

ST JOSEPHS SCHOOL-01809566 - 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)	ST JOSEPHS SCHOOL-01809566	126	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 12:20 PM				
	Application # 11 - Corrective action was taken to correct the MEL to reflect that this student should be Reduced not Paid as was reflected on the MEL				
	Application #22 - Grade 8 - Corrective action was taken to correct the MEL to reflect that this student remains as Reduced on the MEL however, the sister, Grade 5 was changed to reflect that they should be Reduced and not Free as was showing on the MEL				
	Application # 10 - Grade 5 and Grade 1 - Corrective action was taken to show that they are now showing on the MEL. They originally were not on the MEL.				
	Application #14 - Grades 1 and Pre-K - Corrective action was taken to be sure that they are showing on the MEL. They originally were not listed on the MEL. They both qualify for Free lunch through SNAP D/C/				
	Application # 4 - student listed in Grade 1 is not in our school and was not reflecting on our MEL. We could not correct this action to place him on our MEL since he is not an active student at our school.				
	Application #59 - Corrective action was taken to add student to the MEL . He was previously not listed on the MEL.				
	We will take better action to verify the applications and list on the MEL based on paper applications and D/C, and then properly list all students on the MEL.				
	This will be checked by a second person in the SFA to assure accuracy.				
	Corrective Action Date: June 24,2024				
	Flagged by Kaitlyn Matthews 06/06/2024 09:04 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 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ST JOSEPHS SCHOOL-01809566	134	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:27 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 09:52 AM				
	<p>We will run DC 1st between July 15th and August 30th</p> <p>2nd between September 1st and September 30th</p> <p>3rd between October 1 and October 30th</p> <p>4th between March 1 and March 30th</p> <p>This will ensure that we are in compliance in the future.</p>				
	<p>Date of implementation : June 17, 2024</p>				
	<p>Flagged by Kaitlyn Matthews 06/06/2024 08:55 AM</p> <p>The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63).</p> <p>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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ST JOSEPHS SCHOOL-01809566	137	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 12:25 PM				
	<p>We will take more time to correctly transfer the information regarding eligibility status from the applications or D/C to the MEL and Coded Tickets/Rosters.</p> <p>This will be checked by a second person in the SFA to assure accuracy.</p> <p>Corrective Action Date: June 24,2024</p>				
	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:05 AM</p> <p>There are students missing from the Master Eligibility List (MEL). In addition, one student was incorrectly transferred to the MEL as free, however, reduced eligible. Another student was incorrectly transferred to the MEL and roster as paid, however, reduced eligible.</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.</p> <p>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.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ST JOSEPHS SCHOOL-01809566	138	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:33 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 12:27 PM We will keep any student who withdraws on the MEL until the end of the school year, no matter when they left the school for record keeping purposes. Corrections were made on the SFA 1 tab of this review Corrective Action Date: June 24, 2024				
Corrective Action History	Flagged by Kaitlyn Matthews 06/06/2024 09:01 AM Application #61 withdrew and must remain on the Master Eligibility List (MEL) until the end of the school year for record keeping purposes. The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1.				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	ST JOSEPHS SCHOOL-01809566	209	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 11:27 AM				
	<p>In the future , we will randomly select from the error prone applications once we have run our D/C. These applications along with randomly chosen additional applications, if there are not enough to meet the required number of error prone applications from the D/C will be verified . This will be re-checked by another memebr of the SFA team to be sure that we have correctly followed procedure for verification.</p> <p>Date of Corrective Action: June 24,2024</p>				
Verification	Flagged by Kaitlyn Matthews 06/06/2024 08:56 AM				
	<p>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.</p> <p>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>				
Verification	Verification (On-Site Assessment Tool) (207H)	ST JOSEPHS SCHOOL-01809566	211	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 11:34 AM				
	<p>We will, in the future, use Form #236 to request verification documentation in order to comply with the regulations set forth by the Department of Agriculture . The form will be individualized to our school and sent home to the parent with an expected date of return on it.</p> <p>Date of Corrective Action: June 24,2024</p>				
	<p>Flagged by Kaitlyn Matthews 06/06/2024 08:56 AM</p> <p>The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236).</p> <p>Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	ST JOSEPHS SCHOOL-01809566	212	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 11:37 AM				
	We will be sure to use Form #21 (Second Notice to Household) if we have not gotten a response to our original Form #236 in the future to effectively manage the return of requested information for verification.				
	Date of Corrective Actin: June 24,2024				
	Flagged by Kaitlyn Matthews 06/06/2024 08:57 AM				
	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21).				
	Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	ST JOSEPHS SCHOOL-01809566	215	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 11:52 AM				
	<p>After the verification process, and letters sent home, we will be sure to send the Form#244, " We have checked your application" letter (Verification Results Letter) home to parent to let them know the status of the findings no later than the November 15th deadline.</p> <p>Date of Corrective Action: June 24,2024</p>				
	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:01 AM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</p> <p>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>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	ST JOSEPHS SCHOOL-01809566	314	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:29 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 11:54 AM In Snears, we previously used coded cards, which is why we indicated that on Schedule A in Site Details. We would have changed this to correct this action for the next school year. However, in order to correct our efficacy in counting and claiming meals for re-imbursemet, we have decided to go back, to using coded cards. Therefore, our corrective action will be to continue using the NSLP Accountability Method of Coded tickets in the future. Corrective implementation is June 17,2024				
	Flagged by Kaitlyn Matthews 06/06/2024 09:05 AM In SNEARS the NSLP Accountability Method is "Coded Ticket or Token". However, cafeteria staff and teachers use coded rosters during meal service. The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used. 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.				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	ST JOSEPHS SCHOOL-01809566	810	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 12:33 PM				
	<p>We will update our Sample Notification Letter to include Form 213 listing the non-discrimination statement in the future. We will also list this on our school website.</p> <p>Date of Corrective Action : June 24,2024</p>				
	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:01 AM</p> <p>The Sample Notification Letter does not contain the non-discrimination statement.</p> <p>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: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>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.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	ST JOSEPHS SCHOOL-01809566	1214	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 12:41 PM				
	<p>School Nutrition Program Director will complete 12 hours of training annually via online courses and recorded webinars. These hours will be recorded in SOARS Team work tracker and certificates will be kept in employee file.</p> <p>Date of implementation is June 17,2024</p>				
Professional Standards	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:03 AM</p> <p>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: https://theicn.org/.</p> <p>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>				
	Professional Standards (On-Site Assessment Tool)	ST JOSEPHS SCHOOL-01809566	1215	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 12:45 PM				
	<p>School Nutrition Program Manager will complete 10 hours of training annually via online courses or webinars and this will be tracked in SOARS Team Work Tracker. All certificates will be held in employee's file.</p> <p>Date of implementation is June17, 2024</p>				
Professional Standards	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:03 AM</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: https://theicn.org/.</p> <p>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>				
	Professional Standards (On-Site Assessment Tool)	ST JOSEPHS SCHOOL-01809566	1217	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 12:38 PM				
	We will use the SOARS Team Work Tracker to document training hours for all School Lunch employees. Copies of the certification will be kept in employees files.				
	Date of Implementation is June 17, 2024				
	Flagged by Kaitlyn Matthews 06/06/2024 09:02 AM				
	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields.				
	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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	ST JOSEPHS SCHOOL-01809566	1219	07/08/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:29 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 11:44 AM School staff will be properly trained if serving or counting meal sin the classroom. Administrative and other Lunch Staff will obtain the necessary training of either 4 hours annually , if working less than 20 hours per week on the School Nutrition Program, or 6 hours annually of training, if working more than 20 hours on the School Nutrition Program. This training will be done via recorded training webinars and online courses and proof of attendance will be required. This proof will be placed in the employees file.				
	Correction implemented on June 17, 2024				
Meal Counting and Claiming - Day of Review	Flagged by Kaitlyn Matthews 06/06/2024 09:04 AM 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: https://theicn.org/ .				
	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 - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ST JOSEPH SCHOOL-1654	318	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 12:05 PM				
	<p>Daily coded cards for each student using a symbol to determine Free, Reduced or Full Pay will be used daily by each student. These will be given to the lunch personnel at time of delivery of the lunch to student.</p> <p>These cards will be given to the Food Service Director, who will record and report the number of re-imbursable meals on the edit check worksheet (#40) by site and meal type daily.</p> <p>Edit checks will be checked by the SFA prior to certifying claims. This should aid in an accurate count of re-imbursable meals.</p> <p>Correction Implemented on June 17, 2024</p>				
	Flagged by Kaitlyn Matthews 06/06/2024 09:07 AM				
	<p>Point of service counts must be taken when a student receives a reimbursable meal. The rosters must not be completed in advance as an order form. During the on-site review, coded rosters were completed in advance as an order form before a reimbursable meal was served. Meals are not being counted properly at the point of service.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for 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.</p> <p>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. 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. Fiscal action will be taken. An over claim may be assessed.</p> <p>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.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ST JOSEPH SCHOOL-1654	320	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 11:36 AM				
	<p>Daily coded cards will be used for each student using pre-set symbols to determine Free, Reduced, or Full Pay students. These cards will be given to the Lunch Personnel to receive their lunch. This will accurately show how many students received lunch that day. These cards will be given to the Meal Service Director who will then record and report the number of re-imbursable meals on the edit check worksheet (#40) by site and meal type daily.</p> <p>Edit checks will be checked by SFA prior to certifying claims.</p> <p>Correction Implemented on June 17,2024</p> <p>Flagged by Kaitlyn Matthews 06/06/2024 09:04 AM</p> <p>Daily 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.</p> <p>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 must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p> <p>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.</p> <p>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. Corrective Action must be applied SFA-wide. An over claim may be assessed.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	ST JOSEPH SCHOOL-1654	325	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 12:31 PM				
	<p>in order to correctly claim the number of re-imbursable meals, we will use daily coded cards for each student using a pre-set symbol to determine Free, Reduced or Full Pay. These tickets will be handed to the lunch personnel to receive lunch.</p> <p>these cards will be turned over to Food Service Director to record and report the number of re-imbursable meals on the edit worksheet (#40) by site and meal type daily.</p> <p>Edit checks will be checked by SFA prior to certifying claims for re-imbursments.</p> <p>Correction implemented on June 17,2024</p>				
	Flagged by Kaitlyn Matthews 06/06/2024 09:00 AM				
	Lunch counts by category (free, reduced and/or paid) 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.				
	<p>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. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ST JOSEPH SCHOOL-1654	404	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:28 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 10:40 AM Signage showing the 5 Food Components for reimbursable Lunches will be hung at the beginning of the food service area, along with the monthly menu in both the lunch room and in the classrooms. Implementation Date is June 17, 2024				
Corrective Action History	Flagged by Kaitlyn Matthews 06/06/2024 09:02 AM SFA is following a serve only meal pattern, and serve only signage must be posted. Serve Only signage: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/school-lunch-menu-signage.pdf https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/signage-lunch-without-ovs.pdf 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 lunch. Posting only a monthly menu does not meet this requirement. 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.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	ST JOSEPH SCHOOL-1654	901	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:27 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 10:06 AM We will complete Form #142 prior to February 1st each school year, as required. A secondary SFA will check the paperwork prior to February 1st. IMPLEMENTATION DATE June 17,2024				
	Flagged by Kaitlyn Matthews 06/06/2024 08:57 AM 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.				
Water	Water (On-Site Assessment Tool - Site) (1300H)	ST JOSEPH SCHOOL-1654	1300	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:27 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 10:11 AM Pitchers of potable water will be available for all students, along with drinking cups for each lunch daily in the future . Implementation date is June 17, 2024				
	Flagged by Kaitlyn Matthews 06/06/2024 08:57 AM Potable water must be available for students at lunch. 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)	ST JOSEPH SCHOOL-1654	1405	07/08/2024 CAP Accepted

ST JOSEPHS SCHOOL-01809566 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:27 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 10:18 AM				
	<p>We will strive to have both food safety inspections performed each school year. If only 1 inspection is done, we will show proof of request by email for a second inspection to be performed within the school year by the Agency. If the inspection is performed we will show proof of that second inspection. If the State inspector does not show or make an appointment with the school, we will have proof of request on file.</p> <p>Date of implementation is June 17, 2024</p>				
	<p>Flagged by Kaitlyn Matthews 06/06/2024 08:59 AM</p> <p>SFA did not have both food safety inspections for the current school year. Schools 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.</p> <p>Describe in the corrective action how this will be corrected. Corrective Action must be applied SFA-wide.</p> <p>SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools 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. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools 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.</p> <p>Describe in the corrective action how this will be corrected. Corrective Action must be applied SFA-wide.</p>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	ST JOSEPH SCHOOL-1654	1406	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 10:51 AM				
	<p>The Food Safety Inspection Report will be hung at the beginning of the food service area to be more easily visible. We will have 2 inspections per school year, or request inspection from the Board of Health for two inspections per school year.</p> <p>Date of implementation is June 17, 2024</p>				
Food Safety, Storage and Buy American	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:03 AM</p> <p>The food safety inspection report is not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health.</p> <p>Describe in the CAP how this will be corrected. Corrective Action must be applied SFA-wide.</p>				
	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	ST JOSEPH SCHOOL-1654	1408	07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 10:29 AM				
	<p>Temperature Log (Form #363) will be used daily and temperatures will be taken each day. Food Service Supervisor will verify that the required logs have been correctly completed monthly.</p> <p>Implementation Date is June 17, 2024</p>				
	Flagged by Kaitlyn Matthews 06/06/2024 08:59 AM				
	<p>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.</p> <p>Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Group 1: CA Count (2)		ST JOSEPHS SCHOOL-01809566		07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ann Rivera 06/24/2024 12:43 PM				
	<p>We have devised and will implement a Food Safety Plan for the next school year and in the future. This plan is based on HACCP principles and has been modified for our school. This plan addresses the delivery of pre-packed meals from our vendor while maintaining safety standards for our students.</p> <p>We also have Standard Operating Procedures (SOP) in place which meet the principles set forth by the HACCP. (corrective Actions, Monitoring, Verification, and Record Keeping).</p> <p>This Safety Plan and SOP has been discussed and will be maintained by all members of the SFA in the future.</p> <p>Date of Corrective Action:: June 24,2024</p>				
	Flagged by Kaitlyn Matthews 06/06/2024 09:07 AM				
	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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Flagged by Kaitlyn Matthews 06/06/2024 09:07 AM				
	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.				
Group 2: CA Count (2)		ST JOSEPHS SCHOOL-01809566		07/08/2024	CAP Accepted

ST JOSEPHS SCHOOL-01809566 - 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.

Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/24/2024 01:26 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Ann Rivera 06/17/2024 12:24 PM</p> <p>We will no longer use rosters to identify students. The only thing that will be used in the lunchroom will be the coded cards for each student which will have a symbol representing Free, Reduced or Full Pay on each card. This will enable the lunch personnel to correctly identify the Free and Reduced lunches, but it will not be obvious to anyone else. This therefore, will keep the privacy of each student confidential.</p> <p>Corrective Action taken on June 17,2024</p>
	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:08 AM</p> <p>"F and R" (free and reduced) are listed next to student names on the roster. These codes may be easily identified.</p> <p>Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits.</p> <p>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.</p>
	<p>Flagged by Kaitlyn Matthews 06/06/2024 09:08 AM</p> <p>"F and R" (free and reduced) are listed next to student names on the roster. These codes may be easily identified.</p> <p>SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by students.</p> <p>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.</p>

ST JOSEPHS SCHOOL-01809566 - 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.

Report Selections

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