

CEREBRAL PALSY N JRSY-01409642 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:30 PM	CAP Accepted			
	CAP Submitted ATHENA FORMICHELLA 02/20/2019 12:01 PM	<p>There were 5 applications that were not correct. On Feb 11, 2019 I sent form 255 via certified mail to 4 of my families; application #'s 14, 15, 17, 18.</p> <p>The 5th child's application #25 was not signed by the parent and also missing a social security number. I wrote a letter asking for the signature and S.S.# and mailed it on Feb 11, 2019 via certified mail.</p>			
	Flagged Fatima Malik 02/19/2019 02:43 PM	<p>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.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	HORIZON SCHOOL	404	03/21/2019	CAP Accepted

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Corrective Action History	CAP Accepted Fatima Malik 04/03/2019 02:27 PM	CAP Accepted			
	CAP Submitted ATHENA FORMICHELLA 02/20/2019 10:58 AM	<p>The menu for the entire month has now been placed on the wall where the student/direct support staff would pick up there food tray. The menu has both breakfast and lunch listed on it. The menu lists all items being served each day since we are not offer vs serve; also I have added the portion sizes to each menu item.</p> <p>Menus have also been placed in the class rooms where they eat breakfast.</p> <p>A sign saying a water fountain is available outside the hallway entrance to the lunch room.</p> <p>I have explained to the cook that the when I send her a copy of the next months menu (usually sent a week prior to new month) it is immediately to be posted out by the serving line for all to see. This menu will also be sent to the school secretary and she will hand out to teachers to put in classrooms and also post in the main office for any visitors to see.</p> <p>I will do a check of the school on first day of the new menu cycle to ensure proper postage of menus.</p> <p>I did first correction of placement of menus during the actual review on Thursday Feb 7, 2019. I place menus in classrooms on Monday Feb 11, 2019 and also water fountain sign on Feb 11, 2019.</p>			
	Flagged Fatima Malik 02/19/2019 02:42 PM	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 AND lunch. 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 - Review Period	HORIZON SCHOOL	409	03/21/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Fatima Malik 03/22/2019 02:45 PM				CAP Accepted
	CAP Submitted ATHENA FORMICHELLA 03/01/2019 07:16 AM				<p>The cook and I both viewed the webinar on Production Records in SNEARS. We then did that days production records together; I also went to high school and did the same with the 2 cooks there.</p> <p>I went and checked the production records at the end of last week February 22nd, but there were still errors. I went yesterday and the cook has completed them correctly so I feel confident that she understands them now.</p> <p>Also for the new 6 week menu starting this Monday March 4th I entered most of the information on the paperwork as the Webinar said I could to cut down on errors.</p>
	Flagged Fatima Malik 02/19/2019 02:42 PM				<p>At breakfast and 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>Production records were incomplete. Number of portions used were not filled out nor were the number of leftovers, totals were not filled out, and there were no signatures. Please provide training to the staff and then submit production records for the week of Feb 18-22, 2019. 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>