

# Administrative Review Report

SEASIDE HEIGHTS BD OF ED - 029-04710 - Ocean County

## Findings and Corrective Action:

<b>Site Name</b>	HUGH J BOYD JR. ELEM	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	325	
<b>Due Date</b>	05/18/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Lorena Paredes 04/18/2017 07:34 AM	Totals from review period rosters were added incorrectly for both breakfast and lunch. Breakfast and Lunch counts must be correctly used in the claim for reimbursement. SFA advised to use a swipe card system, computerized POS system, or a clicker to tally up meal totals to minimize errors. Meal counts 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.
<b>Site Name</b>	HUGH J BOYD JR. ELEM	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	403	
<b>Due Date</b>	05/18/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Lorena Paredes 04/18/2017 07:35 AM	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. Access to chocolate milk was blocked at breakfast making only the white milk 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.
<b>Site Name</b>	HUGH J BOYD JR. ELEM	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	901	
<b>Due Date</b>	05/18/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Lorena Paredes 04/18/2017 07:35 AM	SFAs must conduct an on-site accountability review for breakfast 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.