

SOMERSET CO ED SERV COMM-03504805 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	SOMERSET CO ED SERV COMM-03504805	1005	03/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:32 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 02/23/2024 08:34 AM I have attached the current Wellness Policy which was board approved on 2/7/24.				
	Flagged by Dianne Kennedy 02/09/2024 10:42 AM According to their LWP the SFA stated to do an assessment of the policy however, 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. The assessment tool is available on this website https://www.nj.gov/agriculture/applic/forms/Form%20357%20Wellness%20Policy%20Assessment%20Tool.pdf . Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
	Professional Standards				
Professional Standards	Professional Standards (On-Site Assessment Tool)	SOMERSET CO ED SERV COMM-03504805	1212	03/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/12/2024 12:47 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 03/27/2024 10:51 AM We are in the process of seeking approval from the state as per the guidelines outlined to us effective immediately. The guidelines of professional standards for the food service applicant have been addressed and going forward will be met.				
	Corrective Action Plan: Rejected by Dianne Kennedy 03/22/2024 01:30 PM The current Food Service Director does not have the 12 hours required training including Food Safety. 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 . 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: Submitted by Jewel Sergeant 02/21/2024 02:35 PM Our current Wellness Policy is has been updated and submitted.				
	Flagged by Dianne Kennedy 02/09/2024 09:56 AM 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 . 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)	SOMERSET CO ED SERV COMM-03504805	1213	03/09/2024

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/12/2024 12:46 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeon 03/27/2024 10:35 AM The food safety training required will be completed by 4/5/24.				
	Corrective Action Plan: Rejected by Dianne Kennedy 03/22/2024 01:36 PM The FSD does not have their food safety certificate. The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. The date is unacceptable. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ .				
	Corrective Action Plan: Submitted by Jewel Sergeon 03/06/2024 03:20 PM The old staff did not record their training. We have all new hires and are working to complete all the training by 6/30/24.				
	Flagged by Dianne Kennedy 02/09/2024 09:59 AM The FSD does not have their food safety certificate. The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.				
	Professional Standards	Professional Standards (On-Site Assessment Tool)	SOMERSET CO ED SERV COMM-03504805	1214	03/09/2024

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Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:36 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeon 03/06/2024 03:17 PM Civil rights Training completed Offer vs. Serve - Breakfast and Lunch completed Counting and claiming - completed The rest of the training is on going and will be completed by 6/30/24.				
	Flagged by Dianne Kennedy 02/09/2024 09:59 AM The FSD has less than 12 hours of annual training. School Nutrition Program directors are required to complete at least 12 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: https://theicn.org/ . 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)	SOMERSET CO ED SERV COMM-03504805	1215	03/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeon 03/04/2024 11:03 AM The manager required 10 hours of training will be completed by March 15, 2024. The required annual manager training will be given every August in our in-service days prior to the start of the new school year.				
	Flagged by Dianne Kennedy 02/09/2024 10:00 AM The SFA manager does not have 10 hours of annual training. 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: https://theicn.org/ . 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)	SOMERSET CO ED SERV COMM-03504805	1219	03/09/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/12/2024 12:46 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 03/25/2024 08:52 AM				
	Teachers were trained on 3/7/24 for Offer vs. Serve Breakfast, Offer vs. Serve Lunch on 3/14/24, and Counting and Claiming on 3/21/24. Aides completed their training 3/22/24.				
	Corrective Action Plan: Rejected by Dianne Kennedy 03/22/2024 01:37 PM				
	Please indicate dates of training for current teachers and aides. Thank you.				
Corrective Action History	Corrective Action Plan: Submitted by Jewel Sergeant 03/04/2024 11:12 AM				
	Teachers and teacher aides will have the additional required training courses for counting and claiming and offer vs. serve for breakfast and lunch. This training plus civil rights training will also be given to teachers and teacher aides annually on the in service days at the beginning of each school year. Any new staff hired during the year will be required to take these trainings within 30 days of hire.				
	Flagged by Dianne Kennedy 02/09/2024 10:03 AM				
Teachers only have Civil Rights training and need counting and claiming training since meals in the classroom. 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. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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: https://theicn.org/ and https://www-agr.state.nj.us/AG_SNEARS2/resourcesAndTraining/training . 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
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	SOMERSET ACADEMY-3215	325	03/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 02/21/2024 03:35 PM				
	Dianne Kennedy came in and spent time teaching our SFA how to enter the items correctly. The counts have now been corrected and are being documented in the correct form as of 2/7/2024.				
Corrective Action History	Flagged by Dianne Kennedy 02/09/2024 10:04 AM				
	SA breakfast count for review period differ from the SFA count. SFA 1425 count SA 1429. Breakfast counts must be correctly used in the claim for reimbursement. Meal counts 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.				
	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)				
	SOMERSET ACADEMY-3215				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SOMERSET ACADEMY-3215	404	03/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:39 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 03/04/2024 09:01 AM				
	The breakfast and lunch reimbursement signage has been as posted in each classroom as of 3/4 24. If a new classroom is created then signage will be added to the new classroom. Each fall before the start of school each classroom will be checked for signage and if it was removed for painting it will be replaced.				
Corrective Action History	Flagged by Dianne Kennedy 02/09/2024 10:07 AM				
	According to last CAP review, teachers were given signage for what constitutes a breakfast and lunch to be displayed in the classroom since meals are served in the classroom. However, only one classroom had the signage for what constitutes a breakfast and lunch for 2024 AR. 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. 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 (On-Site Assessment Tool - Site) (409H)				
	SOMERSET ACADEMY-3215				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	SOMERSET ACADEMY-3215	410	03/09/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 03/04/2024 10:50 AM The additional meal quantities items have been address with our contracted delivery food service manager. The correct requirements have been implemented as of 3/4/24. The correct meal quantities are being served daily for breakfast and lunch which now meet the meal pattern requirements. Training for food production records will be completed by the director, manager, and support staff by 3/22/24.				
	Flagged by Dianne Kennedy 02/09/2024 10:19 AM Week of review (12/11-12/15): lunch, vegetable subgroups were not met. Legumes and other vegetable subgroup were missing from the PR and menu and was not served to the students. Also, at lunch insufficient portion for vegetable component was offered to students. Vegetable component did not meet for the grade group K-8 and 9-12. The SFA served 1/2 c of vegetable daily not meeting the daily nor weekly minimum requirement. For K-8 grade group 3/4 c of vegetables and 9-12 grade group 1 c of vegetables is required to meet the minimum requirement for those age groups.				
	Week of review (12/11-12/15): Breakfast insufficient portion for fruit component was offered to students. Fruit component did not meet for the grade group K-8 and 9-12. The SFA served 1/2 c of fruit daily, not meeting the daily nor weekly minimum requirement. For K-12 grade group 1 c of fruit is required to meet the minimum requirement for those age groups. At breakfast, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agricultures Form web site for specific component and minimum quantity requirements. Week of review (12/11-12/15) Incomplete production records. SFA to SFA contract. Sending SFA completed first portion of production record, however, receiving SFA did complete the production record. Portion leftover, reimbursable meal counts, time/temp and student meal count were missing from production record. At lunch and breakfast, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. Training for production records is available on this link https://register.gotowebinar.com/recording/4258750859761953537 . 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)	SOMERSET ACADEMY-3215	501	03/09/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 03/04/2024 09:19 AM The staff (director, manager and back up support staff) will be trained in Offer vs. Serve by 3/15/24.				
	Flagged by Dianne Kennedy 02/09/2024 10:23 AM Teachers serve and count/claims since meals are served in the classrooms. Teachers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Training is available on this link https://register.gotowebinar.com/recording/5239208491595049729 . 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)	SOMERSET ACADEMY-3215	502	03/09/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/12/2024 12:46 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 03/25/2024 11:45 AM February 28, 2024				
	Corrective Action Plan: Rejected by Dianne Kennedy 03/22/2024 01:31 PM Please indicate the date flyers were posted. Thank you.				
	Corrective Action Plan: Submitted by Jewel Sergeant 02/21/2024 02:38 PM The offer versus serve flyers have been posted in visible spots in each classroom where breakfast/lunch are served.				
	Flagged by Dianne Kennedy 02/09/2024 10:26 AM There were signage posted in the classrooms identifying what constitutes a reimbursable meal. 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 (https://www.nj.gov/agriculture/applic/forms/). Teachers/food service staff must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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 - Site) (1404H)	SOMERSET ACADEMY-3215	1406	03/09/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/22/2024 01:25 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jewel Sergeant 02/21/2024 02:34 PM				
	The most recent food safety inspection document is now posted on the front glass door of the food services room. It is now in a publicly visible location.				
	Flagged by Dianne Kennedy 02/09/2024 10:28 AM				
	Food Safety Inspection was not posted in public location. Describe in the CAP how this will be corrected. Please indicate a date of correction.				
Special Provisions Options	Special Provisions Options (On-Site Assessment Tool - Site) (2113H)	SOMERSET ACADEMY-3215	2115	03/09/2024	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 Dianne Kennedy 04/12/2024 12:46 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jewel Sergeant 03/01/2024 09:05 AM</p> <p>As of 3/1/24 September - December 2023 reimbursement revisions have been submitted per the corrective action request.</p>				
	<p>Flagged by Dianne Kennedy 02/09/2024 10:31 AM</p> <p>The SFA selected their Base Year ISP in Year 4 of the cycle. State Agency (SA) validated Base Year data used to determine the ISP and claiming percentages for the current CEP cycle on site as part of Administrative Review. Based on inaccurate certification documentation, the SA determined the original base year Identified Student Percentage (ISP) submitted by SOMERSET CO ED SERV COMM - 03504805 was incorrect and therefore, and therefore, the SFA was not eligible for the Community Eligibility Provision (CEP) at the time of application in 2020.</p> <p>Based on available supporting documentation as of the Base Year, provided by the SFA during the Administrative Review, the corrected ISP confirmed by the State agency is 32.64%. The SFA did not meet the ISP threshold as of June 30, 2020 and is required to return to standard counting and claiming procedures. However, the SA determined that there is insufficient time in the current school year to resume standard counting and claiming procedures, without causing undue burden to families. Therefore, the SFA will use the corrected claiming percentage of 32.64% for the remainder of the school year. The SA will apply the corrected claiming percentage of 32.64% retroactively to all claims submitted in the school year during which the Administrative Review took place. This results in 52.22% of meals reimbursed at the Federal Free rate and 47.78% of meals reimbursed at the Federal Paid rate of reimbursement.</p> <p>The SFA must do the following as part of their Corrective Action Plan (CAP) and indicate date of implementation:</p> <ul style="list-style-type: none"> Revise the four (4) vouchers submitted from September 2023 – December 2023 in the SNEARS system, beginning with the month of September. Resubmit each site voucher with the original counts. Indicate the date of revision. Please allow September voucher to be processed prior to resubmitting the other months to ensure the information is corrected. Based on eligibility determination and CEP Application for SY 2024-2025, SOMERSET CO ED SERV COMM must collect school meal applications for the upcoming 2024-2025 school year if not eligible for CEP or chooses to opt out. A review of the School Meals Applications will be conducted by State agency staff in Fall 2024 to ensure compliance and provide training and technical assistance. The SA will contact the district in the Fall to schedule this abbreviated review if applicable. 				

Report Selections

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