

HOLY SPIRIT SCHOOL-02808288 - 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)	HOLY SPIRIT SCHOOL-02808288	126	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:34 PM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 03:54 PM The applicant was mailed Form 64, on May 28, 2024. The application submitted as incomplete for missing last 4 digits of SS number. Included was a copy of their application. The applicant responded back with the missing SS number before the deadline date of June 7, 2024.				
	Flagged by Katie Hunter 06/07/2024 02:18 PM 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.				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	HOLY SPIRIT SCHOOL-02808288	810	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:34 PM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 03:31 PM A new menu format was created to include the non-discrimination statement for the new school year starting September 2024. The audit of our SFA took place in May/June, no additional menus go out until September 2024. The most current non-discrimination flyer is posted in the cafeteria where it can be visible by all who enter and then additionally posted on the school website for the public. That website was updated June 5th, 2024 with the most current statement letter and can be viewed there under the lunch program tab. https://holyspiritschoolpequannock.org/lunchinformation				
	Flagged by Katie Hunter 06/07/2024 02:19 PM 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 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.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOLY SPIRIT SCHOOL-02808288	1001	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:31 PM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 02:19 PM The health and wellness policy is currently posted on our school website, under the lunch program tab. At the beginning of each new school year parents will be directed towards the useful resources and policies available to them on our website at their disposal. This will be mentioned at orientations and in our "Welcome to a new school year" letter. As the wellness committee meets and makes improvements / updates to the policy, parents will be informed via email. As a result of making this addition to our website, we feel it is easily accessible to the public, committee and parents when necessary. The wellness policy was made available on May 21, 2024 at https://holyspiritschool.org/lunchinformation .				
	Flagged by Katie Hunter 06/07/2024 02:18 PM The Local School Wellness Policy must be made available to the public (including parents, students and others in the community). Acceptable methods include disseminating a printed copy or posting a copy on the SFA's school web 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.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOLY SPIRIT SCHOOL-02808288	1002	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 02:32 PM				
	<p>Before the start of each new school year the members of the wellness committee will meet. This years meeting will be held on August 14, 2024, where we will review the previous year's policy. As a group we will determine if the goals set were met, discuss how we can improve and grow. At this meeting we will have an opportunity to voice concerns, objectives and strategies. Certain members will have specific tasks to carry out and the summit will meet again at each quarter to review and edit the plans set in place as needed to achieve our goals. That date is posted on the website available for members to reference at https://holyspiritschoolpequannock.org/lunchinformation</p>				
Local School Wellness	Flagged by Katie Hunter 06/07/2024 02:18 PM				
	The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. 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.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOLY SPIRIT SCHOOL-02808288	1004	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 02:41 PM				
	Stakeholders will be notified (with ample time) of the initial meeting, September 5, 2024 at 7 PM via email and website at https://holyspiritschoolpequannock.org/lunchinformation . At that meeting, dates and times of the follow up meetings will be set and agreed upon for quarterly review. That schedule will be emailed to members and reminders will then be sent before each date to confirm there are no conflicts. Also, at this meeting email addresses will be exchanged so that constant contact can be kept, concerns and achievements can be noted.				
Corrective Action History	Flagged by Katie Hunter 06/07/2024 02:18 PM				
	SFAs must make potential stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) aware of their ability to participate in the development, implementation, review and update of the local school wellness policy. Examples of notifying the public include sending a district-wide email, posting information on the school web site or posting flyers in various locations. 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.				
	Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOLY SPIRIT SCHOOL-02808288	1005	07/08/2024
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 03:08 PM				
	While a wellness policy has been in place, constant assessment of this policy is newly learned as a result of our most recent audit. As a team we completed the assessment tool checklist to assess the completed school year (you will find added documentation). Plans for future more in depth involvement are in place. By August 14, 2024 all members will be fully informed of our obligations and ready to deliberate. Our greatest interest is in the health and wellness of our student body. Not just physically, but mentally and spiritually.				
Corrective Action History	Flagged by Katie Hunter 06/07/2024 02:18 PM				
	A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
	Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOLY SPIRIT SCHOOL-02808288	1005	07/08/2024
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Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOLY SPIRIT SCHOOL-02808288	1006	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2024 12:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 03:14 PM				
	The public will be made aware of the recent assessments via the school website. The policy will be updated to be reviewed on the website by September 5, 2024, our first day of school. The school newsletter will be a great way of publishing different goals set and achieved.				
	Flagged by Katie Hunter 06/07/2024 02:18 PM				
	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web 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.				
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	HOLY SPIRIT SCHOOL-02808288	1204	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/12/2024 08:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/08/2024 07:18 PM				
	<p>Once the food service director, Christine Vaiatica, was informed on March 26, 2024 of the required hours for training for each position employed by the lunch program a plan was set in place. The hours required were given to each employee individually and the websites for the training resources were supplied. An Excel file was maintained</p> <p>to record completed webinars and training certificates. The food service director completed ServeSafe plus 6 hours of NJDA Webinar training.</p>				
	Corrective Action Plan: Rejected by Katie Hunter 07/08/2024 12:33 PM				
	Indicate the date of implementation.				
Professional Standards	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 03:24 PM				
	<p>Once the food service director was informed of required hours for each position employed by the lunch program a plan was set in place. The hours required were given to each employee individually and the websites for the training resources were supplied. Any mandatory training was given as a team. Then a log was then created to document any additional training that took place independently, verified by the completion certificate. This was how we were able to keep track and ensure all employees were current and up to date with program standards and requirements.</p>				
	<p>Flagged by Katie Hunter 06/07/2024 02:18 PM</p> <p>Food service directors must complete at least 12 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: https://theicn.org/ 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.</p>				
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	HOLY SPIRIT SCHOOL-02808288	1205	07/08/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/12/2024 08:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/08/2024 07:19 PM				
	The Nutrition Program employees work under 20 hours per week, each employee completed a food handler safety and civil rights training. The Nutrition Program Director completed Servesafe plus NJDA Webinar trainings. From June 2023 to May 2024, a staff tracking was recorded in an excel file. At the end of the August 14, 2024 meeting, we will review the amount of training hours required for each nutrition program employee for the 2024-2025 year.				
	Corrective Action Plan: Rejected by Katie Hunter 07/08/2024 12:35 PM				
	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.				
	Corrective Action Plan: Submitted by KATHLEEN VANDER VALK 07/05/2024 05:07 PM				
	The Nutrition Program Managers work under 20 hours per week. The Nutrition Program Manager completed 6 hours for the 2023 -2024 school year.				
	Flagged by Katie Hunter 06/07/2024 02:18 PM				
	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: https://theicn.org/ 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.				

Report Selections

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