

## Sacred Heart School-00809744 - 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)	Sacred Heart School-00809744	126	06/26/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:51 AM				
	All application errors were completed under the Errors tab and dates of completion are noted				
	Flagged by Amy Martin 05/24/2024 09:55 AM				
	Incomplete and 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.				
	The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.				
Verification	Verification (On-Site Assessment Tool) (207H)	Sacred Heart School-00809744	208	06/26/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:14 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:51 AM				
	For the 2024-2025 school year the Verification official will be different from the determining official. A separate confirming official will review the work of the verification official. We will now have 3 different people reviewing so all mistakes/errors will be caught				
	Flagged by Amy Martin 05/24/2024 09:55 AM				
	The confirming official must be an individual who did not make the original eligibility determination on the applications. Although the Verification tracker was signed that a Confirmation Review took place, it was completed by the Determining Official. Two of the four applications were either incorrectly determined or incomplete before the Verification process and were not identified as incorrect.				
	Determining Official (DO)-the person who makes the original determination of the applications/eligibility status.				
	Verification Official (VO)-the person response for sending out and collecting the verification documentation from the households. Many times, this is the same person as the DO, but does not have to be.				
	Confirming Official (CO)-in the verification process, this is the person who double checks the DO's original determination and error-prone (EP) status of those applications selected for verification. If the applications selected for verification are not EP, they must check the MEL to ensure that no EP applications should have been selected instead. This person can not be part of the original determination process (can not be the DO).				
	Hearing Officer (HO)- the person who would handle an appeal. They can not be part of the original determination or verification process. Their contact information must be listed on any eligibility documentation that a household receives.				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Sacred Heart School-00809744	209	06/26/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM				
	All staff members involved in the Verification process will review the webinar in August 2024 and have proper training on the Verification process.				
	The errors found were updated on SFA-1 & SFA-2 tabs				
	Flagged by Amy Martin 05/24/2024 09:55 AM				
	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.				
	Three of the four applications must be changed to paid due to the number of household members listed on the application and the pay stubs provided. The errors are listed on both the SFA-1 and SFA-2 and 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.				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	Sacred Heart School-00809744	306	06/26/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM				
	Starting 2024-2025 the edit check worksheets will be updated daily. The electronic edit check worksheet will be updated to calculate the daily attendance factor to ensure accurate counting/claiming.				
	<p>Flagged by Amy Martin 05/24/2024 09:57 AM</p> <p>Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts of free, reduced and paid meals against the number of students in that site currently eligible for free, reduced and paid meals and the attendance adjusted eligible.</p> <p>The attendance factor calculations and comparisons must be made on the edit check worksheet daily by the food service staff. This is meant to be used as a daily internal control to ensure accurate counting and claiming. The comparison were not made on the edit check worksheet used by food service.</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>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	Sacred Heart School-00809744	810	06/26/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:19 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM					
	For the 2024-2025 school year all documents distributed to households including The Letter to Notify Household of Eligibility Status will be pulled directly from the state website.					
	Flagged by Amy Martin 05/24/2024 09:56 AM					
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a>					
Corrective Action History	The "Letter to Notify Household of Eligibility Status" sent to the households contains the old USDA non-discrimination statement. The letter must be updated.					
	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.					
	Professional Standards	Professional Standards (On-Site Assessment Tool)	Sacred Heart School-00809744	1217	06/26/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:19 AM				
		CAP Accepted				
		Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM				
Beginning 2024-2025 school year all professional training will be tracked using the USDA tracking tool.						
Flagged by Amy Martin 05/24/2024 09:56 AM						
Corrective Action History	The Professional Standards tracking log must contain all the same fields as the USDA tracking tool.					
	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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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Sacred Heart -9352	403	06/26/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM				
	Started May 21, 2024 2 varieties of milk were sent to the classroom and students had a choice.				
	<p>Flagged by Amy Martin 05/24/2024 09:56 AM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the lunch 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.</p> <p>Since the two classroom feedings contained a mix of PreK and Kindergarten students, they are fed using the K-8 meal pattern. Both classroom were only offered one variety of milk.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</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)	Sacred Heart -9352	410	06/26/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM				
	<p>On May 20, 2024 the SFA food vendor was notified of the missing information on the production records. Beginning May 27, 2024 all receipt numbers and missing info was included on production records.</p> <p>After reviewing the production records/process the Food service director checks the production records upon delivery and verifying all information. If anything is missing the vendor is notified immediately and production records are corrected/updated prior to serving</p>				
	<p>Flagged by Amy Martin 05/24/2024 09:56 AM</p> <p>Although no meals for the review month, production records (PR) are missing some pertinent information and must be corrected. Specifically, there are no recipe numbers listed on the PRs, serving size should be listed as a common measurement (ie cups for fruits and vegetables) or according to how they are measure for service, and should not be duplicated on the PRs (in both the recipe and on a separate line on the PR).</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Sacred Heart -9352	1408	06/26/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/20/2024 09:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Zakoya Johnson 06/19/2024 09:52 AM				
	Started May 21, 2024 a temperature log was included in the milk cooler. All refrigerators have separate temperature logs that are updated daily.				
	Flagged by Amy Martin 05/24/2024 09:56 AM				
	SFA did not have temperature logs on the day of review for the milk cooler. Temperature logs must be completed, maintained and filed for each school service site.				
	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.				

**Report Selections**

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