

Administrative Review Report

ST BENEDICTS/ST MARYS – 014-09548 Essex County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	803	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:22 PM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: www.nj.gov/agriculture/applic/forms/#5 . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:22 PM	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. Applications were incorrectly determined, applications were missing the last for digits of the social security number or the no social security box was not checked, some applications were missing the frequency of income, some applications were missing the correct case number when receiving SNAP or TANF benefits.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	138	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:23 PM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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		
Form Name	On-Site Assessment Tool	
Question #	214	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:23 PM	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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..

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Site Name		
Form Name	On-Site Assessment Tool	
Question #	215	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:23 PM	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.
Site Name	ST MARYS	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:24 PM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, 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 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 3 components in the proper quantities. Food service staff/cashiers 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.
	Flagged Linda Scarpa 06/29/2017 02:24 PM	
	Flagged Linda Scarpa 06/16/2017 11:01 PM	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. 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 BENEDICTS	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:24 PM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, 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 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 3 components in the proper quantities. Food service staff/cashiers 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.

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	Flagged Linda Scarpa 06/29/2017 02:24 PM	
	Flagged Linda Scarpa 06/16/2017 11:01 PM	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. 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 BENEDICTS	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:26 PM	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.
Site Name	ST MARYS	
Form Name	On-Site Assessment Tool - Site	
Question #	501	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:26 PM	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. Cashier did not implement offer vs serve correctly. Cashier told some students they had to take a component on their tray. Offer vs serve must be reviewed with cashiers.
Site Name	ST BENEDICTS	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/29/2017 02:26 PM	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 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.