

# YOUTH CONSULTATION SERV-01450420 - 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)	YOUTH CONSULTATION SERV-01450420	126	05/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/29/2024 10:56 AM				
	A new application was sent home on April 17, 2024 for the incorrectly determined application that was found. A new application was sent home because we were informed by the parent that there is an additional member in the household who earns income. The application was completed and returned to the SFA on April 26, 2024. The students eligibility was corrected from "reduced" to "denied" as of April 26, 2024. Moving forward, when reviewing applications, the SFA will ensure that all income information provided by parents/guardians is accounted for when determining eligibility to ensure that it is determined accurately.				
	Flagged by Erlisa Levin 04/03/2024 08:49 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. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an I					
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	YOUTH CONSULTATION SERV-01450420	1400	05/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/29/2024 10:59 AM				
	I have given each school a copy of the HACCP (Hazard Analysis and Critical Control Point) handbook for them to keep on hand. I am working with each school to prepare a food safety plan that works for each school since they have different students. Also, one school has a food vendor company and one is a self-operation kitchen. To prevent this from happening in the future the Food Service Director and School Administrated Staff will review prior to the first day of school on an annual basis.				
	Flagged by Erlisa Levin 04/07/2024 04:19 PM				
The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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.					
A copy of the written HACCP food safety plan must be available at each school. 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.					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Sawtelle Learning Center-8361	403	05/06/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/25/2024 10:52 AM				
	We have made adjustments so that our food vending company (NuWay) will supply both White and Chocolate 1% milks moving forward.				
Corrective Action History	Flagged by Erlisa Levin 04/07/2024 04:19 PM				
	A minimum of two varieties of fluid milk must be offered throughout the breakfast 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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the finding				
	Dietary Specifications and Nutrient Analysis	Sawtelle Learning Center-8361	603	05/06/2024	CAP Accepted
	Dietary Specifications and Nutrient Analysis (On-Site Assessment Tool - Site) (603H)				
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/25/2024 11:14 AM				
	I have filled out the Assessment Tool for George Washington School and uploaded it with the one from Sawtelle. I only filled out the one for Sawtelle thinking I only had to fill out for school being reviewed not all in district. I have learned and moving forward will fill out sheets for both schools in district.				
Corrective Action History	Flagged by Erlisa Levin 04/07/2024 04:19 PM				
	Technical assistance for areas of concern for lunch is indicated on the On-Site Dietary Specifications Assessment Tool. Refer to the assessment tool for the specific information.				
	Civil Rights	Sawtelle Learning Center-8361	811	05/06/2024	CAP Accepted
	Civil Rights (On-Site Assessment Tool - Site) (811H)				
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/25/2024 10:54 AM				
	The posters were put up while the reviewer was onsite. I have added to the pre-year checklist that the And Justice for All poster must be up in every classroom prior to the first day of school.				
Corrective Action History	Flagged by Erlisa Levin 04/07/2024 04:19 PM				
	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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.				

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SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Sawtelle Learning Center-8361	901	05/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/25/2024 10:54 AM				
	I have completed the form for both Sawtelle and George Washington and they will be uploaded. Since I was unaware that both Schools needed a form, not only the school being reviewed, but this will also not happen again. I will conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year for both schools moving forward.				
	Flagged by Erlisa Levin 03/26/2024 09:59 AM				
Corrective Action History	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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.				
	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Sawtelle Learning Center-8361	1408	05/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/25/2024 10:48 AM				
	I have supplied the Family living room with copies of the temperature log and staff will fill out every day moving forward.				
	Flagged by Erlisa Levin 03/26/2024 10:13 AM				
Corrective Action History	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service 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.				
Group 1: CA Count (3)		YOUTH CONSULTATION SERV-01450420		05/06/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/29/2024 10:56 AM				
	A random application was chosen for verification from the "denied" set of the SFA applications in error. To correct this error, a random application was chosen from the "free/reduced" set of SFA applications. An application was chosen randomly both times due to the SFA not having any error prone applications. Once a "free/reduced" application was chosen, Form 244 was sent home to the student's parents. The form was sent home on April 16, 2024. As of April 29, 2024, we have not received the documentation requested from the parents. Moving forward, when selecting an application for verification, it will be selected from the "free/reduced" set of applications for the SFA.				
	Flagged by Erlisa Levin 04/07/2024 04:20 PM				
	If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.				
	Flagged by Erlisa Levin 04/07/2024 04:20 PM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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.				
Group 2: CA Count (2)	Flagged by Erlisa Levin 04/07/2024 04:20 PM				
	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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. The SFA must select and verify a new application if a household selected for verification leaves the district before the process is completed. The new application must be selected on the same basis (e.g. error prone). 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. 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. 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.				
Group 2: CA Count (2)		YOUTH CONSULTATION SERV-01450420		05/06/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/08/2024 02:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carlos Acosta 04/29/2024 10:56 AM				
	All YCS (Youth Consultation Service) staff are required to take multiple annual Ethics classes in our training system Relias. Also, moving forward the Food Service Director will provide annual training in standard food safety practices and portion control systems prior to the first day of school.				
	Flagged by Erlisa Levin 04/07/2024 04:20 PM				
	<p>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: <a href="https://theicn.org/">https://theicn.org/</a>. 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.</p> <p>Flagged by Erlisa Levin 04/07/2024 04:20 PM</p> <p>School Nutrition Program managers are required to complete at least 10 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="https://theicn.org/">https://theicn.org/</a>. 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.</p> <p>The teachers are providing the meals and Point of service counts in the classrooms, therefore, need additional training on serving, civil rights and portions of meal pattern.</p>				

### Report Selections

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