

EAST BRUNSWICK BD OF ED-02301170 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	MEMORIAL ELEMENTARY SCHOOL	401	04/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 03/14/2019 12:33 PM	CAP Accepted			
	CAP Submitted MICHAEL CAPOBIANCO 03/13/2019 03:47 PM	<p>The District will be holding a meeting with all of the managers on Wednesday, March 12 to discuss the findings. During the meeting staff will be receive additional training on what a reimbursable meal entails.</p> <p>The District will continue to stress the importance of ensuring each student has the necessary components on their tray.</p> <p>Management will observe staff during daily visits and validate the accuracy of how they ring a student up.</p>			
	Flagged Corinne Santos-Hernandez 03/12/2019 01:17 PM	<p>One student had two out of the five component. 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.</p>			
On-Site Assessment Tool - Site	Smart Snacks in School	HAMMARSKJOLD MIDDLE SCHOOL	1105	04/09/2019	CAP Accepted

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 03/14/2019 12:33 PM	CAP Accepted			
	CAP Submitted MICHAEL CAPOBIANCO 03/13/2019 03:48 PM	<p>The Bai Sparkling beverage was removed from the middle school on March 8th. It will no longer be available to students.</p> <p>The product was transferred to the high school.</p>			
	Flagged Corinne Santos-Hernandez 03/12/2019 01:17 PM	<p>All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS. 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> <p>4 vending machines in total</p> <p>2 vending machines were smart snack compliant and was opened during lunch</p> <p>2 vending machines were not smart snack compliant however was closed during lunch did not open until after school and weekend</p> <p>* all smart snacks documentation was reviewed at the board office on 3/6/19 . - Corinne Hernandez (lead reviewer)</p> <p>* Bai Bubbles Sparkling Antioxidant Infusion Drink does not meet Smart Snacks Compliance for the middle school because it is not 100% fruit juice. The Bai product is only 1% juice and is also a low calorie beverage.</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	HAMMARSKJOLD MIDDLE SCHOOL	325	04/09/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>CAP Accepted Corinne Santos-Hernandez 03/14/2019 12:32 PM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted MICHAEL CAPOBIANCO 03/13/2019 03:48 PM</p>	<p>School production records will be verified to the Edit Check Worksheets on a regular basis to ensure accuracy.</p>			
	<p>Flagged Corinne Santos-Hernandez 03/12/2019 01:19 PM</p>	<p>Breakfast 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.</p> <p>There was an under claim for January 9, 2019. The production record for breakfast had 81 total meals served that were reimbursable. The edit check worksheet had 62.</p>			

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 03/14/2019 12:31 PM	CAP Accepted			
	CAP Submitted MICHAEL CAPOBIANCO 03/13/2019 03:50 PM	<p>The District will be holding a meeting with all of the managers on Wednesday, March 12 to discuss the findings. During the meeting staff will be receive additional training on what is required to be offered on each lunch line and doing a "guest walk" before the start of service.</p> <p>A guest walk is simply a staff member acting as a guest and viewing the line from a different perspective. This will enable them to see the serving line from a different angle and make any needed adjustments.</p> <p>They will add this action to their daily routine so it will not be forgotten.</p>			
	Flagged Corinne Santos-Hernandez 03/12/2019 01:19 PM	<p>Prior to the lunch service, there was a missing grain components for the chicken nugget basket. However, the cashier noticed there was not a grain component prior to lunch service and corrected the issue. The line had dinner rolls right before lunch was served. All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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 - Site	Meal Components and Quantities - Day of Review	MEMORIAL ELEMENTARY SCHOOL	404		CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 03/14/2019 12:31 PM	CAP Accepted			
	CAP Submitted MICHAEL CAPOBIANCO 03/13/2019 03:51 PM	The breakfast offer versus serve signage is now posted at all locations (Implemented on 3/5/19).			
	Flagged Corinne Santos-Hernandez 03/12/2019 01:20 PM	Only the lunch offer versus serve signage was posted. The breakfast offer versus serve is available and laminated as observed form the file of documentation in the board office. The breakfast signage will be posted today on 3/5/19.			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	02/26/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lisa Garland 02/19/2019 03:10 PM	CAP Accepted			
	CAP Submitted MICHAEL CAPOBIANCO 02/19/2019 03:10 PM	<p>Moving forward, the school district will properly complete the non-program food revenue tool annually.</p> <p>We will ensure that the non-program food revenue tool will match the figures to our exhibit B5 and include all of its non-program food revenues, costs and calculations.</p> <p>This will be monitored by Michael Capobianco, the food service director, effectively immediately.</p>			
	Flagged Lisa Garland 02/19/2019 02:46 PM	<p>Finding: Revenue from Non-program Foods</p> <p>The NPFRT Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation.</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p>			
Group 1: CA Count (2)				04/09/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	HAMMARSKJOLD MIDDLE SCHOOL	404	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	MEMORIAL ELEMENTARY SCHOOL	502	

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 03/14/2019 12:33 PM				CAP Accepted
	CAP Submitted MICHAEL CAPOBIANCO 03/13/2019 03:51 PM				<p>The breakfast offer versus serve signage is now posted at all locations (Implemented on 3/5/19).</p> <p>During our daily school visits we will be adding this to our checklist of items to check for.</p>
	Flagged Corinne Santos-Hernandez 03/12/2019 01:20 PM				<p>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 Form 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.</p> <p>Only the breakfast OVS signage was missing. These will be posted today in all schools. FSD is new and still learning, but willing to expand his horizons and take in new suggestions.</p> <p>There was no OVS signage for breakfast on the day of review. 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.</p>