

HADDON HEIGHTS BD OF ED-00701880 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Smart Snacks in School	HADDON HEIGHTS JR-SR HS	1105	04/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:24 AM	CAP Accepted			
	CAP Submitted KELLEY LOVERN 05/01/2019 05:29 PM	Moving forward on March 14, 2019 the Healthy vending company was contacted and the Izze beverages were removed on March 15th by the provider.			
	Flagged Amy Martin 03/19/2019 09:47 AM	<p>All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.</p> <p>In addition, since mixed grades are together in one school, all beverages sold a la carte must meet the requirements for the youngest age/grades. For example, if a middle school and high school are in the same building, and all students have access to all venues in the school, the beverage items available for sale must meet the middle school standards.</p> <p>Explain in detail, how these findings were 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 Components and Quantities - Day of Review	HADDON HEIGHTS JR-SR HS	406	04/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:24 AM	CAP Accepted			
	CAP Submitted KELLEY LOVERN 05/13/2019 10:35 AM	Moving forward and effective immediately because the 7th and 8th grade students while they do not co-mingle but do share a facility will have a separate production record which will enable the Kitchen staff to effectively monitor the portion sizes/calories for both 6-8 and 9-12 meal patterns. This will be periodically reviewed by the Operations Manager for compliance.			
	Flagged Amy Martin 03/19/2019 09:47 AM	<p>The required school lunch meal patterns for each grade group (K-5, 6-8, K-8, 9-12) are intended to result in age-appropriate and nutritious meals. The K-8 meal pattern is allowable only for schools with grade configurations that prevent students from being separated into the two required grade groups (K-5 and 6-8). The menu planner may offer students in these grades the same quantities because lunch meal pattern requirements are the same or overlap. Adaptions to the menus must be made to accommodate grades 6-8 and 9-12 within one school (e.g. grades 7-12). Separate production records must be kept for the 7-8 or graders and the 9-12 graders unless the SFA can verify that you are not exceeding caloric limits or two production records with different age/grade grouping and respective portion sizes utilized.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			

HADDON HEIGHTS BD OF ED-00701880 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		208	04/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:24 AM	CAP Accepted			
	CAP Submitted KELLEY LOVERN 05/13/2019 10:38 AM	Moving forward and effective immediately the SFA will follow the proper procedures for a confirmation review and will keep timely and accurate documentation as proof it did occur.			
	Flagged Amy Martin 03/19/2019 09:47 AM				
On-Site Assessment Tool	Verification		209	04/19/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:24 AM	CAP Accepted			
	CAP Submitted KELLEY LOVERN 05/13/2019 10:41 AM	Effective immediately and moving forward the SFA corrected the process for selecting an error prone application for verification. We will select a random application if we do not have the required error prone applications available. We corrected the the incomplete verified application by requesting and receiving the additional income information. The SFA also calculated the income using the gross figure.			
	Flagged Amy Martin 03/19/2019 09:47 AM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. In addition one of the applications selected for verification was incomplete. It only provided proof of one of the two incomes listed on the initial application. In addition, for the one income provided, the net income amount was used (not gross as required). Explain, in detail how these findings were 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	04/19/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:23 AM				CAP Accepted
	CAP Submitted KELLEY LOVERN 05/13/2019 10:44 AM				Moving forward and effective immediately the SFA is working towards identifying and training a new point person to manage the application process. During this transition, the SFA is continuing to work the process of fixing the 17/18 applications as well as learning from the corrections made while reviewer was on site.
	Flagged Amy Martin 03/19/2019 09:47 AM				<p>Incorrectly determined application(s) were found during the State Agency review of the selected applications. One (1) application listing two (2) students was determined as free based on income. Valid case number (per NJ guidelines) was provided on 10/29/18 on application, however benefit issuance document/POS not updated to free status. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) This error was corrected while State Agency reviewer was onsite (March 12, 2019). No further corrective action required for this application error.</p> <p>In addition, multiple applications were on the 2017-2018 SY form. Although these apps were on the incorrect form, the correct eligibility determination was made using the 2018-2019 income guidelines. In addition, it is confirmed that the apps were completed in the 2018-2019 SY. Efforts have been made to have applications transferred to the correct form.</p> <p>Explain the efforts taken to current this error and steps to ensure it will not reoccur.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	04/04/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 05/13/2019 10:31 AM	CAP Accepted			
	CAP Submitted KELLEY LOVERN 05/13/2019 10:30 AM	<p>Per the business Administrator, Moving forward, the SFA revenues ratio via the tool will equal or exceed the SFA's food cost ratio.</p> <p>We will increase revenues on adult prices to be sufficient to cover the cost.</p> <p>This will be monitored by Steve Bell, Business Administrator effective immediately.</p>			
	Flagged Lisa Garland 03/28/2019 02:59 PM	<p>The SFA's Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</p> <p>A Corrective Action Plan is required</p>			