

PERTH AMBOY BD OF ED-02304090 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PERTH AMBOY BD OF ED-02304090		02/12/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/23/2024 01:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 02/20/2024 10:28 AM				
	After the onsite visit all staff received training to ensure that they understand proper record keeping, including for the meal counts, all production sheets were properly recorded as of 1/12/2024.				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/20/2024 08:26 AM				
	Indicate a date when kitchen staff properly recorded production records with components, planned, served and leftover from the day of service.				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/30/2024 12:06 PM				
	Ongoing professional development will be provided on how to complete proper reporting and documentation including production reports for breakfast, lunch and snacks. Resources regarding the vegetable subgroups and the minimum requirement me be shared with all staff. A revision to the Schedule A will be submitted to ensure that if a student does not want the milk the meal provided meats the requirement of a reimbursable meal. Date of implementation: 2/1/2024				
	Monitoring: The site will be visited once a month and the production records will be reviewed with the manager and accountant to ensure that all the components served to the students are recorded properly. Date of implementation: 2/1/2024				
	Flagged by Dianne Kennedy 01/12/2024 10:56 AM				
Review Period and Day of Review production records were not recorded correctly. Milk was recorded as milk left over not milk served and all components served during the review period were not recorded. Instructed kitchen staff how to properly record production record with components, planned, served and leftover from the day of service.					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PERTH AMBOY BD OF ED-02304090	126	02/12/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/23/2024 01:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 02/20/2024 10:30 AM				
	The new determination for the students whose parent failed to signed was changed to PAID.				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/20/2024 08:39 AM				
	One application the parent did not sign. Please indicate the new determination of the student in the SFA-1.				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/30/2024 12:18 PM				
	The parents were all contacted on and they came onsite to sign off on the applications. All the applications were signed off (1/9 and 1/10).				
	Flagged by Dianne Kennedy 01/12/2024 10:57 AM				
3 paper applications were missing signature. Incomplete 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.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HERBERT N RICHARDSON SCH-1333	410	02/12/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/23/2024 01:59 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 02/20/2024 10:24 AM The correct subgroup signage was displayed effective January 12th and all production sheets were corrected effective January 12th.				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/20/2024 08:23 AM Indicate the date when the production records were completed correctly.				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/30/2024 12:04 PM Ongoing professional development will be provided on how to complete proper reporting and documentation including production reports for breakfast, lunch and snacks. Resources regarding the vegetable subgroups and the minimum requirement me be shared with all staff. Lastly, a sign will be displayed to ensure all students take the required vegetables. Dates of training: 1/12/24, 1/22/24, 3/4/24 Monitoring: The site will be visited once a month and the production records will be reviewed with the manager and accountant to ensure that all the components served to the students are recorded properly. Date of implementation: 2/1/2024				
	Flagged by Dianne Kennedy 01/12/2024 10:56 AM Week of review 12/4-12/8: at lunch only one vegetable was recorded on production record and the potion size recorded was 1/2 c . K-5 meal pattern required 3/4 c to be available at lunch. At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. 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.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	IGNACIO CRUZ EARLY CHILDHOOD-3086			Flagged
Corrective Action History	Flagged by Dianne Kennedy 01/11/2024 09:13 PM SA counted 671 snacks SFA claimed 888 an over claim of 217. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	JAMES J. FLYNN-1335			Flagged
Corrective Action History	Flagged by Dianne Kennedy 01/08/2024 02:49 PM SA counted 693 snacks: SFA claimed 688 an under claim of 5. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 1: CA Count (2)		PERTH AMBOY BD OF ED-02304090		02/12/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/20/2024 08:40 AM CAP Accepted				
	Corrective Action Plan: Accepted by Dianne Kennedy 02/20/2024 08:40 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 11:41 AM Professional development will provided to the cafeteria manager and the after school program coordinators to ensure that they maintain accurate records. Date of implementation: 1/26/24 (meeting with the coordinators). Unannounced onsite reviews will continue throughout the school year.				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 11:41 AM Professional development will provided to the cafeteria manager and the after school program coordinators to ensure that they maintain accurate records. Date of implementation: 1/26/24 (meeting with the coordinators). Unannounced onsite reviews will continue throughout the school year.				
	Flagged by Dianne Kennedy 01/12/2024 10:58 AM SA counted 693 snacks: SFA claimed 688 an under claim of 5. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Dianne Kennedy 01/12/2024 10:58 AM SA counted 671 snacks SFA claimed 888 an over claim of 217. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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)		PERTH AMBOY BD OF ED-02304090		02/12/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/20/2024 08:31 AM				
	CAP Accepted				
	Corrective Action Plan: Accepted by Dianne Kennedy 02/20/2024 08:31 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 11:54 AM				
	Effective immediately two types of milk will be offered (1% and fat free white milk). Date of implementation 1/11/24				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 11:54 AM				
	Effective immediately two types of milk will be offered (1% and fat free white milk). Date of implementation 1/11/24				
Corrective Action History	Flagged by Dianne Kennedy 01/12/2024 11:01 AM				
	Breakfast in the classroom. Only one milk type was observed being offered for breakfast in the classroom. 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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Dianne Kennedy 01/12/2024 11:01 AM				
Corrective Action History	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. Breakfast is all classroom feedings with serve only. Due to milk being being offered to the students, there is an excessive amount that is being thrown away because students are not drinking the milk. Advised to either implement offer versus serve or provide 2 types of milk offered for each classroom if they remain implementing serve only. 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 3: CA Count (2)		PERTH AMBOY BD OF ED-02304090		02/12/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/23/2024 02:00 PM				
	CAP Accepted				
	Corrective Action Plan: Accepted by Dianne Kennedy 02/23/2024 02:00 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 02/20/2024 10:59 AM				
	The correct subgroup signage was displayed effective January 12th and all production sheets were corrected effective January 12th.				
	Corrective Action Plan: Submitted by Jasmin Minaya 02/20/2024 10:59 AM				
	The correct subgroup signage was displayed effective January 12th and all production sheets were corrected effective January 12th.				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/20/2024 08:34 AM				
	Indicate the date when all vegetable subgroups when planned, recorded on production record, and served.				
	Corrective Action Plan: Rejected by Dianne Kennedy 02/20/2024 08:34 AM				
	Indicate the date when all vegetable subgroups when planned, recorded on production record, and served.				
Corrective Action History	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 01:00 PM				
	Professional development will be conducted in the areas of meal planning and proper record keeping. Revisions to the menu will be made to ensure all the vegetable subgroup requirements are being met. Date of implementation: 1/16/2024 and ongoing.				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 01:00 PM				
	Professional development will be conducted in the areas of meal planning and proper record keeping. Revisions to the menu will be made to ensure all the vegetable subgroup requirements are being met. Date of implementation: 1/16/2024 and ongoing.				
	Flagged by Dianne Kennedy 01/12/2024 11:03 AM				
	Week of Review: Legumes were missing for the week of review 12/4-12/8: When planning menus, the SFA must make sure that all vegetable subgroup, in minimum weekly requirements, are offered. 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. 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.				
	Flagged by Dianne Kennedy 01/12/2024 11:03 AM				
	At 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. 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. December 4, 2023 - 3/4 cup green peas was served and counted as legumes. 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 4: CA Count (2)		PERTH AMBOY BD OF ED-02304090		02/12/2024	CAP Accepted

PERTH AMBOY BD OF ED-02304090 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/20/2024 08:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jasmin Minaya 01/31/2024 02:00 PM				
	Professional development will be conducted in the areas of meal planning and proper record keeping. Revisions to the menu to ensure all meals qualify for a full reimbursable meal. In addition, signage will be displaced to ensure all staff and students understand what a full reimbursable meal consists of. On site monitoring will be conducted periodically to ensure all signage is displayed. Date of implementation: 1/16/2024 and ongoing.				
	Flagged by Dianne Kennedy 01/12/2024 11:04 AM				
	<p>Day of Review 1/11/24: lunch had 1/2 c of carrots available at the school with no signage for students to take two to make the appropriate portion size for K-5 (3/4c). Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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 Dianne Kennedy 01/12/2024 11:04 AM</p> <p>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 for the vegetable required minimum of 3/4 cup daily. The school offered 1/2 cup serving of carrots and 1/2 cup servings of green side salad for lunch. Signage needed to inform students that they can take up to 2 vegetables to meet the requirement daily minimum. This was addressed during the lunch service and signage was immediately posted. 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. Indicate the date of implementation.</p>				

Report Selections

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