

SEASIDE HEIGHTS BD OF ED-02904710 - 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 (On-Site Assessment Tool) (809H)	SEASIDE HEIGHTS BD OF ED-02904710	810	01/30/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/15/2025 01:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:30 PM				
	School Website now has a link to non -discriminationstatment				
	<p>Flagged by Casey Miller 12/23/2024 02:26 PM</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>Error: The school district's website did not have the non-discrimination statement.</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>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	SEASIDE HEIGHTS BD OF ED-02904710	1212	01/30/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/15/2025 01:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:52 PM				
	We have made an update to our user management and appointed a Seaside Heights staff member as the new Food Service Director.				
	<p>Flagged by Casey Miller 12/30/2024 02:41 PM</p> <p>Certain food service contracts have limitations regarding labor. Also, for professional standards, new food service directors hired on or after July 1, 2015 must meet specific education/experience requirements. Minimum hiring standards are based on the SFA's total student enrollment. If the SFA has less than 500 students enrolled, approval from the State agency must be obtained for a candidate who meets the education standards, but may have less than the required experience. For guidance, refer to the the following link: https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional_Standards_Flyer.pdf.</p> <p>Error: The SFA started a new SFA to SFA contract for the current school year 2024-2025 and is utilizing the Food Service Director from the sending school, which has a Food Service Management Company contract. This is unallowed, per vended meals contract that the vending SFA must only provide meals and can not provide labor or other services to the recipient SFA.</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 <u>date</u> of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	SEASIDE HEIGHTS BD OF ED-02904710	1219	01/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/15/2025 01:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:36 PM				
	To address this, we will immediately review the training status of all relevant staff, develop a schedule to complete required training by and direct staff to available resources such as those on the Institute of Child Nutrition (ICN) website. A designated staff member will monitor progress and maintain documentation to ensure compliance.				
	Flagged by Casey Miller 12/30/2024 02:42 PM				
	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. 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/ .				
	Error: Teachers and paras who have job responsibilities of serving school meals to pre-k and kindergarten students in the classroom did not all have training documentation records available that they were trained in related areas such as, civil rights, serving meals in classroom, and reimbursable meal, point of service counts. 4 teachers out of 13 had civil rights webinar attendance confirmation email.				
	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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	SEASIDE HEIGHTS BD OF ED-02904710	1400	01/30/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/15/2025 01:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:32 PM				
	A written HACCP plan was printed and distributed to be available on site. 1-7-2025				
	Flagged by Casey Miller 12/30/2024 02:42 PM				
	A copy of the written HACCP food safety plan must be available at each school.				
	Error: The school did not have a copy of the food safety plan on 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	HUGH J BOYD JR. ELEM-1789	318	01/30/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/23/2025 09:14 AM CAP Accepted				
	Corrective Action Plan: Submitted by Stacy Oates 01/16/2025 08:33 AM A review of the SOP was presented and signed by all staff in the pre k classrooms on January 17, 2025.				
	Corrective Action Plan: Rejected by Casey Miller 01/15/2025 01:56 PM Please provide date of correction when review of SOP and training will occur.				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:32 PM SOP's will be reviewed and re trained for all staff distributing meals in all classrooms to ensure that the meals are distributed with all components and then the rosters will be checked off when the students have recieved the meal.				
	Flagged by Casey Miller 12/30/2024 02:41 PM				
	<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. 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. Fiscal action will be taken. An over claim may be assessed.</p> <p>Error: For one pre-K classroom, the Ultimate Scholar classroom, there was no point of service count for lunches. A roster is used to take meal counts in the classroom. These are also used for lunch orders. The teacher in the Ultimate Scholar classroom checked the lunch roster off in morning when taking lunch orders and sent back to cafeteria before lunches were received by the students. This is a re-occurring error in this classroom.</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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HUGH J BOYD JR. ELEM-1789	401	01/30/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/15/2025 01:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:32 PM				
	Standard operating procedures will be reviewed to make sure that all components are served to students with every meal. Re-training for classroom staff will be held by January 10, 2025 to make sure SOPs are being followed.				
	Flagged by Casey Miller 12/30/2024 02:41 PM				
	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. For Pre-K "serve only" method meal service all 5 lunch components must be served to all students who receive a lunch. A meal missing a component is not a reimbursable meal and cannot be claimed. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal.				
	Error: In one pre-k classroom, the Ultimate Scholar classroom, 6 out of 7 lunches served, using serve only, did not have milk. The teacher stated those students don't like milk and thus, it's not served to them. There was no documentation available that the teachers received training on reimbursable meals.				
	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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HUGH J BOYD JR. ELEM-1789	411	01/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/23/2025 09:14 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Stacy Oates 01/16/2025 06:59 AM				
	On December 18, 2024 the production records were corrected to show that corn is labelled as a starchy vegetable. On December 18, 2024, the November 2024 menu was reviewed to ensure that all the vegetable sub groups were planned to meet the requirements of the meal pattern and using form 138 the menus were reviewed to make sure that any substitutions were correct.				
	Corrective Action Plan: Rejected by Casey Miller 01/15/2025 01:55 PM				
	Please be more specific and provide a date the correction was made. For example, on (date) the production records were corrected to label corn as starchy vegetable. On (date), remainder of Nov menu was reviewed to ensure all veg subgroups were planned to meet meal pattern. On (date), vegetable subgroup form 138 were reviewed to ensure correct substitutions.				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:32 PM				
Corrective Action History	All menus and substitutions will be analazed going forward to make sure all vegetable sub groups meet the requirements.				
	Flagged by Casey Miller 12/30/2024 02:41 PM				
	When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements.				
Corrective Action History	Error: The meal pattern required 1/2cup of "other" vegetable subgroup was not served during the review week of Nov 18-22. The menu had green pepper strips planned on 11/20, however, the production record indicated that 1/2c corn and 1/2c carrots were offered and served as a substitution. The corn was mislabeled as crediting as "other" when it is really a "starchy" vegetable.				
	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)		SEASIDE HEIGHTS BD OF ED-02904710		01/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 01/15/2025 01:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tyler Verga 01/10/2025 02:34 PM				
	Signs were printed and posted on December 18, 2024				
	Flagged by Casey Miller 12/30/2024 02:43 PM				
	<p>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 Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>Error: Signage was not posted in the cafeteria.</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. (Note: This error was also flagged in another question. It has been grouped together requiring only one corrective action response.)</p> <p>Flagged by Casey Miller 12/30/2024 02:43 PM</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 breakfast and lunch. Posting only a monthly menu does not meet this requirement.</p> <p>Error: Signage was not posted in the cafeteria.</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>				

Report Selections

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