

# Administrative Review Report

Westbridge Academy – 014-09361 Essex County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	900	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:15 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:37 PM	Going forward, the Food Service Director will conduct the onsite monitoring and in their absence the Alternate Certifier will conduct monitoring.
	Flagged Linda Scarpa 07/25/2017 02:12 PM	
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	1206	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:15 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:39 PM	Direction and oversight was offered by the Child Nutrition Team for the 16 -17 SY. For the 17-18 SY, Cafeteria staff will join the Child Nutrition Team and be involved in ongoing trainings as well as obtain food handlers license.
	Flagged Linda Scarpa 07/25/2017 02:13 PM	Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation. Civil Rights training and Offer vs Serve Training was not met.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	1208	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:15 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:41 PM	Going into the 17-18 SY the submitter will ensure training will be uploaded in SOARS and the alternate submitter will upload during the submitter's absence.
	Flagged Linda Scarpa 07/25/2017 02:13 PM	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) be used. 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	

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<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:16 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:45 PM	Remediation was taken to correct the determinations on the flagged applications and was completed by May 25, 2017. Starting in the 2017-2018 school year multiple staff will be reviewing Eligibility Certification and Benefit Issuance for accuracy.
	Flagged Linda Scarpa 07/25/2017 02:13 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 determined incorrectly. Applications were missing the last 4 digits of the social security number and/or the no social security box was not checked. Applications were missing adult signature. There were benefit issuance errors.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	131	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:17 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/30/2017 02:39 PM	Upon notification of errors, staff were tasked to contact parents in an effort to remediate errors noted. There were a total of 18 students, 13 of which were missing Social Security numbers, 5 of which needed Household Income verification and 1 incorrect case number. Families were contacted on 6/12/17 via phone/email and all applications were updated by 6/20/17.
	Flagged Linda Scarpa 07/25/2017 02:13 PM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	137	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:17 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:46 PM	Identified errors have been remediated in system. Beginning in the 2017-2018 SY additional staff will be tasked to ensure the accuracy of inputted information between the Master of Eligibility list, Meal Tracking log and Master Tracking log.
	Flagged Linda Scarpa 07/25/2017 02:13 PM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	213	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	

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<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:18 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:48 PM	As per the 17/18 SY, the submitter, alternate submitter and alternate certifier will review applications, issue determinations and notifications to household of audit results.
	Flagged Linda Scarpa 07/25/2017 02:13 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	214	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:18 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:49 PM	Errors have been noted. Families, parents/guardians have been notified of changes regarding verification. Beginning in the 17/18 SY, additional staff will be tasked for oversight. The alternate submitter and alternate certifier will be tasked with reviewing verification forms, error/prone applications and sources of income.
	Flagged Linda Scarpa 07/25/2017 02:14 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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. 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..
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	215	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:18 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:50 PM	As per the 17/18 SY, the submitter, alternate submitter and alternate certifier will ensure deadline is adhered to.
	Flagged Linda Scarpa 07/25/2017 02:14 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1216	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:19 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:51 PM	Upon review of records the Director has exceeded the 12 hours required for the 16/17 SY. In addition, Westbridge Academy has a Child Nutrition Team of various food service members including the SNP Director that meets quarterly to review and attend webinar trainings.
	Flagged Linda Scarpa 07/25/2017 02:22 PM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Explain in detail, how the annual

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		training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1217	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:19 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:52 PM	Upon review of records the manager has exceeded the 10 hours required for the 16/17 SY. In addition, Westbridge Academy has a Child Nutrition Team of various food service members including the SNP Manager that meets quarterly to review attend webinar trainings.
	Flagged Linda Scarpa 07/25/2017 02:14 PM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1218	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:20 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:32 PM	This question was answered in error, the SNP Manager completed the following trainings for the 16/17 SY. The trainings are located in SOARS.
	Flagged Linda Scarpa 07/25/2017 02:14 PM	
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1219	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:20 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:55 PM	The Child Nutrition Team will meet quarterly and during those meetings, webinars will be viewed and proof of attendance will be recorded via SOARS and professional development tracking sheets.
	Flagged Linda Scarpa 07/25/2017 02:15 PM	
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1221	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	

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<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:21 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:57 PM	Direction and oversight was offered by the Child Nutrition Team for the 16 -17 SY. For the 17-18 SY, Cafeteria staff will join the Child Nutrition Team and be involved in ongoing trainings as well as obtain food handlers license.
	Flagged Linda Scarpa 07/25/2017 02:15 PM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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..
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1400	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:21 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:58 PM	The SFA created a Food Safety Plan and have put it into place as of July 2017. A copy of the Food Safety Plan will remain in the Food Service Manager's Office.
	Flagged Linda Scarpa 07/25/2017 02:15 PM	
	Flagged Linda Scarpa 06/26/2017 12:00 PM	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. A copy of the written HACCP food safety plan must be available at each school. 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.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	318	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:22 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 01:59 PM	The Child Nutrition Team has identified the error and trained the teacher on proper procedure and policy. As of 2017/2018 SY, all staff will be trained with the correct procedures and protocols for meal dissemination. The meals count totals will also be reviewed by alternate submitter and alternate certifier.
	Flagged Linda Scarpa 07/25/2017 02:15 PM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. 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. One Teacher obtained the lunch at the point of service and the meal was claimed before it was offered to the student. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	

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<b>Question #</b>	320	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:22 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:00 PM	The Child Nutrition Team has identified the error and trained the teacher on proper procedure and policy. As of 2017/2018 SY, all staff will be trained with the correct procedures and protocols for meal dissemination. The meal count totals will also be reviewed by alternate submitter and alternate certifier.
	Flagged Linda Scarpa 07/25/2017 02:16 PM	
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	321	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:22 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:03 PM	The SFA had noted an error in the meal tracking log. The alternate submitter and alternate certifier will review the meal tracking log and master eligibility list daily to ensure accuracy.
	Flagged Linda Scarpa 07/25/2017 02:16 PM	
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	325	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:22 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:04 PM	As of 2017/2018 SY, the meals count totals will also be reviewed by alternate submitter and alternate certifier.
	Flagged Linda Scarpa 07/25/2017 02:16 PM	Breakfast and Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	402	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:22 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:05 PM	Westbridge Academy has contracted with a new vendor who has complied with menu and dietary offerings.
	Flagged Linda Scarpa 07/25/2017 02:22 PM	Portion sizes offered for each required breakfast 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

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	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. Only 4 oz of juice was offered each day for month of review. No other fruit was offered.	
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	403	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:23 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:06 PM	Westbridge Academy has contracted with a new vendor who has complied with menu and dietary offerings, which include chocolate, white and lactose free milk.
	Flagged Linda Scarpa 07/25/2017 02:16 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	409	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:23 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:08 PM	Westbridge Academy has contracted with a new vendor who has complied with menu and dietary offerings. Additional oversight has been assigned to alternate certifier.
	Flagged Linda Scarpa 07/25/2017 02:16 PM	At breakfast, and lunch 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. 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. 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. Production records, recipes and product formulation statements were missing for the week selected for the month of review.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	501	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:23 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:09 PM	All food service staff will be trained at the beginning of the school year. In addition, offer versus serve policy will be posted in food serving areas and on website.
	Flagged Linda Scarpa 07/25/2017 02:16 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.
<b>Site Name</b>	Westbridge Academy	

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<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	603	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:23 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:09 PM	Westbridge Academy has contracted with a new vendor who will provide the Dietary Specifications Assessment Tool.
	Flagged Linda Scarpa 07/25/2017 02:17 PM	The on-site portion of the Dietary Specifications Assessment Tool was NOT completed by the Sponsor and the Vendor providing the meals .
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	901	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:23 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:12 PM	Additional oversight will be provided for the 17/18 SY. The Food Service Manager has been designated to conduct the on-site review.
	Flagged Linda Scarpa 07/25/2017 02:17 PM	SFAs must conduct an on-site accountability review prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. SFAs must conduct an on-site accountability review prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1403	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:24 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:12 PM	The SFA created a Food Safety Plan and have put it into place as of July 2017. A copy of the Food Safety Plan will remain in the Food Service Manager's Office.
	Flagged Linda Scarpa 07/25/2017 02:17 PM	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 finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>	Westbridge Academy	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1406	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Linda Scarpa 09/20/2017 10:24 AM	CAP Accepted
	CAP Submitted JESSICA DUNSTON 08/24/2017 02:13 PM	The SFA created a Food Safety Plan and have put it into place as of July 2017. A copy of the Food Safety Plan will remain in the Food Service Manager's Office.



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Flagged Linda Scarpa 07/25/2017  
02:17 PM

SFA did not have a food safety plan implemented. 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 finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.