

# OLDMANS TWP BD OF ED-03303860 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	OLDMANS TWP BD OF ED-03303860	126	02/09/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:29 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 11:00 AM				
	See the corrected applications with errors.				
<b>Corrective Action History</b>	Flagged by Lea Berry 02/09/2024 02:28 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.				
	CAP Accepted				
	Corrective Action Plan: Submitted by PAMELA ZOOK 02/01/2024 11:31 AM				
<b>Corrective Action History</b>	The reviewer of the application will use the income reported and check the correct column and no longer annualize the income.				
	Flagged by Lea Berry 01/09/2024 11:08 AM				
	If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility.				
	The SFA is not allowed to annualize if it is one income reported or two incomes have the same frequency. You must just use the income reported and check to the correct column.				
<b>Corrective Action History</b>	Explain, in detail, how the finding will be corrected and the measures 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.				
	CAP Accepted				
	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 01:51 PM				
	CAP Accepted				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	OLDMANS TWP BD OF ED-03303860	128	02/09/2024	CAP Accepted
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	OLDMANS TWP BD OF ED-03303860	137	02/09/2024	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 02/09/2024 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 02:00 PM				
	I have updated the master eligibility list to reflect all applications and students that were eligible based on the direct certifications done at the beginning of the school year.				
Corrective Action History	Flagged by Lea Berry 01/09/2024 11:05 AM				
	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors ind				
	Certification and Benefit Issuance	OLDMANS TWP BD OF ED-03303860	138	02/09/2024	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:57 PM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 02:11 PM				
	The missing students from the master eligibility list were the DC students that were found during the first round of certification, but parents did not do applications. I have added them to the master eligibility list as DC students.				
	Flagged by Lea Berry 01/09/2024 11:11 AM				
Corrective Action History	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1).				
	For the month of review the MEL is not matching the student system with regards to the free and reduced count. The MEL must be maintained and kept up to date. There is an updated MEL that must be used that has columns for the NJEIE students. The MEL reported 35 Free and 17reduced while the student data base had 60 Free, and 17 reduced.				
	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.				
	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:57 PM				
Verification	Verification (On-Site Assessment Tool) (207H)	OLDMANS TWP BD OF ED-03303860	209	02/09/2024	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 02/09/2024 02:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 02:01 PM				
	In the future I will make sure it is an error prone application that is selected for verification.				
	Flagged by Lea Berry 01/09/2024 11:05 AM				
	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.				
	The application selected was not error prone. Application 25 was error prone and should of been completed.				
	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.				

# OLDMANS TWP BD OF ED-03303860 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	OLDMANS TWP BD OF ED-03303860	306	02/09/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 03:06 PM CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 02:06 PM I now have this worksheet and will use id daily starting in February and moving forward.				
	Flagged by Lea Berry 01/09/2024 11:08 AM				
	Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts of free, reduced and paid meals against the number of students in that site currently eligible for free, reduced and paid meals and the attendance adjusted eligible.				
	There was not an edit check worksheet for month of review. Edit check worksheets are a mandatory requirement.  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 and who is responsible for completing.				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	OLDMANS TWP BD OF ED-03303860	314	02/09/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 03:07 PM CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 02:05 PM I now have the correct worksheet handout #40 and will start using this form to count meals each month starting in February and moving forward.				
	Flagged by Lea Berry 01/09/2024 11:07 AM				
	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used. 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 (On-Site Assessment Tool)	OLDMANS TWP BD OF ED-03303860	1215	02/09/2024	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 02/09/2024 03:08 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Lea Berry 02/09/2024 03:04 PM				
	The district will utilize the SOARS team work tracker as well as the training program provided by the insurance company website. We will also utilize the trainings offered through <a href="https://theicn.org/">ICN Home - Institute of Child Nutrition (theicn.org)</a> . All training will be done by June 14, 2024.				
	Corrective Action Plan: Rejected by Lea Berry 02/09/2024 03:00 PM				
	The training must be specific to food service. You can go on ICN and get free trainings. You can track this by using SOARS teamwork or by using the USDA tracker tool. Please give a date when the training will be complete. The training must be complete every school year.				
	Corrective Action Plan: Submitted by PAMELA ZOOK 02/09/2024 01:39 PM				
Professional Standards	The Oldmans Township School District uses a training program through our insurance company. If there is another way to track this training, please provide resources so we can set up employees to use it.				
	Flagged by Lea Berry 01/09/2024 11:06 AM				
	School Nutrition Program managers are required to complete at least 10 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: <a href="https://theicn.org/">https://theicn.org/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	OLDMANS TWP BD OF ED-03303860	1217	02/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 03:04 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PAMELA ZOOK 02/09/2024 01:45 PM				
	The district will utilize the SOARS team work tracker as well as the training program provided by the insurance company website. We will also utilize the trainings offered through <a href="https://theicn.org/">ICN Home - Institute of Child Nutrition (theicn.org)</a> . All training will be done by June 14, 2024.				
	Flagged by Lea Berry 01/09/2024 11:06 AM				
Food Safety, Storage and Buy American	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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)	OLDMANS TWP BD OF ED-03303860	1400	02/09/2024	CAP Accepted

# OLDMANS TWP BD OF ED-03303860 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:09 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Georgie Casalvera 02/07/2024 09:35 AM				
	A food safety plan has been put into place. "HACCP Based Standard Operating Procedures" Form (373) Has Been Downloaded and revised and is now available to our staff.				
	Flagged by Lea Berry 01/09/2024 11:06 AM				
Corrective Action History	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. A copy of the written HACCP food safety plan must be available.				
	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.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	OLDMANS TWP SCHOOL-1991		02/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 01:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PAMELA ZOOK 02/01/2024 11:34 AM				
	The SBA will have the monitoring in the September file and the calendar so that this will occur within the first 4 weeks of school.				
	Flagged by Lea Berry 02/09/2024 01:52 PM				
Corrective Action History	The ASP program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area.				
	The program was not monitored.				
Corrective Action History	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."				

# OLDMANS TWP BD OF ED-03303860 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	OLDMANS TWP SCHOOL-1991		02/09/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 01:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PAMELA ZOOK 02/01/2024 11:34 AM				
	The SBA will have the monitoring in the September file and the calendar so that this will occur within the first 4 weeks of school.				
	Flagged by Lea Berry 02/09/2024 01:52 PM				
<b>Corrective Action History</b>	The ASP program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area.				
	The program was not monitored.				
	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."				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	OLDMANS TWP SCHOOL-1991	325	02/09/2024	CAP Accepted

# OLDMANS TWP BD OF ED-03303860 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 03:06 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Hilary Salyards 02/07/2024 02:09 PM				
	I have changed the student to free and will make the adjustments each month based on his account and how many breakfast and lunches he is served. I will remove them from the free column and add into the paid column.				
	Flagged by Lea Berry 01/09/2024 11:08 AM				
Corrective Action History	Lunch 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.				
	Their one NJEIE person was in their system as federally reduced and not federally free. So when they were adding the students in to the paid they were taking them out of the federally free and adding them in to the paid. They should of been taken out of reduced. The students needs to be made free in the POS system so that when adjusting the numbers it will be correct.				
	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)	OLDMANS TWP SCHOOL-1991	502	02/09/2024	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 02/09/2024 02:04 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Georgie Casalvera 02/07/2024 09:16 AM</p> <p>Offer Vs. Server Forms (300) and (185) from the Nj.gov site will be printed and placed at the front of the serving line for students to see. Another sign will be typed up and printed stating that all students are allowed two servings of both fruits and vegetables and will also be placed at the front of the serving line.</p> <p>Flagged by Lea Berry 01/09/2024 11:07 AM</p> <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>offer versus serve signage needs to be added to the service area.</p> <p>Since you are offering the vegetable in 1/2 cup servings and the meal pattern is 3/4 cup there must be a sign that says students can take two helpings of vegetables.</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>				
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	OLDMANS TWP SCHOOL-1991	1104	02/09/2024	CAP Accepted

# OLDMANS TWP BD OF ED-03303860 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:09 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Georgie Casalvera 02/07/2024 09:30 AM				
	Those strawberry and vanilla ice creams are no longer being purchased and since 01/30/24 we have replaced those ice cream products with 100% juice products instead until we can find an ice cream product that passed the smart snack calculator test.				
	Flagged by Lea Berry 01/09/2024 11:09 AM				
Corrective Action History	The vanilla and strawberry ice cream cups did not meet smart snack standards.				
	Please explain how this will be corrected and date of correction.				
	Smart Snacks in School	OLDMANS TWP SCHOOL-1991	1105	02/09/2024	CAP Accepted
	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)				
	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:07 PM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Georgie Casalvera 02/07/2024 09:25 AM				
	Both the strawberry and vanilla ice cream were on my Co-Op "Masters list" found on US Foods site there for I thought they were pre-approved. For smart snacks going forward all snacks will be put through the smart snack calculator before being purchased.				
	Flagged by Lea Berry 01/09/2024 11:10 AM				
	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.				
Corrective Action History	The vanilla and strawberry ice cream cups did not meet smart snack standards.				
	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.				

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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)	OLDMANS TWP SCHOOL-1991	1407	02/09/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/09/2024 02:10 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Georgie Casalvera 02/07/2024 09:42 AM				
	I have downloaded HACCP Plan From (373) and revised it as needed. I have already taken the time to review it with my staff so they are up to date as well.				
	Flagged by Lea Berry 01/09/2024 11:10 AM				
	<p>SFA did not have a food safety plan 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.</p> <p>The HACCP Plan can be accessed on our forms website. Print it out, make it your own, and keep in a binder. Have the staff sign off on it early after reading.</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