

Administrative Review Report

BRIELLE BD OF ED – 025-00560 Monmouth County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	119	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 08:43 AM	The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). If any change is made, the determining official must update the benefit issuance document with the new eligibility and date of 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 05:02 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	211	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 05:02 PM	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. Use of the following forms is required in the Verification process: Verification Tracker (form 242), We Must Check Your Application (form 236), We Must Check Your Application Second Attempt (form 21), if applicable, Letter to Notify Household of Incomplete Verification (form 237), and We Have Checked Your Application (form 244). 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1400	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 05:03 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.
Site Name	BRIELLE	

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Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 05:03 PM	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. 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.
Site Name	BRIELLE	
Form Name	On-Site Assessment Tool - Site	
Question #	1404	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 05:04 PM	SFA did not have both food safety inspections for the current school year nor documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.
Site Name	BRIELLE	
Form Name	On-Site Assessment Tool - Site	
Question #	1405	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/13/2017 05:04 PM	Food safety inspection report was not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and posting certificate in a publicly visible location. 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.
Site Name	BRIELLE	
Form Name	On-Site Assessment Tool - Site	
Question #	1406	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/19/2017 12:47 PM	SFA did not have a written food safety plan with documented standard operating procedures (SOPs) available. 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.
Site Name	BRIELLE	
Form Name	On-Site Assessment Tool - Site	
Question #	1408	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/06/2017 12:46 PM	Observations on the day of review indicated storage violations. Expired cans were found in storage room. 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

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	implementation.
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