

ATLANTIC CITY BD OF ED-00100110 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/26/2019 01:31 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/26/2019 01:26 PM	Corrections has been completed please refer to SFA-1 for dates			
	CAP Rejected Lorena Paredes 02/23/2019 05:59 PM	Dates of correction for the application errors found have not been recorded on the SFA-1. Please go into the tab marked "Errors" and enter the date in which the application error was corrected and completed.			
	CAP Submitted TERRI BETHEA 02/22/2019 01:13 PM	The correction plan for #126 Application #15041 was corrected on January 24, 2019...Students status has been change and a letter has been sent home to parent.			
	Flagged Lorena Paredes 02/04/2019 07:10 AM	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.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	Verification		209	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/26/2019 01:31 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/26/2019 01:26 PM	Corrections have been made. Refer to SFA-2 for dates.			
	CAP Rejected Lorena Paredes 02/23/2019 06:05 PM	Please go into the Corrections tab, click on the tab marked "Errors," and enter the date of January 22, 2019 (date indicated in submitted Corrective Action Plan) in the SFA-2.			
	CAP Submitted TERRI BETHEA 02/22/2019 01:12 PM	<p>The correction plan for #209 was corrected as of January 22,2019... Application 14410 was corrected in the system and status was change. Sent parent Audit letter # 255 letting them know of the status change.</p>			
	Flagged Lorena Paredes 02/04/2019 06:56 AM	<p>Application 14410 was not error prone. 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. 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>In addition, the SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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>			

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On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	BRIGHTON AVENUE SCHOOL	401	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/23/2019 06:11 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:14 PM	<p>This student is special needs (autistic), and upsets himself when given component not desired. Attempts to serve complete meal agitated student. Corrective action: Notify parent, all items given must be sold ala carte to student, unless qualifying components can be taken.</p> <p>Corrective action to be completed by 2/22/2019</p>			
	Flagged Lorena Paredes 02/04/2019 07:02 AM	<p>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 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.</p> <p>During on-site observation of lunch, one student selected a meal of only pizza and milk (no fruit or vegetable) and it was counted as a reimbursable meal at the POS. A meal, even if it has 3 components, can not be counted as reimbursable without a fruit or vegetable.</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>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	BRIGHTON AVENUE SCHOOL	500	03/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 02/23/2019 06:09 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:14 PM	Refresh training with school staff, teachers, teacher aides, principal, at next staff meeting. Follow up with routine checks to ensure consistency and accuracy. Corrective action completed on 1/29/2019			
	Flagged Lorena Paredes 02/04/2019 07:04 AM	<p>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.</p> <p>During the on-site observation of breakfast in the classroom, all 4 food items were in bins in every classroom. However, there were inconsistencies among each classroom in how the teachers were implementing the offer versus serve policy and how the students were being offered and selecting from the items.</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>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	VENICE PARK	317	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/23/2019 06:06 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:16 PM	Rosters corrected immediately, reprinted with eligibility hidden. Kitchen lead retrained on correct way to print rosters. Corrective action completed on 1/15/2019			
	Flagged Lorena Paredes 02/04/2019 07:08 AM	SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Classroom rosters used to obtain reimbursable meal counts cannot be labeled, coded, or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. 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.			
On-Site Assessment Tool	Verification		211	03/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 02/23/2019 06:06 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:11 PM	<p>Our correction action plan for Question #211 will have the The following Richard B. Russell Lunch Act statement required on the We must check your application letter and the pending letter #2 Staring on January 25, 2019. The statement will read as information below. I will upload a sample letter also.</p> <p>The Richard B Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free and reduced priced meals.</p> <p>If you do not provide the information or provide incomplete information, your children may no longer longer receive free or reduced priced meals.</p>			
	Flagged Lorena Paredes 02/04/2019 06:56 AM	The verification notification letter used by the SFA did not contain the Richard B. Russell Lunch Act statement. Letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Verification		208	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/23/2019 06:00 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:12 PM	The correction action plan for #208. Going forward beginning January 25, 2019 the confirming official Celeste Ricketts will signed off that parent's verification documents received and verified by Terri Bethea, Determining Official is completed.			
	Flagged Lorena Paredes 02/04/2019 06:57 AM	A Confirmation Review must be conducted prior to verification and the Confirming Official must record on the application the date of the confirmation 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.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SOVEREIGN AVE	502	03/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 02/22/2019 02:05 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:13 PM	All signage will include what qualifies as a reimbursable meal, with portion size for fruit/vegetable specified. Corrective action completed 1/29/2019.			
	Flagged Lorena Paredes 02/04/2019 07:01 AM	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. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	SOVEREIGN AVE	401	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/22/2019 02:04 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:14 PM	Retrained teachers/staff on qualifying reimbursable breakfast. Agenda and signatures attached. Corrective action completed 1/29/2019			
	Flagged Lorena Paredes 02/04/2019 07:05 AM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. Because the SFA has offer versus serve for grades K-8, 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 or teachers serving in classrooms, must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, as is the case for preschool, students must take all components in the proper quantities. Food service staff/cashiers/teachers should receive training on how to accurately recognize a reimbursable 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.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SOVEREIGN AVE	500	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/22/2019 02:02 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:15 PM	retrained staff on correct way to check rosters. signatures uploaded on previous corrective action #401. Corrective action completed on 1/29/2019			
	Flagged Lorena Paredes 02/04/2019 07:05 AM	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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	SOVEREIGN AVE	318	03/04/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 02/22/2019 02:01 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:15 PM	All teachers/staff received training on correct procedures for BIC. The standard operating procedures were emphasized, correct identification of checking rosters was main topic. All teachers/staff signed off on training. All documentation uploaded on prior corrective action #401. Corrective action completed on 1/29/2019			
	Flagged Lorena Paredes 02/04/2019 07:07 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. The State Agency has determined that the inaccurate counting of meals observed at breakfast 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	SOVEREIGN AVE	404	03/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 02/22/2019 01:37 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 02/22/2019 01:15 PM	Signage posted in all areas distributing food, including classrooms. All signage clarifies what constitutes a reimbursable meal. Corrective action completed 1/29/2019			
	Flagged Lorena Paredes 02/04/2019 07:06 AM	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. Posting only a 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.			
On-Site Assessment Tool	Professional Standards		1219	03/04/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 02/04/2019 06:53 AM	CAP Removed			
	Flagged Lorena Paredes 02/04/2019 06:53 AM	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: http://professionalstandards.nal.usda.gov/ . 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..			
On-Site Assessment Tool	Professional Standards		1218	03/04/2019	CAP Removed

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Corrective Action History	CAP Removed Lorena Paredes 02/04/2019 06:52 AM	CAP Removed			
	Flagged Lorena Paredes 02/04/2019 06:52 AM	All employees, including newly hired employees, must meet annual training requirements. 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: http://professionalstandards.nal.usda.gov/ . 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		136	03/04/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 02/03/2019 06:14 PM	CAP Removed			
	Flagged Lorena Paredes 02/03/2019 06:13 PM	Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits. 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.			
On-Site Assessment Tool - Site	Civil Rights	VENICE PARK	811	03/04/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 01/28/2019 04:00 PM	CAP Removed			
	Flagged Lorena Paredes 01/15/2019 02:02 PM	Although the SFA did have the USDA "And Justice for All" poster displayed in a prominent location and visible to the students, it was not the appropriate size required by the USDA. 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.			
Off-Site Assessment Tool	Certification and Benefit Issuance		113	03/04/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 01/28/2019 12:56 PM	CAP Removed			
	Flagged Lorena Paredes 01/28/2019 12:56 PM				
Off-Site Assessment Tool	Smart Snacks		1102	03/04/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 01/23/2019 11:26 PM	CAP Removed			
	Flagged Lorena Paredes 01/23/2019 11:26 PM	Ffcvv			

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On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	VENICE PARK	403	03/04/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 01/18/2019 09:47 AM	CAP Removed			
	Flagged Lorena Paredes 01/15/2019 02:20 PM				
Off-Site Assessment Tool	Paid Lunch Equity		708	01/17/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 01/10/2019 03:16 PM	CAP Accepted			
	CAP Submitted TERRI BETHEA 01/10/2019 03:14 PM	Going forward we will increase paid lunch prices accordingly based on the paid equity tool requirement. This will be monitor by Teresa Smith Food Service Director and Celeste Ricketts Business Administrator effective immediately. Due to the economic conditions in Atlantic City over the past 5yrs, it was difficult to raise lunch prices as required in the PLE tool, because a lot of families in Atlantic City were in impacted by loss of jobs both in the school district and various industries through out the city.			
	Flagged Lisa Garland 01/10/2019 02:09 PM	<p>FINDING:</p> <p>The SFA did NOT increase its paid lunch prices at all sites for SY 2016-17 as required by the Paid Lunch Equity Tool.</p> <p>CAP is required</p>			