

## FedCap Rehabilitation Services-01409734 - 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
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	FedCap Rehabilitation Services-01409734	806	01/04/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:18 PM				
	Linda Medves completed the Civil Rights training on October and Roger Crawley and myself (Rebecca Borg)both completed the training today and printed out the updated Civil Rights documentation which was at the end of the PowerPoint at <a href="http://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations">http://www.fns.usda.gov/cr/and-justice-all-posters-guidance-and-translations</a> and posted them in the kitchen and classrooms.				
	Flagged by Genel Cook-Wright 12/04/2023 10:13 PM				
	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). 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.				
	During the on-site review, the SA reviewed the Civil Rights Training documentation, and discovered that staff did not 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.				
SFA On-Site Monitoring	SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)	FedCap Rehabilitation Services-01409734	900	01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:20 PM				
	Form #211 for on-site review will be completed and filed by 2/1/24.				
	Flagged by Genel Cook-Wright 12/04/2023 10:14 PM				
	<p>All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP and SBP On-Site Review Form (#211) must be used.</p> <p>During the on-site review, the SFA did not provide a completed NSLP and SBP On-site Monitoring Review form to the State Agency.</p> <p><b>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.</b></p>				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	FedCap Rehabilitation Services-01409734	1500	01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 12:10 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 11:47 AM				
	Starting 12/1/23 productions sheets have been filled out. Labels, fact sheets, product formulation statements have been received by the distributors and vendors as well as a standardized recipes are being created and filed for reference as the meals are being cooked/prepared. Updated Civil Rights Compliance form has been posted throughout the building and training is in progress and will be complete by 2/15/24.				
	Flagged by Genel Cook-Wright 12/04/2023 09:56 PM				
	SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.)				
Corrective Action History	On the day of review, the SFA did not submit various reports to the SA to demonstrate compliance with the program requirements such as: daily dated production records, crediting documents (CN labels, nutrition facts labels, product formulation statements, standardized recipes, on-site review monitoring form, completed civil rights compliance form, required training documentation for frontline staff, and the Offer vs Serve Policy.				
	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.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	FedCap Rehabilitation Services-01409734	1501	01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 11:56 AM				
	As of 12/1/23 we have been completing daily production records, daily meal counts, following the offer vs serve policies, are in the progress of SNEARS training, updated our Civil Rights Compliance, posted offer vs serve signage throughout the building, received food labels and product formulation statements, and are created recipes as meals are served /prepared.				
	Flagged by Genel Cook-Wright 12/04/2023 09:56 PM				
	SFA must retain program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings.				
	On the day of review, SFA was unable to provide the noted program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings.				
	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 1: CA Count (2)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 11:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:31 PM				
	The students are now picking up their own breakfast and lunch daily so the teachers and aides do not need any training because they no longer handle the food or lunch counts. The staff in the kitchen and any other staff dealing with the School Nutrition Program will have all of their training hours completed by 2/15/24. We are in progress of conducting trainings through SNEARS.				
	Flagged by Genel Cook-Wright 12/04/2023 10:29 PM				
Corrective Action History	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> .				
	On the day of review, the SFA reports no training has been provided to non-nutrition employees working in School Nutrition program related activities.				
	<b>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.</b>				
	Flagged by Genel Cook-Wright 12/04/2023 10:29 PM				
	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="https://theicn.org/">https://theicn.org/</a> .				
Corrective Action History	On the day of review, the SFA reported no training was completed. SA provided guidance on recommended trainings and showed the FSD all available training resources located in SNEARS.				
	<b>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.</b>				
Group 2: CA Count (2)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 11:58 AM
	CAP Accepted
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:34 PM
	As of 12/1/23, all students started picking up their own breakfast and lunch daily. Trained kitchen staff conduct meal counting, along with offer vs serve, and production sheets.
	Flagged by Genel Cook-Wright 12/04/2023 10:30 PM
Daily breakfast and lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.	
The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch is an ongoing systemic problem. The system of counting meals, must be corrected.	
On the day of review, the SA has determined the the Point of service is not reliable. SA observed all 26 meals at both breakfast and lunch being placed in a food crate by food service staff in the kitchen, and marked off on the roster by the FSM. Aides picked up the meal crates and took them back to the classrooms to distribute to the students. The aides were not provided a roster or tally sheet to mark each student that receives a reimbursable meal. Additionally, non-nutrition staff were not trained on how to identify a reimbursable meal. Additionally, production records were not provided for the day of review.	
<b>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.</b>	

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	Flagged by Genel Cook-Wright 12/04/2023 10:30 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.				
	On the day of review, the SA has determined the the Point of service is not reliable. SA observed all 26 meals at both breakfast and lunch being placed in a food crate by food service staff in the kitchen, and marked off on the roster by the FSM. Aides picked up the meal crates and took them back to the classrooms to distribute to the students. The aides were not provided a roster or tally sheet to mark each student that receives a reimbursable meal. Additionally, non-nutrition staff were not trained on how to identify a reimbursable meal. Production records also were not available for review.				
<b>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</b>					
Group 3: CA Count (2)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted
	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 11:58 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:44 PM				
	Starting 12/1/23 production records have been completed and all documentation such as labels, manufacturers product formulation sheets, and recipes are being used and saved for future use. The meal pattern charts are being used for quantity requirements.				

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Corrective Action History	<p>Flagged by Genel Cook-Wright 12/04/2023 10:30 PM</p> <p>At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form website for specific component and minimum quantity requirements.</p> <p>At breakfast and 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.</p> <p>During the onsite review, the SA is unable to determine if the daily/ weekly required minimum requirements were met for each component for the appropriate grade group for the review period. The SFA did not provide crediting documentation for the month of review as well as production records. The SA provided guidance on how to fill out a production record, requesting/obtaining crediting documentation from the vendor and reviewed the Lunch Meal Pattern Chart. 533 meals at breakfast and 533 meals at lunch.</p> <p><b>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.</b></p>				
	<p>Flagged by Genel Cook-Wright 12/04/2023 10:30 PM</p> <p>At breakfast and lunch, all required meal components must be 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 offered. And when planning breakfast menus, the SFA must make sure all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. <b>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.</b></p> <p>For the review period (October), the SFA did not provide production records, as well as any crediting documentation including standardized recipes, nutrition food labels, CN Labels, manufacturer product formulation statements for 533 meals at breakfast and 533 meals at lunch for the month of review. SA provided guidance on how to properly fill out a production record and recommended additional training resources available in SNEARS. SA also recommended that the SFA contact the vendor to request nutrition labels, CN labels, as well as PFS.</p> <p><b>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.</b></p>				
Group 4: CA Count (2)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted



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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/24/2024 03:20 PM
	CAP Accepted
	Corrective Action Plan: Submitted by REBECCA BORG 01/24/2024 01:34 PM
	On the day of the review 11/20/23, our milk delivery was late so milk was not available for distribution during breakfast but was delivered to all students at 9:30 after breakfast. We spoke to the vendor of the urgency to deliver milk on time at 7:30 so it is available for all students at breakfast. The vendor understood and has delivered the milk on time since.
	Corrective Action Plan: Rejected by Genel Cook-Wright 01/24/2024 01:27 PM
	<b>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.</b>
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:46 PM
Corrective Action History	The students take all components for breakfast with milk (they have an option of two types of milk). For lunch they are offered two options a hot or cold lunch, then they choose two other components minimally and are offered milk as well.
	Flagged by Genel Cook-Wright 12/04/2023 10:31 PM
	Students must take the required number of components for breakfast 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 the day of review at breakfast, the SA observed that the SFA did not have the required milk component available at the start of meal service. SA observed 26 meals without the required milk component. The FSM reports that the milk was delivered by the vendor after the grab n go breakfast meals were delivered to students in the classroom.
Corrective Action History	<b>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</b>

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	Flagged by Genel Cook-Wright 12/04/2023 10:31 PM				
	<p>The 3 required meal components for breakfast must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate number of items and quantities of meal components.</p> <p>On the day of review at breakfast, the SFA did not have the required milk component available at the start of meal service when grab n go meals were distributed the the aides. The FSM reports that the milk was not delivered before breakfast started, but reports milk was delivered after the grab n go breakfast meals were delivered to students.</p> <p><b>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.</b></p>				
Group 5: CA Count (3)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted
	Corrective Action Plan: Accepted by Genel Cook-Wright 01/11/2024 11:33 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:49 PM				
	<p>Since the aides no longer pick up the breakfast or lunch for the students training for them is no longer required. By 2/15/24 all training for perspective personal will be complete according to the guidelines of the child nutritional program and training will be complete off of SNEARS. Some trainings have already been completed but still need additional hours.</p>				

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Corrective Action History	<p>Flagged by Genel Cook-Wright 12/04/2023 10:32 PM</p> <p>Office, administrative or other staff who work on school nutrition program related activities regularly throughout the school year are required to meet annual training requirements. Staff working 20 or more hours per week must complete 6 hours of annual training that is relevant to their job duties. Teachers or staff serving breakfast/lunch in the classroom must complete 4 hours of training.</p>
	<p>Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="https://theicn.org">https://theicn.org</a>.</p> <p>During the on-site review, the SFA did not provide training documentation for non-nutrition staff who work on school related activities. 6 aides are responsible for picking up grab n go breakfast and lunch meals from the kitchen and handing them out to students in the classroom. The SA provided guidance on training resources.</p>
	<p><b>Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b></p>
	<p>Flagged by Genel Cook-Wright 12/04/2023 10:32 PM</p> <p>Food service program managers must have at least 10 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="https://theicn.org">https://theicn.org</a></p> <p>During the on-site review, the SFA did not provide proof of training documentation that is required for the FSM. The SA provided guidance on where to obtain various trainings.</p> <p><b>Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b></p>

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	Flagged by Genel Cook-Wright 12/04/2023 10:32 PM				
	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. The Primero Edge Teamwork training tracker tool (accessed through SOARS) can be used.				
	During the on-site review, the SFA did not provide a record of annual trainings for any food service program employee.				
	<b>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.</b>				
Group 6: CA Count (2)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 12:05 PM CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/10/2024 01:32 PM HACCP attached				
	Flagged by Genel Cook-Wright 12/04/2023 10:32 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.  <b>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.</b>				
	Flagged by Genel Cook-Wright 12/04/2023 10:32 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.  On the day of review, The SFA did not provide a copy of the written HACCP food safety plan. SA informed the SFA that a food safety plan that includes a HACCP standard operating procedures (SOP) must be available at the school.  <b>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.</b>				
Group 7: CA Count (2)		FedCap Rehabilitation Services-01409734		01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/11/2024 11:22 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/10/2024 01:34 PM				
	Starting December 1st, 2023 all ordered and served have met the Buy America provision.				
	Flagged by Genel Cook-Wright 12/04/2023 10:33 PM				
Corrective Action History	Exemption documentation was not available for foods that did not meet the Buy American provision.				
	On the day of review, the SA reviewed the storage facilities and discovered violations with Buy American. Dole Fruit Cups made in Thailand and Elbow Macaroni Pasta made in Italy.				
	<b>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.</b>				
	Flagged by Genel Cook-Wright 12/04/2023 10:33 PM				
	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American.				
Corrective Action History	On the day of review, the SA reviewed the storage facilities and discovered violations with Buy American. Dole Fruit cups (made in Thailand). Elbow macaroni made in Italy.				
	<b>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.</b>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	FedCap School 4-T-8849	402	01/04/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 01/24/2024 03:19 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/24/2024 01:33 PM				
	On the day of the review 11/20/23, our milk delivery was late so milk was not available for distribution during breakfast but was delivered to all students at 9:30 after breakfast. We spoke to the vendor of the urgency to deliver milk on time at 7:30 so it is available for all students at breakfast.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 01/24/2024 01:20 PM				
	Please explain in detail how the SFA will ensure that the required milk component is available and offered at each meal service. Please include the date of implementation as well for all corrective actions.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 02:27 PM				
	.The kitchen staff are referring to the Meal Pattern Charts provided on the Department of Agriculture's website when preparing meals. Recipes are also being created along with child nutrition labels, signed Manufacturers Product Formulation Statements, using the USDA Food Buying Guide, Whole Grain Rich resources, and USDA Foods information sheets are all being used when planning and preparing the student's meals.				
	Flagged by Genel Cook-Wright 12/04/2023 10:23 PM				
	<p>Portion sizes offered for each required breakfast and 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.</p> <p>On the day of review, at breakfast the milk component was not available for 26 meals. An 8oz. milk was not available at breakfast. At lunch, two different varieties of milk were available and offered at lunch. At lunch, an undetermined amount of the grain component (croutons) was provided to students.</p> <p><b>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.</b></p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	FedCap School 4-T-8849	403		CAP Accepted

## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 11:52 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 10:34 AM				
	Starting 12/1/23 all students are offered 1% white milk or Fat Free chocolate milk. The milk invoice is on file to verify.				
	<p>Flagged by Genel Cook-Wright 12/04/2023 09:55 PM</p> <p>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.</p> <p>On the day of review, the SFA did not have the required milk component available at the start of meal service. SA observed 26 meals without the required milk component. The FSD reports that the milk was not delivered before breakfast started, but reports milk was delivered after the grab n go breakfast meals were delivered to students.</p> <p><b>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.</b></p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	FedCap School 4-T-8849	404	01/04/2024	CAP Accepted



## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/24/2024 01:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 11:38 AM				
	Attached is the Breakfast and Lunch Offer vs Serve policies. Also posted in all the classrooms and kitchen are forms 185 for breakfast and 300 for lunch.				
	Flagged by Genel Cook-Wright 12/04/2023 09:55 PM				
	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast. Posting only a monthly menu does not meet this requirement.				
	On the day of review, the SFA did not have Offer vs Serve signage posted in the kitchen or each classroom area where meals are served to students.				
	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.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	FedCap School 4-T-8849	500	01/04/2024	CAP Accepted

## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 10:26 AM				
	Starting 12/01/23 all students report to the kitchen and receive their own breakfast and lunch handed directly to them. At breakfast all components are served to the students and they are also given the choice between two lunch options. when they receive their lunch they are given a choice between their fruit and are always offered a milk if they choose to take it.				
	Flagged by Genel Cook-Wright 12/04/2023 09:54 PM				
	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.				
	On the day of review, SA observed that the SFA is operating under "Serve only". In SNEARS, OVS is noted. OVS is required for lunches served in high schools and optional at breakfast.				
	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.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	FedCap School 4-T-8849	501	01/04/2024	CAP Accepted

## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/17/2024 12:10 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 10:30 AM				
	Linda Medves and Roger Crawley who work in the kitchen directly will both have 20 hours of training through SNEARS by 2/15/24 and Rebecca Borg will have 6 hours of training completed through SNEARS by 2/15/24.				
	Flagged by Genel Cook-Wright 12/04/2023 09:54 PM				
Corrective Action History	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.				
	On the day of review, SFA reported that offer vs. serve training was not provided.				
	<b>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.</b>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	FedCap School 4-T-8849	502	01/04/2024	CAP Accepted

## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/24/2024 01:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 12:01 PM				
	Offer Vs Serve Breakfast and Lunch Policies have been posted at the entrance of the kitchen as well s in the classrooms. Students receive their own breakfast and lunch starting 12/1/23, and what the students are receiving for breakfast and choosing during lunch is documented.				
	Flagged by Genel Cook-Wright 12/04/2023 10:07 PM				
	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agricultures Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.				
	On the day of review, SA did not observe any OVS signage available in the school. SA provided guidance to the SFA where they can obtain OVS signage.				
	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.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	FedCap School 4-T-8849	901	01/04/2024	CAP Accepted

## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 10:32 AM				
	This year the On-Site review form #211 will be filled out and filed by 2/1/24.				
	<p>Flagged by Genel Cook-Wright 12/04/2023 09:55 PM</p> <p>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 (#211) must be used. Accountability reviews must be conducted by an SFA employee.</p> <p>On the day of the review, the SFA did not complete the On-Site Review for breakfast and lunch for this school year or last school year.</p> <p><b>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.</b></p>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	FedCap School 4-T-8849	1408	01/04/2024	CAP Accepted

## FedCap Rehabilitation Services-01409734 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 11:58 AM				
	As of 12/1/23 temperature logs have been created and completed for food, freezers, and refrigerators.				
	Flagged by Genel Cook-Wright 12/04/2023 09:57 PM				
	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. Indicate the date of implementation.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)	FedCap School 4-T-8849	1502	01/04/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/12/2024 03:29 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by REBECCA BORG 01/08/2024 12:05 PM				
	Starting 12/1/23 all documentation like production sheets, offer vs serve policies, daily counts, students choices, have been filled out and filed and various milks are offered to the students as well.				
	Flagged by Genel Cook-Wright 12/04/2023 10:13 PM				
	SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings.				
	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.				

## FedCap Rehabilitation Services-01409734 - 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

**Report Selections**

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