

PENNS GR CNYS PT RG BOE-03304070 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	PENNS GR CNYS PT RG BOE-03304070	209	03/28/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/06/2023 01:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 03/14/2023 02:52 PM				
	<p>We will call our POS system to make sure that error prone applications are selected and we as a LEA will verify the selected applications are error prone prior to selecting them for the process. This will be a two step check. All applications in verification should be selected first are error prone.</p> <p>Flagged by Lea Berry 02/28/2023 02:21 PM</p> <p>Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.</p> <p>None of the applications selected for verification were error prone. 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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	PAUL W CARLETON-1993	325	03/28/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/06/2023 01:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 03/27/2023 10:08 AM				
	<p>All staff involved with breakfast was given a cheat sheet on what the requirements and procedures are for breakfast meal service. Food Service staff was instructed if there are any questions to meal counts to address them immediately with the teacher.</p> <p>Flagged by Lea Berry 02/28/2023 02:18 PM</p> <p>Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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 - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	PAUL W CARLETON-1993	409	03/28/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/06/2023 01:35 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 03/27/2023 10:13 AM				
	All food service staff were trained again on March 10, 2023 using the powerpoint presentation in SNEARS for production records and what is a reimbursable meal. More Posters and signage were hung on the cafeteria line and in the classrooms. We are creating a field trip order form for parents to complete for their child's meal. All components are offered to the student and it is noted they must take at least 1/2 cup fruit or vegetable.				
	Flagged by Lea Berry 02/28/2023 02:22 PM				
	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.				
	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.				
On 1-23 there was a field trip lunch and milk was not offered to the students. All 64 meals will be taken back because all 5 components were not offered to students.					
On 1-25 at breakfast 148 meals were claimed, but 145 fruit were served. At breakfast one cup of fruit must be offered and 1/2 cup of fruit must be taken in order to claim the meal as reimbursable. 3 meals will be taken back due to them not having a fruit.					
Although production records are completed, they are not completed in their entirety. The creditable meal component contribution, HACCP process must be completed for breakfast.					
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.					
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	PAUL W CARLETON-1993	500	03/28/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/06/2023 01:34 PM CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 03/14/2023 04:14 PM All staff were trained again with the training information on SNEARS at an inservice on March 10, 2023. The training was "What is a reimbursable meal". I also created a document on what is a school breakfast and the procedures for breakfast in the classroom. This information is being shared with all food service staff, classroom teachers and aides.				
	Flagged by Lea Berry 02/28/2023 02:19 PM At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or 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. At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or 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)		PENNS GR CNYS PT RG BOE-03304070		03/28/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/06/2023 01:35 PM CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 04/06/2023 10:31 AM More Signs were posted on the serving line showing the components of school lunch. The cashier now has a basket of fruit by the station for the students who forgot to grab a fruit/vegetable on their tray. All staff was trained again on March 10, 2023 in regards to OVS and production for both breakfast and lunch using the presentations that are on SNEARS. Flagged by Lea Berry 04/06/2023 09:15 AM Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 component Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 componen Flagged by Lea Berry 04/06/2023 09:15 AM The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast is an ongoing systemic problem. The system of counting meals, must be corrected. For breakfast on day of review, I could validate the total meals served by the rosters and what was put into the computer after breakfast. However, after observing breakfast, if a student just gets a milk they were counting it as a meal and nobody was ensuring that students were taking a fruit. They would just be checked off. One class room the students were checking themselves off which is not allowed. This is a systemic issue. 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.				
Group 2: CA Count (2)		PENNS GR CNYS PT RG BOE-03304070		03/28/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 04/06/2023 01:35 PM</p> <p>CAP Accepted</p>					
	<p>Corrective Action Plan: Submitted by Colleen Green 03/27/2023 10:14 AM</p> <p>The correction is noted for future civil rights reports to count the hispanic students again in the bottom portion of form.</p>					
	<p>Flagged by Lea Berry 02/28/2023 02:24 PM</p> <p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5.</p> <p>The civil rights compliance form was completed for each school however it was not completed correctly. The hispanic students in the top must be pulled down to the bottom and counted under race.</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>					
	<p>Flagged by Lea Berry 02/28/2023 02:24 PM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p>Teachers who are interacting with the students, either taking the counts in the classroom or taking the counts for the After School Snack Program must complete the training from the Department of Agriculture. 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>					
	Group 3: CA Count (2)		PENNS GR CNYS PT RG BOE-03304070		03/28/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/13/2023 11:01 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 04/06/2023 01:43 PM				
	The attendance sheets were modified on March 2, 2023 to reflect a column for snack participation.				
	Corrective Action Plan: Rejected by Lea Berry 04/06/2023 01:37 PM				
	What was the date of correction?				
	Corrective Action Plan: Submitted by Colleen Green 03/14/2023 04:10 PM				
A column was added to the attendance sheet. Snack will be given out during attendance. I also created a training document explaining the ASSP program for all staff that are involved in the program. The ASSP production record will be completed daily. We are also packaging the snack as a unit for distribution.					
Flagged by Lea Berry 02/28/2023 02:25 PM					
Point-of-service snack counts must be maintained.					
Production records (SA Form) are being used by the kitchen for what snacks are being sent to the Snack Program. However, there is not a count at the site of who received a snack. There is an attendance count for each day but that does not mean they received a snack. The 729 counted and claimed was the attendance count for the month of January. There is not a count of snacks received. Only a count of who is in attendance. The cafeteria is documenting how many sacks go down to the after school program and putting that on the production record but snacks are not being sent back to the cafeteria to know how many were left over or used.					
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 Lea Berry 02/28/2023 02:25 PM					
Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. 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 4: CA Count (2)		PENNS GR CNYS PT RG BOE-03304070		03/28/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/13/2023 11:02 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Colleen Green 04/06/2023 01:51 PM				
	# 1936 and #2433 corrected case number on 2/27/23				
	#2934 Changed 3/10/23 then reapplied on 3/23/23 determined free				
	#1509 Signature on 3/27/23				
#2355 Signature on 3/24/23					
Corrective Action Plan: Rejected by Lea Berry 04/06/2023 01:39 PM					
All application errors need to be done on the SFA-1. If you go into errors and then click edit you need to put the date under each application.					
Corrective Action Plan: Submitted by Colleen Green 03/27/2023 10:18 AM					
# 1936 and #2433 corrected case number on 2/27/23					
#2934 Changed 3/10/23 then reapplied on 3/23/23 determined free					
#1509 Signature on 3/27/23					
#2355 Signature on 3/24/23					
Flagged by Lea Berry 02/28/2023 02:29 PM					
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.					

Report Selections

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