

## DELSEA REG HS DISTRICT-01504940 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1213	03/04/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 03/15/2019 10:44 AM	CAP Accepted			
	CAP Submitted PATRICIA RATTELL 02/22/2019 11:53 AM	A serve safe class is scheduled for March 27th and 28th. Kichen Manager is scheduled to attend.			
	Flagged Lea Berry 01/30/2019 08:28 AM	<p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="http://www.instituteofchildnutrition.org">www.instituteofchildnutrition.org</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>The Kitchen manager at the Middle School's Serve Safe Certificate expired in 2016.</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 when the food safety training will be completed.</p>			
On-Site Assessment Tool	Verification		209	03/04/2019	CAP Accepted

## DELSEA REG HS DISTRICT-01504940 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Lea Berry 03/15/2019 10:44 AM	CAP Accepted			
	CAP Submitted DELSEA REGIONAL BOARD EDUCATION 02/22/2019 12:10 PM	The Applications will be selected based upon the error prone applications, and the 3% focused report. Training will be taken on verification.			
	Flagged Lea Berry 01/30/2019 08:28 AM	<p>Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>Error prone applications were not selected to complete the application process.</p> <p>All income on the application must be verified.</p> <p>One application changed from Free - Reduced based on the income provided. It was not changed in the system.</p> <p>Explain, in detail how this finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
Off-Site Assessment Tool	Civil Rights		807	03/04/2019	CAP Accepted

## DELSEA REG HS DISTRICT-01504940 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Lea Berry 03/15/2019 10:43 AM	CAP Accepted			
	CAP Submitted DELSEA REGIONAL BOARD EDUCATION 02/22/2019 12:13 PM	The collection of the data will be done yearly for each individual site. Training will be done on the collection of the data.			
	Flagged Lea Berry 01/30/2019 08:27 AM	<p>SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>.</p> <p>The Civil Rights Compliance form was completed, however it was completed district wide. There must be a separate form for each site.</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>			
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/04/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 03/15/2019 10:43 AM	CAP Accepted			
	CAP Submitted DELSEA REGIONAL BOARD EDUCATION 02/22/2019 12:17 PM	All applications were corrected, and all family's were given a 10 day window to submit new applications, or documentation that was need to support the previously submitted application. All corrections were implemented and effective as of 02/15/2019.			
	Flagged Lea Berry 01/30/2019 08:28 AM	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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	DELSEA REGIONAL MIDDLE	402	03/04/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lea Berry 03/15/2019 10:41 AM	CAP Accepted			
	CAP Submitted PATRICIA RATTPELL 02/22/2019 12:43 PM	The staff members were re trained on 2/7/19 on the NSLP requirements and portioning of each individual component of the meal. Portion tools were also reviewed.			
	Flagged Lea Berry 01/30/2019 08:27 AM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	DELSEA REGIONAL MIDDLE	401	03/04/2019	CAP Accepted

## DELSEA REG HS DISTRICT-01504940 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Lea Berry 03/15/2019 10:41 AM	CAP Accepted			
	CAP Submitted PATRICIA RATTELL 02/22/2019 12:46 PM	The staff was re trained on the meal pattern for NSBP and NSLP 2/7/19. This training will be with all new employes and at the beginning of the school year.			
	Flagged Lea Berry 01/30/2019 08:27 AM	<p>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.</p> <p>On the first day of review, 6 incomplete breakfasts were observed and on the second day of review 1 incomplete breakfast was observed.</p> <p>It was obvious the students are not use to taking a fruit at breakfast.</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>			