

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1218	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:59 AM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 10:08 AM	IF we continue to have breakfast served in the classroom for 2019-2010 School Year, all teachers and aides will complete the Offer vs Serve and Civil Rights training prior to the first day of service. We may change service to grab and go with the cafeteria employees distributing the breakfast meals at KIOSK and they will receive the same training prior to the first day of service.			
	Flagged Amy Martin 12/19/2018 09:33 AM	Any person distributing meal benefits must receive training on how to accurately recognize a reimbursable meal under offer versus serve (OvS). Although food service staff had the required training, 21 teachers are distributing the meal benefits at breakfast, therefore they are required to have OvS 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="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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 - Review Period	ALICE COSTELLO	410	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:58 AM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 10:29 AM	Effective 1/3/20 production records will be sent to Brooklawn from Stratford with the portions that are to be available to the students for a reimbursable meal along with training for the Team. The training also including that 2 fat choices of milk must be available and the temperatures taken even if the students only choose one fat type that day.			
	Flagged Amy Martin 12/19/2018 09:33 AM	At breakfast, production records must document that both daily and weekly minimum quantities for each component are offered. On Tuesday of the review week, the production records show that only 4 oz apple juice was offered as the fruit component for breakfast. Although the menu states fresh fruit & fruit juice will be offered, the production records does not validate that the daily one cup requirement was met. In addition, the breakfast production records for the review week show that only FF chocolate milk was sent to the classrooms. This was determined as only FF chocolate milk temperature was recorded on the production record, inferring no other types were being used for service. Students are required to have a choice within the allowed varieties. 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.			

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		215	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:58 AM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:05 PM	As of 1/15/2019 Sam Dutkin was appointed new BA and will review and insure the verification will be correct and completed on a timely basis			
	Flagged Amy Martin 12/19/2018 09:34 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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		212	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:58 AM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:09 PM	On 1/15/2019 a new BA was appointed and will insure that all proper procedures will be followed beginning the 2019-2020 school year.			
	Flagged Amy Martin 12/19/2018 09:33 AM	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). Documentation of second attempt must be kept on file at the SFA. Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Verification		209	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:58 AM	CAP Accepted			
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:11 PM	On 1/15/2019 a new BA was appointed and will follow all proper procedures effective for the 2019-2020 school year.			
	Flagged Amy Martin 12/19/2018 09:34 AM	Applications selected for verification must be chosen randomly from error prone applications first. 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. Since the SFA improperly annualized all applications, it did not properly identify the error prone applications (four were discovered by the SA review of the sample size of applications). 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		207	01/25/2019	CAP Accepted

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:58 AM				CAP Accepted
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:13 PM				On 1/15/2019 a new BA was appointed. beginning in the 2019-2020 school year the BA will participate in all webinars and state training as available
	Flagged Amy Martin 12/19/2018 09:33 AM				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. Only the first letter, "We Must Check Your Application" was sent to the three (3) households chosen for verification. There was no documentation of letters/pay stubs received and no further contact made with them. Verification must be completed for these three (3) applications. Explain, in detail how the finding will be corrected, dates of completion, 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		138	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:58 AM				CAP Accepted
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:16 PM				As of 1/15/2019 all applications have been entered into Genesis along with the DC students being into the system. The MEL will be mainted in Genesis, going forward
	Flagged Amy Martin 12/19/2018 09:33 AM				The SFA does not have a Master Eligibility List (MEL). They used a Free and Reduced list of names to categorize the rosters. This list did not have all the required fields that are necessary to ensure that benefits are recorded and updated per State Agency regulations. A MEL must be created and maintained by the SFA with all the SA fields. A copy of the NJ MEL (Form 128) can be found on the New Jersey Department of Agriculture forms page <a href="https://www.nj.gov/agriculture/applic/forms/">https://www.nj.gov/agriculture/applic/forms/</a> . 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		129	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:57 AM				CAP Accepted
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:20 PM				Going forward, the name of the hearing official will be listed on all Household notification of eligibility
	Flagged Amy Martin 12/19/2018 09:33 AM				Households must be notified of their eligibility status. Notification must include the name of the SFA's Hearing Official and contact information if the household would like to discuss the decision. Although the household was sent the notification letter, the Hearing Official's name and contact information was not provided. 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		126	01/25/2019	CAP Accepted

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:57 AM		CAP Accepted		
	CAP Submitted ROBERT DELENGOWSKI 01/15/2019 04:23 PM		As of 1/15/2019 all applications have been corrected and letters sent to the parents		
	Flagged Amy Martin 12/19/2018 09:35 AM		Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. One application (#26) with one student was approved for reduced benefits did not an income frequency. An additional eight (8) students were provided benefits that they were not eligible for. Six were free and two reduced. These students were on last years DC list (?how two were reduced) and never were changed to paid after 30 day carryover eligibility period ended and no new certification was obtained. 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	Reporting and Recordkeeping		1500	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:57 AM		CAP Accepted		
	CAP Submitted SAM ROSETTI 02/06/2019 10:36 AM		The verification has been completed as of 2/5/19. Sam Dutkin will be taking this over for the 2019-20 school year, and will have the process completed by November 30, 2019.		
	Flagged Amy Martin 12/19/2018 09:34 AM		SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report (VCR), monthly reimbursement claim, etc.) SFA is currently on hold as of 12/11/18 for not completing and submitting the Verification Collection report. As part of the AR corrective action, Verification of three (3) applications must be completed and the VCR must be submitted to the State Agency. In addition, continue to complete your reimbursement vouchers as normal, although no check will be distributed until the VCR is received and deemed satisfactory. 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		1214	01/25/2019	CAP Accepted

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:57 AM	CAP Accepted			
	CAP Submitted SAM ROSETTI 02/06/2019 11:02 AM	Jill Walmsley will utilize ICN to complete all required training. We are exploring the option of working with a food service consultant for the remainder of the 18-19 and the 19-20 school year to ensure required training is compliant. We will follow all state regulations to acquire a food service management consultant.			
	Flagged Amy Martin 12/19/2018 09:33 AM	<p>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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a>. Jill has obtained 5.5 training hours thus far. Current training includes OvS, civil rights, calibrating and using thermometers, reheating, cooking, thawing foods, same day service process, no cook process, preventing cross contamination, and other 15 minute meeting topics. Future training includes receiving deliveries, manual dish-washing, cross contamination, school gardens, personal hygiene, portion control, and using chemicals.</p> <p>Jill would benefit from additional training in SNEARS. At this point in the year she could have benefit from multiple live training and webinars including multiple Administrative Review webinars, using the SOARS system, Determining Official training, etc.</p> <p>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.</p>			
On-Site Assessment Tool	Professional Standards		1213	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:57 AM	CAP Accepted			
	CAP Submitted SAM ROSETTI 02/06/2019 11:02 AM	Jill Walmsley will utilize ICN to complete all required training. We are exploring the option of working with a food service consultant for the remainder of the 18-19 and the 19-20 school year to ensure required training is compliant. We will follow all state regulations to acquire a food service management consultant.			
	Flagged Amy Martin 12/19/2018 09:35 AM	The food service director listed on the Schedule A in SNEARS is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date. 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 <a href="http://www.instituteofchildnutrition.org">www.instituteofchildnutrition.org</a> 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.			
On-Site Assessment Tool	Meal Counting and Claiming		314	01/25/2019	CAP Accepted

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:56 AM	CAP Accepted			
	CAP Submitted SAM ROSETTI 02/06/2019 10:57 AM	We will implement a POS system with a "grab and go" breakfast. We are targeting implementation of the POS system for September of 2019. The grab and go breakfast will be implemented by Monday, March 4, 2019.			
	Flagged Amy Martin 12/19/2018 09:33 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	ALICE COSTELLO	318	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/20/2019 09:51 AM	CAP Accepted			
	CAP Submitted SAM ROSETTI 02/06/2019 11:05 AM	We will be implementing a grab and go breakfast, on or before March 4, 2019, in the cafeteria with the cafeteria staff marking the roster once the student receives a complete reimbursable meal. The students will take the meal back to the classrooms. We will also be looking to implement a POS system in September 2019.			
	Flagged Amy Martin 12/19/2018 09:33 AM	An accurate count of reimbursable meals served, 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, or paid meal has been served to an eligible child. The State Agency has determined that the inaccurate counting of meals observed during breakfast in classrooms is an ongoing systemic problem. The meal counting system must be corrected. On day of review, there was no consistent procedures for completing the rosters. Since meals were pre-ordered all meals sent were claimed for reimbursement unless the student was absent (comparisons are made to the daily attendance record by the FSD). Six of the seven classrooms observed initialed the roster (in one location) & placed it back in the cooler bag to be picked up by food service prior to the students taking a meal. In one classroom, the teacher initialed next to the first name (who was absent) & put the roster back in the bag. In this specific classroom, eight students pre-ordered, but only one took a complete, reimbursable breakfast. In another classroom, the roster was initialed for breakfast prior to the breakfast being delivered to the classroom. Explain, in detail how these findings 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. In addition, an over claim may be assessed.			

## BROOKLAWN BD OF ED-00700580 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	ALICE COSTELLO	403	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/19/2019 02:28 PM	CAP Accepted			
	CAP Submitted SAMUEL DUTKIN 02/19/2019 02:27 PM	On 1/4/19 the cafeteria staff was retrained to send 2 allowable types of milk to all classrooms so the students have a choice.			
	CAP Rejected Amy Martin 02/19/2019 02:26 PM	Per our discussion, two types of milk must be sent (does not necessarily mean fat types. Choices are 1% white, FF white, FF flavored).			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 10:34 AM	On 1-4-19 the cafeteria staff was re-trained to send 2 fat types of milk to all classrooms so the students have a choice. Teachers were made aware of this during the morning drop off of the breakfast bags.			
	Flagged Amy Martin 12/19/2018 09:33 AM	In one classroom at breakfast, the food service sent both FF white and FF chocolate milks. However the teacher placed only the chocolate on the students desk (even if they were not in the classroom ) yet. Therefore, they did not have a choice.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	ALICE COSTELLO	901	01/25/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/19/2019 02:22 PM	CAP Accepted			
	CAP Submitted SAMUEL DUTKIN 02/19/2019 02:19 PM	On-site review paperwork completed on 2/12.			
	CAP Rejected Amy Martin 02/19/2019 02:12 PM	per our discussion			
	CAP Submitted ROBERT DELENGOWSKI 01/09/2019 10:32 AM	On January 30th with the new Business Administrator Sam Dunkin, an On-Site accountability will be completed. This On-Site Evaluation will determine how breakfast is served in the future.			
	Flagged Amy Martin 12/19/2018 09:33 AM	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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	ALICE COSTELLO	501	01/25/2019	CAP Removed
<b>Corrective Action History</b>	CAP Removed Amy Martin 12/14/2018 12:51 PM	CAP Removed			
	Flagged Amy Martin 12/14/2018 11:35 AM	Food service staff/cashiers and any person distributing meal benefits must receive training on how to accurately recognize a reimbursable meal under offer versus serve (OvS). Although food service staff had the required training, teachers are distributing the meal benefits at breakfast, therefore they are required to have OvS 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	ALICE COSTELLO	324	01/25/2019	CAP Removed
<b>Corrective Action History</b>	CAP Removed Amy Martin 12/14/2018 11:42 AM	CAP Removed			
	Flagged Amy Martin 12/14/2018 10:34 AM				