Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Edward W. Kilpatrick-1884	402	04/22/2024	CAP Accepted		
	Corrective Action Plan: Accep	oted by Katie Hunter 04/26/2024 11:12 AM					
	CAP Accepted						
	Corrective Action Plan: Subm	nitted by Krystal Tanner 04/19/2024 08:09 AM					
	3/25/24:						
	recommunicating this inform	sly communicated with the staff, the FSMC an ation to the school managers and food service s have been revised to indicate only white mill	staff during visitations ar	nd weekly virt			
	Production records will also be reviewed for compliance.						
	See attached Pre-K menus for 4/2024 and 5/2024.						
Corrective Action History	Flagged by Katie Hunter 03/2	21/2024 03:16 PM					
	NOTE: Repeat Violation from Previous SY18-19 AR, unallowable milk type offered to Pre-K. On the day of review (3/6) it was observed that pre-k students were receiving chocolate milk for NSLP. Per the CACFP/pre-k meal pattern, flavored milk is not allowable for pre-k students. DOR 78 Pre-K Chocolate milk served student meals.						
	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (Pre-K, 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. Corrective Action must be applied SFA-wide. 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)	Number 15-1898	401	04/22/2024	CAP Accepted		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
	Corrective Action Plan: Accep	pted by Katie Hunter 04/26/2024 11:16 AM			•		
	CAP Accepted						
	Corrective Action Plan: Subm	nitted by Krystal Tanner 04/19/2024 08:16 AM	1				
Corrective Action History	The manager and staff have been properly trained on OVS procedures and the required meal components. These procedures have been reviewed with the staff and manager again and a procedure has been put in place for remote feeding, which includes classrooms, nurses' offices, etc. If a meal is requested from a school staff member for a student who is unable to report to the cafeteria: 1. If a complete meal is given to the nurse for a student, the nurse must use a tally sheet to check that student off when the student receives the meal. That tally sheet is then returned to the cafeteria and the cashier will enter that meal into the POS system and record it on the production record as a reimbursable meal. The tally sheet is kept on file for future reference. 2. If an incomplete meal is provided, that meal cannot be claimed and it is notated as non-reimbursable on the production record and not entered into the POS system towards meal accountability. 3. A food service staff member can deliver the meal, with tally sheet in hand. When presenting the meal to the student, he/she can then check off the tally sheet indicating that student has been served. The food service staff member then returns that tally sheet to the cafeteria and the cashier will enter that meal into the POS system and record it on the production record as a reimbursable meal. The tally sheet is kept on file for future reference.						
	the SFA has offer versus sen selected must be ½ cup fruit a reimbursable meal under of in the proper quantities. Foo	tired number of components for lunch in order ve, students must select at least 3 food compo and/or vegetable. Food service staff/cashiers ffer versus serve. If the SFA does not have off d service staff/cashiers should receive training ding will be corrected and the measures taken	onents in the proper quan must receive training on fer versus serve, students on how to accurately rec	tities. One con how to accura must take all cognize a reim	nponent tely recognize 5 components bursable lunch.		
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	Number 15-1898	811	04/22/2024	CAP Accepted		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
	Corrective Action Plan: Accep	oted by Katie Hunter 04/18/2024 10:46 AM					
	CAP Accepted						
	Corrective Action Plan: Subm	nitted by Krystal Tanner 04/03/2024 11:08 AM	I				
	March 5, 2024:						
	Poster was immediately mov will be checked for adequate	ed to an appropriate location visible to all cust display.	omers. To avoid further	reoccurrences	, all locations		
Corrective Action History	Flagged by Katie Hunter 03/21/2024 03:13 PM						
	SFA did not have the current	: USDA "And Justice for All" poster displayed in	a prominent location and	d visible to the	students.		
	During on site observation of at Site #15.	n March 5th it was observed that the "And Just	tice for All" poster was no	t posted in pre	e-k classrooms		
	Explain in detail, how the future. Indicate the date	finding will be corrected and the measure of implementation.	es taken to ensure that	it will not re	occur in the		
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Number 6/Sen. Frank Lautenberg-1889	320	04/22/2024	CAP Accepted		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
	Corrective Action Plan: Acce	pted by Katie Hunter 04/26/2024 11:15 AM					
	CAP Accepted						
	Corrective Action Plan: Subn	nitted by Krystal Tanner 04/19/2024 08:16 AM					
	3/8/24: The procedures for remo staff and cafeteria staff have also	te feeding (BIC and lunch classroom feeding) have be been retrained.	een restructured, reestablish	ed and reimplem	ented. School		
	Attached is the updated remote t	feeding instructions.					
	monitor. If all rosters are not retu	ipal has now assigned the management of the return ourned, and in a timely manner, the lunch monitor will reserved in a timely manner, the lunch monitor will reserved in a timely manner.	etrieve the missing rosters. ⁻				
	The FSMC management tear compliance.	n and the Paterson Public Schools (PPS) managemen	nt team will also make routin	e visits to evalua	te and document		
	Once all rosters are returned production record accurately.	to the cafeteria, the manager/cashier will tally the cou	nts and enter into the POS s	ystem and recor	d on the		
	4. All documentation will be maintained on file, submitted to FSMC management, and reviewed for accuracy.						
Commention Antique Hilaton	5. If there are any further issues, The Principal and Vice Principal have again agreed to be active participants in resolutions.						
Corrective Action History	6. Family style service WAS DISCONTINUED IMMEDIATELY. Meals are assembled individually for each students in separate containers, containing all hot meal components. Milk and other room temperature or cold items are sent separately in quantities to accommodate the classroom population.						
	Flagged by Katie Hunter 03/21/2024 03:15 PM						
	Classroom feeding; total of 8 classrooms, 4 classrooms were observed, mostly were SPED classrooms that had varying counting problems, 1)no lunch count roster sheet not available, 2)checked off for students who brought their lunches from home, 3) taking just one meal item(milk only) and being counted as reimbursable 4) Family style serving in place, but not necessary in a K-8 school. 5) observed FS staff at cafeteria POS entering total numbers at POS via phone call from a non-complaint claiming procedure. Meals served in the classrooms at lunch were not counted at the actual point of service.						
	Accurate meal counts for day of review were not able to be obtained due to incorrect meal counting and recording with classroom feeding. An accurate count of reimbursable meals 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 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.						
	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. An over claim may be assessed.						

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Number 6/Sen. Frank Lautenberg-1889	321	04/22/2024	CAP Accepted
Corrective Action History	(317H) Corrective Action Plan: Accept CAP Accepted Corrective Action Plan: Subm 3/8/24: The procedures for reimplemented. School staff Attached are 3 documents: PS 6 lunch classroom feeding 1. Adhesive shop tickets we procedures and the daily ros 2. The Principal and Vice Presente the cafeteria lunch monitor. Tosters. The cafeteria manageroperly. 3. The FSMC management the evaluate and document components and the production record on the production record on the production record. All documentation will be possible to the first the state and the state and feeding. The State Agency he problem. The meal counting the state is the state and the state and feeding. The State Agency he problem. The meal counting the state is the state and the state	re distributed to the school for the manager to ter. inicipal has now assigned the management of to the If all rosters are not returned, and in a timely ger, the lunch monitor, and the Field Managers eam and the Paterson Public Schools (PPS) mapliance. Ined to the cafeteria, the manager/cashier will bord accurately. Imaintained on file, submitted to FSMC managers eauses, The Principal and Vice Principal have again and V	attach to each BIC bag. The return of rosters for by manner, the lunch monit is will all confirm the roster anagement team will also stally the counts and enterement, and reviewed for ain agreed to be active particularly meals observed at lunch to ensure that it will not	classroom che This will inclu oth breakfast or will retrieve rs are being co make routine r into the POS accuracy. articipants in re and recording is an ongoing	eck off list, and de the BIC and lunch to the missing completed visits to system and esolutions. with classroom systemic
	Indicate the date of impleme	entation. Fiscal action will be taken. An over cla	nim may be assessed.		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Number 6/Sen. Frank Lautenberg-1889	325	04/22/2024	CAP Accepted		
	Corrective Action Plan: Accep	oted by Katie Hunter 04/26/2024 11:12 AM					
	CAP Accepted						
	Corrective Action Plan: Subm	nitted by Krystal Tanner 04/19/2024 08:11 AM					
	3/8/24: The procedures for remot staff and cafeteria staff have also	re feeding (BIC and lunch classroom feeding) have be been retrained.	een restructured, reestablishe	ed and reimplem	ented. School		
	Attached are 3 documents: The classroom feeding check off list.	updated BIC procedures that were distributed on 3/8/	24, PS 6 BIC classroom che	ck off list, and PS	6 lunch		
	Adhesive shop tickets were didaily roster.	stributed to the school for the manager to attach to ea	ach BIC bag. This will include	e the BIC proced	ures and the		
	monitor. If all rosters are not retu	oal has now assigned the management of the return or irned, and in a timely manner, the lunch monitor will re will all confirm the rosters are being completed prope	etrieve the missing rosters.				
	The FSMC management team compliance.	n and the Paterson Public Schools (PPS) managemen	nt team will also make routine	e visits to evaluat	te and document		
Corrective Action History	4. Once all rosters are returned to the cafeteria, the manager/cashier will tally the counts and enter into the POS system and record on the production record accurately.						
	All documentation will be maintained on file, submitted to FSMC management, and reviewed for accuracy.						
	5. If there are any further issues, The Principal and Vice Principal have again agreed to be active participants in resolutions.						
	Flagged by Katie Hunter 03/2	21/2024 03:15 PM					
	For Review Month, Review Week Feb 5th-9th and entire Review Month, there are no Talley sheets available to validate the RM claim for classroom feedings. SFA was unable to produce 8 classroom feeding Talley sheets and verbally told State Auditor (SA) that those classroom counts must have been called in because they have no Talley sheets.						
	Incorrect meal counting and recording with classroom feeding. 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. 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. An over claim may be assessed.						
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Number 6/Sen. Frank Lautenberg-1889	407	04/22/2024	CAP Accepted		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corrective Action Plan: Subn 3/7/24: SodexoMagic Execu delivery of ordered items fro for managers to be able to c restructured again to comply	pted by Katie Hunter 04/26/2024 11:14 AM nitted by Krystal Tanner 04/19/2024 08:12 AM utive Chef and Warehouse Manager have been m the cafeteria managers, and review the mea heck their delivered orders in a timely fashion, with the original delivery schedule. The schools the managers to confirm received amounts as	instructed to double checal ADP's provided each m the delivery schedule fro ol locations are now recei	onth. Addition om the wareho iving their ord	nally, in order tuse has been er the week
	within a reasonable time. Flagged by Katie Hunter 03/ Although substitutions to the not planned for the entire m to take the chicken Caesar s	21/2024 03:14 PM e planned lunch menu were made that met request service and meal substitutions needed additional alad even when they did not want it because the their lunch period ended to eat meals due to	uirements for a reimburs itional substitutions. Also here was not enough mai	able meal, end o, some studer n entre to ser	ough food was nts were forced ve. Many
	Explain in detail, how the fin Indicate the date of impleme	ding will be corrected and the measures taken entation.	to ensure that it will not	reoccur in the	future.
Group 1: CA Count (2)		PATERSON BD OF ED-03104010		04/22/2024	CAP Accepted

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
	Corrective Action Plan: Acce	pted by Katie Hunter 04/18/2024 10:47 AM		•			
	CAP Accepted						
	Corrective Action Plan: Acce	pted by Katie Hunter 04/18/2024 10:47 AM					
	CAP Accepted						
	Corrective Action Plan: Subn	nitted by Krystal Tanner 04/04/2024 10:31 AM	I				
	3/7/24:						
	the schedules of the classes	this situation, a conversation took place with who have breakfast after gym class and will not ers have been instructed to pick up the bags fro	ow prepare the bags and				
	Corrective Action Plan: Submitted by Krystal Tanner 04/04/2024 10:31 AM						
Corrective Action History	3/7/24:						
	While on-site, and observing this situation, a conversation took place with the manager about this concern. She has obtained the schedules of the classes who have breakfast after gym class and will now prepare the bags and keep under refrigeration until 9:15 am, when those teachers have been instructed to pick up the bags from the cafeteria.						
	Flagged by Katie Hunter 03/21/2024 03:16 PM						
	State auditor observed in classroom feeding that during NSLP service, SBP items were still in the classroom and students were able to select and consume these items at the second meal service of the day (NSLP).						
	Observations on the day of review indicated storage 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 Katie Hunter 03/21/2024 03:16 PM						
	Observations on the day of review indicated storage violations. Breakfast meal bags for classroom 105 containing milk were distributed around 8:15 am. Classroom does not serve breakfast to students until after gym class, approximately 9:30 am. Milk containers and food items in meal bags are not being held properly as bags are sitting in the classroom until breakfast serving time. 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 2: CA Count (2)		PATERSON BD OF ED-03104010		04/22/2024	CAP Accepted		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
	Corrective Action Plan: Accep	pted by Katie Hunter 04/26/2024 11:17 AM					
	CAP Accepted						
	Corrective Action Plan: Accep	pted by Katie Hunter 04/26/2024 11:17 AM					
	CAP Accepted						
	Corrective Action Plan: Subn	nitted by Krystal Tanner 04/19/2024 08:44 AM					
	3/19/24:						
	The food safety inspection rethe day of the review.	eport was posted in a publicly visible location in	mmediately after being re	ecognized by s	cate officials on		
	Food service staff was inform	ned again on the policy of displaying this docur	ment. All schools will be	reviewed for c	ompliance.		
	Corrective Action Plan: Subn	nitted by Krystal Tanner 04/19/2024 08:44 AM					
	3/19/24:						
Corrective Action History	The food safety inspection report was posted in a publicly visible location immediately after being recognized by state officials on the day of the review.						
	Food service staff was inform	ned again on the policy of displaying this docur	ment. All schools will be	reviewed for c	ompliance.		
	Flagged by Katie Hunter 03/	21/2024 03:17 PM					
		spection report was not posted in a publicly visi taken to ensure that it will not reoccur in the f					
	Corrective Action Plan: Remo	oved by Lorena Paredes 03/19/2024 05:53 AM					
	CAP Removed						
	Flagged by Katie Hunter 03/	21/2024 03:17 PM					
		eport was not posted in a publicly visible location opy to a visible location. Describe in the CAP I					
	Flagged by Katie Hunter 03/	13/2024 01:17 PM					
		spection report was not posted in a publicly visi taken to ensure that it will not reoccur in the f					

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 3: CA Count (2)		PATERSON BD OF ED-03104010		04/22/2024	CAP Accepted

Corrective Action Plan: Accepted by Katie Hunter 04/26/2024 11:18 AM

CAP Accepted

Corrective Action Plan: Accepted by Katie Hunter 04/26/2024 11:18 AM

CAP Accepted

Corrective Action Plan: Submitted by Krystal Tanner 04/19/2024 08:49 AM

3/25/24:

On-site review form was submitted by SFA manager. Upon review, form was incomplete and did not comply with requirements. Manager was reprimanded and will submit on-site review forms in a timely manner and filled out in its entirety.

All managers have been trained on not only the proper completion of the form, but the importance in the monitoring process. Moving forward, all on-site review forms will be supply all required information.

Corrective Action Plan: Submitted by Krystal Tanner 04/19/2024 08:49 AM

3/25/24:

Corrective Action History

On-site review form was submitted by SFA manager. Upon review, form was incomplete and did not comply with requirements. Manager was reprimanded and will submit on-site review forms in a timely manner and filled out in its entirety.

All managers have been trained on not only the proper completion of the form, but the importance in the monitoring process. Moving forward, all on-site review forms will be supply all required information.

Flagged by Katie Hunter 03/21/2024 03:18 PM

All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. Accountability reviews must be conducted by an SFA employee. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review.

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 Katie Hunter 03/21/2024 03:18 PM

on-site monitoring form was discarded. All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP CEP On-Site Review Form (#211) 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. Indicate the date of implementation.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status		
Group 4: CA Count (2)		PATERSON BD OF ED-03104010		04/22/2024	CAP Accepted		
	Corrective Action Plan: Accep	oted by Katie Hunter 04/26/2024 11:23 AM					
	CAP Accepted						
	Corrective Action Plan: Subm	nitted by Krystal Tanner 04/19/2024 09:00 AM	I				
	during visitations and weekly virtus level. Menus have also been revalso been added to indicate the reproduction records will also be resulted.	3/25/24: FSMC and PPS management teams have been routinely recommunicating this information to the school managers and food service staff during visitations and weekly virtual meetings. Additionally, the Pre-K menus have been revised to indicate only white milk is available to this grade evel. Menus have also been revised to ensure juice is only served to PreK no more than once per day. A special notation on the Pre-K menus has also been added to indicate the restriction of white milk only. Production records will also be reviewed for compliance. See attached Pre-K menus for 4/2024 and 5/2024.					
	Flagged by Katie Hunter 03/2	21/2024 03:18 PM					
Corrective Action History	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. NOTE: Repeat Violation from Previous SY18-19 AR, unallowable milk type offered to Pre-K.						
	Flagged by Katie Hunter 03/21/2024 03:18 PM						
	State Auditor observed on 3/5/24 NSLP orange juice, 47 items served to Pre-K students. Upon review of the days production records, they indicated on 3/5/24 SBP fruit punch 36 items were served. February and March Pre-K menus indicate juice served with each SBP meal and offered and served certain days of NSLP meals. For Pre-K, juice can only served once per day (including snack). 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 - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Young Mens Academy -1915	409	04/22/2024	CAP Accepted		

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corrective Action Plan: Subn 2/19/24-Previous training ha conducted during visits from on-site visit. Training will con Flagged by Katie Hunter 03/2 At breakfast, two choices of Feb 5-9 indicated that only of NOTE: Repeat Violation from 105 SBP meals served on Re At breakfast, all required me that all 3 components of the records and supporting docu product formulation stateme	milk must be offered to students, review of the one choice of milk variety was offered to student in Previous SY18-19 AR, no two milk type/variety with the components must be offered to students dain reimbursable breakfast, in minimum daily and mentation (including but not limited to standarints, USDA Foods Information Sheets, etc.) mudetail, how the finding will be corrected and the	eral occasions. Repeated esults were eventually obepancies. e production records of Rots at SBP service. elies offered. illy. When planning menumeekly requirements, and recipes, food labels at be used to make sure	eview Month, s, the SFA mure offered. Dails, CN Labels, r	nessed during Review Week st make sure ly production manufacturer compliance with

Report Selections

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