

BELMAR BD OF ED-02500270 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BELMAR BD OF ED-02500270	126	05/13/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/10/2024 08:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Bardsley 05/06/2024 03:38 PM				
	All applications were corrected and updated by April 15, 2024 and we updated the error's tab for each individual application error.				
	<p>Flagged by Kaitlyn Matthews 04/12/2024 03:14 PM</p> <p>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.</p>				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	BELMAR BD OF ED-02500270	709	07/23/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 10/21/2024 03:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Bardsley 10/08/2024 12:31 PM				
	I submitted the Corrective Action Plan in the attached document.				
	<p>Flagged by Lisa Garland 07/16/2024 11:46 AM</p> <p>FINDING: Non-Program Food Revenue Tool.</p> <p>Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f)</p> <p>Additional Revenue needed to comply</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BELMAR BD OF ED-02500270	1219	05/13/2024	CAP Accepted

BELMAR BD OF ED-02500270 - 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 Kaitlyn Matthews 05/13/2024 07:25 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Bardsley 05/10/2024 02:10 PM				
	We have completed the Civil Rights Training, Determining Eligibility for Free and Reduce Training, and Free and Reduce Topic 31110 Eligibility as of 5/7/2024. We will complete more training by May 30, 2024 and will continue to take training courses each year.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 05/10/2024 08:17 AM				
	Please indicate the date of implementation that training courses were completed.				
	Corrective Action Plan: Submitted by Michael Bardsley 05/06/2024 03:56 PM				
	We have taken the training courses as indicated for Civil Rights, and Eligibility for Free and Reduce Price Meals. In the future we will ensure each year that we have at least 6 hours of training per year.				
	Flagged by Kaitlyn Matthews 04/12/2024 03:14 PM				
	Individuals involved in determining free and reduced lunch applications must complete applicable trainings (civil rights, determining official training, direct certification training).				
	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.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	BELMAR-2070	11	05/13/2024	CAP Accepted

BELMAR BD OF ED-02500270 - 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 Kaitlyn Matthews 05/10/2024 08:18 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Walter Wall 05/06/2024 11:17 AM				
	The pre-k eats in the cafeteria for breakfast, so we were not aware that they couldn't get chocolate milk for lunch in the classroom. The Administration is looking into the pre-k eating with the rest of the population for next year.4/11/2024				
	Flagged by Kaitlyn Matthews 04/12/2024 03:14 PM				
Corrective Action History	Fat free chocolate milk was served during lunch.				
	Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BELMAR-2070	406	05/13/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/10/2024 08:10 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Walter Wall 05/06/2024 11:14 AM				
	We were not aware that we needed to keep separate production records for the pre-k. Now that we know, we will start immediately. 04/11/2024				
	Flagged by Kaitlyn Matthews 04/12/2024 03:14 PM				
Corrective Action History	Preschool students eat lunch in their classroom and are not co-mingled. Since they are eating separately in their own service area, the CACFP lunch meal pattern must be followed to best address the nutritional needs of the preschool students. This includes having separate production records (form 398) for preschool.				
	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.				

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	BELMAR-2070	409	05/13/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/10/2024 08:12 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Walter Wall 05/06/2024 11:30 AM</p> <p>The manager was made aware of the milk not filled in one day. He will be more observant with the production records.</p> <p>Both apple juice and oj were on the production records, but the amounts served were not posted. we will need to take more time filling in the production records.</p> <p>All of the kids were fed with all the components, however the production sheets were filled out incorrectly. 04/11/2024</p>				

BELMAR BD OF ED-02500270 - 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

	<p>Flagged by Kaitlyn Matthews 04/12/2024 03:14 PM</p> <p>Missing components:</p> <p>No milk is recorded on the breakfast production record on Tuesday, 3/5/2024. 57 meals are non-reimbursable and disallowed due to missing milk component.</p> <p>On multiple days of the review week, the breakfast production records indicate that fewer fruits and vegetables were served than meals claimed for reimbursement. Since, under offer versus serve, at least 1/2 cup of fruit or vegetable must be served for a meal to be claimed for reimbursement, those meals claimed in excess are disallowed.</p> <p>Wednesday, 3/6/24- 72 servings of fruit served, however, 87 entrees claimed= 15 meals disallowed due to missing fruit/vegetable component</p> <p>Thursday, 3/7/24- 60 servings of fruit served, however, 69 entrees claimed= 9 meals disallowed due to missing fruit/vegetable component</p> <p>57 + 15 + 9= 81 total meals disallowed for missing milk, fruit, or vegetable component.</p> <p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.</p> <p>Fiscal action will be taken. An overclaim 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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	BELMAR-2070	410	05/13/2024	CAP Accepted

BELMAR BD OF ED-02500270 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/10/2024 08:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Walter Wall 05/06/2024 11:23 AM				
	We went over the production records with the manager and explained the daily and weekly requirements for the vegetables. We have to be better in filling out the production records. We will refer to the USDA food buying guides for information on products.04/11/2024				
	Flagged by Kaitlyn Matthews 04/12/2024 03:15 PM				
	Per the K-8 five day meal pattern, the required daily vegetable component is 3/4 cups. During the review week at lunch, the daily and weekly vegetable subgroups were insufficient.				
	Monday, 3/4/24- 1/2 cup carrots offered.				
	Tuesday, 3/5/24- 1/2 cup potatoes offered.				
	Wednesday, 3/6/24- 1/2 cup green beans offered.				
	Thursday, 3/7/24- 1/2 cup black beans offered.				
At 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 Agriculcures Form web site for specific component and minimum quantity requirements.					
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.					
Finding is a first time violation for insufficient quantities. 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					

BELMAR BD OF ED-02500270 - 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
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	BELMAR-2070	1407	05/13/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/10/2024 08:10 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Walter Wall 05/06/2024 11:11 AM				
	The SOP's were signed the day of the exit review. We will make sure they are signed the beginning of each year.04/11/2024				
	Flagged by Kaitlyn Matthews 04/12/2024 03:14 PM				
	Although SFA has a written food safety plan, standard operating procedures (SOPs) were not signed to indicate they were reviewed and 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.				

Report Selections

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