

# WOOD-RIDGE BD OF ED-00305830 - Corrective Action Report (Detail)

| Section                          | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | SFA/Site Name                | Question # | Due Date   | Status       |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|------------|--------------|
| Meal Counting and Claiming       | Meal Counting and Claiming (On-Site Assessment Tool) (314H)                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WOOD-RIDGE BD OF ED-00305830 | 314        | 02/18/2022 | CAP Accepted |
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Kate Marsh 01/31/2022 12:20 PM<br>CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |            |            |              |
|                                  | Corrective Action Plan: Submitted by SAL VALENZA 01/19/2022 01:40 PM<br><br>Schedule A has been updated and approved to reflect actual serving method.                                                                                                                                                                                                                                                                                                                                                       |                              |            |            |              |
|                                  | Flagged by Kate Marsh 01/19/2022 01:27 PM<br><br>The SFA must use the same serving method that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A site details for the MS/HS must be revised to reflect the actual serving method used. This site is utilizing SERVE only due to Covid.<br><br>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.<br><br><b>Indicate the date of implementation.</b> |                              |            |            |              |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |            |            |              |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |            |            |              |
| Civil Rights                     | Civil Rights (Off-Site Assessment Tool) (800H)                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WOOD-RIDGE BD OF ED-00305830 | 807        | 02/18/2022 | CAP Accepted |

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| Section                                    | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SFA/Site Name          | Question # | Due Date   | Status       |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>           | <p>Corrective Action Plan: Accepted by Kate Marsh 01/31/2022 12:22 PM</p> <p>CAP Accepted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                        |            |            |              |
|                                            | <p>Corrective Action Plan: Submitted by Rose Gadaleta 01/20/2022 01:20 PM</p> <p>Civil rights compliance forms are compiled by school and by district yearly. The uploaded file was the Districtwide one. In the future we will upload the forms by school.</p> <p>See attached for revised forms by school.</p> <p>Flagged by Kate Marsh 01/19/2022 01:27 PM</p> <p>SFA must have a completed Civil Rights Compliance Form (#86) available for <b>each school</b> during the current school year. The form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>.</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.</p> <p><b>Indicate the date of implementation.</b></p> |                        |            |            |              |
| Meal Counting and Claiming - Review Period | Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WOOD RIDGE HIGH/MS-461 | 325        | 02/18/2022 | CAP Accepted |

# WOOD-RIDGE BD OF ED-00305830 - Corrective Action Report (Detail)

| Section                                        | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SFA/Site Name          | Question # | Due Date   | Status       |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>               | Corrective Action Plan: Accepted by Kate Marsh 01/31/2022 12:21 PM                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |            |            |              |
|                                                | CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |            |            |              |
|                                                | Corrective Action Plan: Submitted by SAL VALENZA 01/19/2022 02:23 PM                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |            |            |              |
|                                                | We have discussed the importance of accuracy on Production records and the need for correct claiming. Production and meal counts will be checked on a weekly basis starting with January's counts.                                                                                                                                                                                                                                                                                                         |                        |            |            |              |
|                                                | Flagged by Kate Marsh 01/19/2022 01:28 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |            |            |              |
|                                                | <p>Lunch counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>12/8 production records show 349 meals but 350 were claimed. On 12/10, production records show 377 meals but 378 meals were claimed</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.</p> <p><b>Indicate the date of implementation.</b></p> |                        |            |            |              |
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)                                                                                                                                                                                                                                                                                                                                                                                                                     | WOOD RIDGE HIGH/MS-461 | 409        | 02/18/2022 | CAP Accepted |

# WOOD-RIDGE BD OF ED-00305830 - Corrective Action Report (Detail)

| Section                                        | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SFA/Site Name          | Question # | Due Date   | Status       |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>               | Corrective Action Plan: Accepted by Kate Marsh 02/08/2022 09:55 AM<br>CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |            |            |              |
|                                                | Corrective Action Plan: Submitted by SAL VALENZA 02/07/2022 07:33 PM<br>as of 1-20-22 all meals receive all components in the adequate serving sizes. All accompaniments are served with all meals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |            |            |              |
|                                                | Corrective Action Plan: Rejected by Kate Marsh 01/31/2022 12:21 PM<br>Please indicate a date of implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |            |            |              |
|                                                | Corrective Action Plan: Submitted by SAL VALENZA 01/19/2022 02:21 PM<br>The production records on this day were not filled out correctly. We have spoken with our site manager and have been assured that a garden salad was served. The item was listed on the production record. We have discussed the importance of accuracy on Production records and will be checking them frequently for veracity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |            |            |              |
|                                                | Flagged by Kate Marsh 01/19/2022 01:29 PM<br><br>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.<br><br>On 12/9/21, production records indicated no vegetable was prepared or served to students. 334 lunch meals will be taken back.<br><br>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.<br><br><b>Indicate the date of implementation.</b> |                        |            |            |              |
|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |            |            |              |
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | WOOD RIDGE HIGH/MS-461 | 410        | 02/18/2022 | CAP Accepted |

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| Section                          | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                  | SFA/Site Name | Question # | Due Date | Status |
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|                                  | Corrective Action Plan: Accepted by Kate Marsh 01/31/2022 12:20 PM                                                                                                                                                                                                                                                                                                                                                                               |               |            |          |        |
|                                  | CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |            |          |        |
| <b>Corrective Action History</b> | Corrective Action Plan: Submitted by SAL VALENZA 01/19/2022 02:17 PM                                                                                                                                                                                                                                                                                                                                                                             |               |            |          |        |
|                                  | <p>All Meals will be served with all components. Alternate meals have been given appropriate sides when the sides for the main meal are not appropriate.</p> <p>This has been the practice but will now be documented more precisely. Implementation has been ongoing and production records will be reviewed and employees filling them out will be re-trained.</p> <p>Training will take place immediately.</p> <p>1-20-22</p>                 |               |            |          |        |
|                                  | Flagged by Kate Marsh 01/19/2022 01:28 PM                                                                                                                                                                                                                                                                                                                                                                                                        |               |            |          |        |
|                                  | <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group.</p> <p>On 12/7/21, only 1/2 cup of beans were served to students. 1 cup vegetable must be served daily.</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.</p> <p><b>Indicate the date of implementation.</b></p> |               |            |          |        |

### **Report Selections**

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