

Administrative Review Report

ST JOSEPHS PRO CATHEDRAL-008-09478 – Camden County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	806	
Due Date	07/07/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 06/07/2017 09:45 AM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. On May 16, 17, 18, 2017 all staff participated in annual civil rights training for the 2016-2017 school year. This is an annual requirement and moving forward must be done prior to the start of the school year. No further corrective action required.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1400	
Due Date	07/07/2017	
Site Name	ST JOSEPH PRO-CATHEDRAL	
Form Name	On-Site Assessment Tool - Site	
Question #	317	
Due Date	07/07/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 06/07/2017 10:00 AM	SFAs are required to protect the identity of students receiving free or reduced meal benefits when breakfasts are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. On the day of the exit conference (June 7, 2017), the codes on the rosters had been changed to A, B, C. No further corrective action is required.
Site Name	ST JOSEPH PRO-CATHEDRAL	
Form Name	On-Site Assessment Tool - Site	
Question #	1106	
Due Date	07/07/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 06/07/2017 10:02 AM	Fundraiser exemptions are not allowed in New Jersey. Therefore, all foods sold as fundraisers that are intended for student consumption during the school day, must meet Smart Snack requirements. 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.
Site Name	ST JOSEPH PRO-CATHEDRAL	
Form Name	On-Site Assessment Tool - Site	
Question #	1403	
Due Date	07/07/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 06/07/2017 10:00 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. Explain in detail, how the

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	finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.	
Site Name	ST JOSEPH PRO-CATHEDRAL	
Form Name	On-Site Assessment Tool - Site	
Question #	1407	
Due Date	07/07/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 06/07/2017 10:01 AM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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.