</td>
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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.

During the review period in April, the cycle 1 menu did not offer the red/orange vegetable subgroup for the entire week. Breads served are wheat bread and not whole grain.

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.
# CAMDEN CO YOUTH CENTER-20809200 - Corrective Action Report

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## Corrective Action History

- CAP Removed Lea Berry 05/23/2019 12:45 PM
- Flagged Lea Berry 05/23/2019 12:35 PM

SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.