

C P CENTER OF ESSEX &-01409443 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	1ST CEREBRAL PALSY OF NJ	11	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:59 PM		CAP Accepted		
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:02 AM		Chocolate milk will not be served to our Pre-K students.		
	Flagged Katie Hunter 06/28/2019 11:04 AM		Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. 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.		
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	1ST CEREBRAL PALSY OF NJ	1408	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:58 PM		CAP Accepted		
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:03 AM		Temperature logs were created and implemented.		
	Flagged Katie Hunter 06/28/2019 11:04 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.		
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	1ST CEREBRAL PALSY OF NJ	1406	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:58 PM		CAP Accepted		
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:03 AM		The safety inspection is posted in the kitchen and in the cafeteria.		
	Flagged Katie Hunter 06/28/2019 11:04 AM		Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.		
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	1ST CEREBRAL PALSY OF NJ	901	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:58 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:05 AM	In the future, the breakfast and lunch counting and claiming procedure will be completed by February 1st.			
	Flagged Katie Hunter 06/28/2019 11:04 AM	All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) and Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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	1ST CEREBRAL PALSY OF NJ	501	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:57 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:08 AM	The staff will be trained in the offer vs. serve method.			
	Flagged Katie Hunter 06/28/2019 11:04 AM	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 - Review Period	1ST CEREBRAL PALSY OF NJ	410	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:57 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:09 AM	Our administration will work closely with the company that provides meals for our students. Both parties will reassure that standards will be met.			
	Flagged Katie Hunter 06/28/2019 11:04 AM	At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. At breakfast, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity 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.			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:57 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:06 AM	The safety plan will be dated and signed off as required.			
	Flagged Katie Hunter 06/28/2019 11:05 AM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:56 PM				CAP Accepted
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:07 AM				Our school aides will complete the required trainings.
	Flagged Katie Hunter 06/28/2019 11:05 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		1217	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:56 PM				CAP Accepted
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:07 AM				Our school will use the USDA tracking tool and will input information on a quarterly basis.
	Flagged Katie Hunter 06/28/2019 11:05 AM				Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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		1215	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:56 PM				CAP Accepted
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:08 AM				We have identified a School Nutrition Program Manager. We will properly scheduled and meet all training expectations.
	Flagged Katie Hunter 06/28/2019 11:05 AM				School Nutrition Program managers are required to complete at least 10 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 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.
On-Site Assessment Tool	Professional Standards		1211	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:55 PM				CAP Accepted
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:27 AM				Our Human Resources department will generate this information.
	Flagged Katie Hunter 06/28/2019 11:06 AM				An employee list for the day of the review was not produced and SA unable to verify that the SFA/Sponsor's information from the Off-site matches the current (day of review) as SFA answered zero to all on Off-site question. Please indicate in you Corrective Action the designation of Director, Full-Time Nutrition Staff, Managers, Part-Time Nutrition Staff, non-school nutrition staff that have the responsibilities that include duties related to the program. 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	Civil Rights		810	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:54 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:27 AM	<p>Policies and program materials will now include;</p> <p>Non-Discrimination Statement</p> <p>Special Dietary Needs</p> <p>Local Wellness</p> <p>Charge Policy</p>			
	Flagged Katie Hunter 06/28/2019 11:06 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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		215	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:54 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:28 AM	Our school will use the verification Tracker Form 242 and complete the task by the deadline of November 15th.			
	Flagged Katie Hunter 06/28/2019 11:06 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 - Site	Meal Components and Quantities - Day of Review	1ST CEREBRAL PALSY OF NJ	404	07/29/2019	CAP Accepted

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Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:54 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:28 AM	Flagged issue was completed during review visit.			
	Flagged Katie Hunter 06/28/2019 11:06 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 - Site	Meal Components and Quantities - Day of Review	1ST CEREBRAL PALSY OF NJ	402	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:53 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:29 AM	Our school will continue to work closely with the company that provides meals for our students. The corrections were made immediately after the administrative visit.			
	Flagged Katie Hunter 06/28/2019 11:06 AM	Portion sizes offered for each required breakfast and lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:53 PM	CAP Accepted			
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:10 AM	The school Nutrition Program Director will meet all required trainings in a timely fashion.			
	Flagged Katie Hunter 06/28/2019 11:05 AM	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: http://professionalstandards.nal.usda.gov/ . 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.			

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Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 07/30/2019 01:53 PM		CAP Accepted		
	CAP Submitted PATRICK COLLIGAN 07/24/2019 11:32 AM		Going forward on-site monitoring will be completed by February 1st. Monitoring will be overviewed by the principal, vice principal and executive director.		
	Flagged Katie Hunter 06/28/2019 11:06 AM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	1ST CEREBRAL PALSY OF NJ	409	07/29/2019	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 06/21/2019 02:28 PM		CAP Removed		
	Flagged Katie Hunter 06/21/2019 02:27 PM		<p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered.</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>		