

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Fresh Fruit and Vegetable Program - Day of Review	MARTIN LUTHER KING	1905	06/26/2019	CAP Accepted
Corrective Action History	CAP Accepted Janet Celi 06/25/2019 04:01 PM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 05/30/2019 09:44 AM	The Department of Food Services will emphasize in writing to all approved FFVP schools prior to the start of the program to send home with students the Parent/Guardian letter in the language best suited for the household (see attached). Within the first week of the program, the Director of Food Services or his designee will follow up with each FFVP coordinator to ensure notification of the program was indeed sent to each household.			
	Flagged Janet Celi 05/28/2019 11:11 AM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 26	401	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:11 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 03/29/2019 02:42 PM	Upon learning of the deficiency at PS # 26, immediate action was taken on Monday, December 17, 2018 by the Field Manager to retrain the cafeteria manager and staff on the district's OVS policy. Moving forward to the 2019/2020 school year, all staff will be retrained on the OVS policy prior to school reopening on September 5, 2019. OVS training will become a permanent professional development (PD) requirement for all staff and as such will be listed on the Food Service PD yearly schedule twice per year (September & February). The 2nd session to be held in February will account for any "New" employees hired after the September training. Employees hired after February will be trained the following September and so on.			
	CAP Rejected Erlisa Levin 03/13/2019 09:45 AM	As for OVS, the staff are trained on this policy at what times during the year? Please provide when the OVS training was shared. thank you			

PATERSON BD OF ED-03104010 - Corrective Action Report

	<p>CAP Submitted DAVID BUCHHOLTZ 02/18/2019 03:22 PM</p>	<p>District adheres to OVS policies - #8507 (breakfast) & #8508 (lunch) - see attached</p> <p>Staff to be retrained on OVS procedures and how to accurately recognize a reimbursable lunch (see attached power-point). Date of implementation - May 1, 2019</p> <p>Wellness Manager to be responsible to include OVS training as part of annual PD schedule, see job description (job functions/responsibilities #7)</p> <p>Field Managers to conduct on-site training as needed, see attached job description (job functions/responsibilities #6, #8, #31, #34 & #35).</p> <p>Field Managers to complete weekly cafeteria inspection checklist to ensure compliance with OVS board policies and state requirement - see attached checklist, page 2, sections Meal Pattern/OVS and Accountability.</p> <p>New position - Food service Field Specialist to assist Field Managers in ensuring daily compliance with OVS regulations, see attached job description (job functions/responsibilities #10)</p>			
	<p>Flagged Erlisa Levin 01/03/2019 12:17 PM</p>	<p>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>			
<p>Infant and Pre-K Meal Pattern</p>	<p>Infant and Pre-K Meal Pattern</p>	<p>DALE AVE</p>	<p>11</p>	<p>02/01/2019</p>	<p>CAP Accepted</p>

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:10 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 03/29/2019 03:01 PM	Upon learning of the deficiency at Dale Ave, immediate action was taken on Monday, December 17, 2018 to retrain staff on the Pre-K meal pattern requirements. Ahereing to the Pre-K meal pattern is new for the foodservice staff to follow. Initial training was provided before implementation however it has been determined based on the findings from the Administrative Reivew (AR) that additional training is required, therefore Pre-K meal pattern compliance will be added to the professional development (PD) schedule for the school year and will become an annual requirement for for those schools servicing Pre-K students.			
	CAP Rejected Erlisa Levin 03/13/2019 09:42 AM	The pre-k meal pattern is new this year. please provide when the training for all staff occurred.			
	CAP Submitted DAVID BUCHHOLTZ 02/18/2019 05:20 PM	Wellness Manager shall be responsible for writing all menus including Pre-K and will include verbiage that prohibits the serving of any flavored milk, see job description (job functions/responsibilities #1). When planning menus, Wellness Manager shall refer to the appropriate Meal Pattern Chart for children ages 2-5 available on the Department of Agriculture Forms web site. Staff training to be conducted by May 1, 2019. Food Services Operations Supervisor to review and approve all menus prior to posting or distribution, see attached job description (job functions/responsibilities #3) Field Managers to ensure on-site daily compliance by closely monitoring what is served at all age & grade levels and completing inspection checklist, see attached job description (job functions/responsibilities #31). Field Specialist to assist in ensuring daily menu compliance, see attached job description (job functions/responsibilities #4) Cafeteria Inspection Checklist to be revised to include Pre-K section. Revised checklist to be available by May 1, 2019.			
	Flagged Erlisa Levin 01/03/2019 12:15 PM	Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	DR. HANI AWADALLAH SCHOOL	401	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:09 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 03/29/2019 03:08 PM	Upon learning of the deficiency at the Dr. Hani Awadallah school, immediate action was taken on Monday, December 17, 2018 by the Field Manager to retrain the cafeteria manager and staff on the district's OVS policy. Moving forward to the 2019/2020 school year, all staff will be retrained on the OVS policy prior to school reopening on September 5, 2019. OVS training will become a permanent professional development (PD) requirement for all staff and as such will be listed on the Food Service PD yearly schedule twice per year (September & February). The 2nd session to be held in February will account for any "New" employees hired after the September training. Employees hired after February will be trained the following September and so on.			
	CAP Rejected Erlisa Levin 03/13/2019 09:41 AM	The OVS policy was in place and was reviewed and retrained as of which dates? Please let me know when this occurred prior to the end of the school year.			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 03:03 PM	<p>District adheres to OVS policies - #8507 (breakfast) & #8508 (lunch) - see attached</p> <p>Staff to be retrained on OVS procedures and how to accurately recognize a reimbursable breakfast and lunch (see attached power-point). Date of implementation - May 1, 2019</p> <p>Wellness Manager to be responsible to include OVS training as part of annual PD schedule, see job description (job functions/responsibilities #7)</p> <p>Field Managers to conduct on-site training as needed, see attached job description (job functions/responsibilities #6, #8, #31, #34 & #35).</p> <p>Field Managers to complete weekly cafeteria inspection checklist to ensure compliance with OVS board policies and state requirement - see attached checklist, page 2, sections Meal Pattern/OVS and Accountability.</p> <p>Field Specialists to assist Field Managers in ensuring daily compliance with OVS regulations, see attached job description (job functions/responsibilities #10)</p> <p>See same attachments as question #401.</p>			
	Flagged Erlisa Levin 01/03/2019 12:17 PM	Students must take the required number of components for breakfast & 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 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. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 19	403	02/01/2019	CAP Accepted
	CAP Accepted Erlisa Levin 04/03/2019 11:08 AM	CAP Accepted			

PATERSON BD OF ED-03104010 - Corrective Action Report

Corrective Action History	CAP Submitted DAVID BUCHHOLTZ 03/29/2019 04:15 PM	Upon learning of the deficiency at PS # 19, immediate action was taken on Monday, December 17, 2018 by the Field Manager to ensure that all classrooms participating in the Breakfast in the Class (BIC) program had on hand throughout service the two (2) required varieties of fluid milk as per the requirement. The Cafeteria Manager and staff were re-trained on this same day reminding them of the requirement and to be more alert as to what components and how much is delivered to classrooms. To ensure this deficiency does not happen again, managers will be required to complete an in-class component check list which is to be made available by May 1, 2019. In-Class Meal Accountability training will also be added to the departments annual PD schedule with training occurring on or near September 5, 2019.
	CAP Rejected Erlisa Levin 03/13/2019 09:39 AM	Please let inform how this problem was corrected and when the variety of milk was put in place. thank you
	CAP Submitted DAVID BUCHHOLTZ 02/20/2019 06:10 PM	Staff to be retrained on In-Class BIC Accountability procedures (see attached) and what are the suitable milk substitutions for students with Medical or Special Dietary needs. Date of implementation - May 1, 2019 Field Managers to conduct on-site training as needed and to perform unannounced in-class inspections, see attached job description (job functions/responsibilities #6, #8, #30, #31, #34). Field Managers to complete weekly cafeteria inspection checklist to ensure compliance with meal component regulations (see attached, page 2, Meal Pattern/OVS). New position - Food service Field Specialist to assist Field Managers in ensuring daily compliance with meal component regulations, see attached job description (job functions/responsibilities #10) Cafeteria staff to complete BIC Food Component checklist for each class receiving meals. Checklist to ensure all BIC insulated delivery bags contain the required components which shall include two (2) varieties of milk. Person putting components in bag shall be responsible to initial checklist before delivery to classroom. Checklist still in process of being developed, shall be available by May 1, 2019. See same attachments for question #403 - School #26
	Flagged Erlisa Levin 01/03/2019 12:13 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. If milk substitutions are made for breakfast, the SFA must offer allowable substitutes that meet USDA requirements. Juice or water are not acceptable substitutions. Refer to FNS Memo SP-07-2010, Q and As: Milk substitutions for Children with Medical or Special Dietary Needs 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.

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	NUMBER 26	321	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:08 AM	CAP Accepted
	CAP Submitted DAVID BUCHHOLTZ 03/29/2019 04:48 PM	Upon learning of the deficiency at PS #26, immediate action was taken on Friday, December 14, 2018 by the Field Manager to address this deficiency with the building principal and cafeteria manager. Teaching staff were notified on Monday, December 17th on how to properly fill out a breakfast roster. Cafeteria Manager was re-trained on how to properly claim meals utilizing rosters and was instructed to make periodic checks of all classrooms to ensure compliance.
	CAP Rejected Erlisa Levin 03/13/2019 09:38 AM	Please inform me of what process what implemented in the meantime to rectify this breakfast counting errors?
	CAP Submitted DAVID BUCHHOLTZ 02/22/2019 02:29 PM	<p>Due to the enormous number of teachers involved in the BIC program, the Communications Dept and Professional Development (PD) Dept for the district has agreed to collaborate with Food Services on creating a training video that will advise teachers, aides and monitors on what constitutes a reimbursable and how to properly count and claim said meals during classroom feeding such as BIC. Teachers, aides and monitors will be required annually to watch the video as part of their PD requirement. The PD department will monitor and track those who watched the video and report findings to Food Services. Video will be available at the beginning of the 2019-20 school year.</p> <p>Cafeteria Managers will be retrained on how to properly count meals from rosters used during BIC and how to recognize meal counts that are significantly different than what is typically recorded. Wide count variances need to be justified on daily paperwork. This training subject matter will be added to managers annual PD schedule.</p> <p>Field Managers will be required to periodically visit schools to inspect classrooms for compliance to BIC In-Class Accountability SOP (see attached). and to complete page 2 of cafeteria inspection checklist (see also attached). Field Managers will also hold monthly manager meetings to discuss BIC procedures and concerns.</p> <p>Field Specialist will assist Field Managers by also inspecting classrooms to ensure compliance.</p> <p>Date of implementation - May 1, 2019</p> <p>See attached job description for Field Manager (job functions/responsibilities #3, #6, #8, #30, #31 & #33)</p> <p>See attached job description for Field Specialist (job functions/responsibilities #10)</p> <p>See attached Cafeteria Inspection Checklist - Pg 2 - Section Accountability to be updated to include language prohibiting students from performing POS duties.</p>
	Flagged Erlisa Levin 01/03/2019 12:16 PM	Breakfast meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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.

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	NUMBER 26	320	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:07 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 04/01/2019 12:17 PM	Upon learning of this deficiency at PS #26, immediate action was taken on Friday, December 14, 2018 by the Field Manager to address this deficiency with the building principal and cafeteria manager. Teaching staff were notified on Monday, December 17th on how to properly fill out a breakfast roster while not relying on students for assistance. Cafeteria Manager was also re-trained on how to properly count, claim and record meals in POS system from the use of rosters, how to flag roster inconsistencies or discrepancies and how to implement an immediate corrective action to address such deficiencies. Field Managers were also instructed to alert schools under thier purview of this finding and how to properly address any inconsistencies they may be experiencing. BIC in-class meal counting and claiming training will be added to the professional development (PD) schedule and will become a requirement for all managers.			
	CAP Rejected Erlisa Levin 03/13/2019 09:37 AM	Please review the meal accountability system and provide feedback as to when/how the CA steps will take place, prior to the completion of the school year. thank you			
	CAP Submitted DAVID BUCHHOLTZ 02/22/2019 02:47 PM	An SOP will be developed streamlining the meal accountability process from the class to the kitchen where the cafeteria manager will enter the counts into the E-POS software. Cafeteria Managers will be trained on this new SOP and it will become part of the managers annual PD schedule. Field Managers to follow up monthly during their monthly meetings. Field Managers will be required to randomly review classes and actually trace the method of transferring counts from the class to the kitchen to ensure the proper steps are being followed and that accurate numbers are being recorded. If discrepancies are found, Field Managers will be required to immediately implement a CAP and meet with manager and teacher (if applicable). Cafeteria Inspection Checklist, page 2 - Accountability, to be updated to include language pertaining to conducting this inspection and trace verification. t classrooms for compliance to this new SOP. Field Specialist will also assist Field Managers by conducting spot inspections. Date of implementation - May 1, 2019 See attachments for question #321 - School #26			

PATERSON BD OF ED-03104010 - Corrective Action Report

	Flagged Erlisa Levin 01/03/2019 12:13 PM	Daily breakfast meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	NUMBER 26	318	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:06 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 04/01/2019 12:26 PM	Upon learning of this deficiency at PS #26, immediate action was taken on Friday, December 14, 2018 by the Field Manager to address this deficiency with the building principal and cafeteria manager. Teaching staff were notified on Monday, December 17th on how to establish a POS within a classroom and how to properly provide an accurate meal count by using a roster while not relying on students for assistance. Cafeteria Manager was also instructed to periodically inspect classrooms as part of her daily routine to ensure meal accountability compliance at the POS.			
	CAP Rejected Erlisa Levin 03/13/2019 09:35 AM	please review meal counting system.			
	CAP Submitted DAVID BUCHHOLTZ 02/22/2019 02:56 PM	The issue of inaccurate meal counting is systemic due to the fact that Paterson has nearly 1000 classrooms to monitor. The task is too difficult for only 2 Field managers to effectively cover. And, although cafeteria managers were trained to perform their own spot inspections, it is just as difficult for them to do so simply because they often are unable to leave the kitchen. Therefore to rectify this problem, the Communications Dept and Professional Development (PD) Dept for the district has agreed to collaborate with Food Services on creating a training video that will advise teachers, aides and monitors on what constitutes a reimbursable and how to properly count and claim said meals during classroom feeding such as BIC. Teachers, aides and monitors will be required annually to watch the video as part of their PD requirement. The PD department will monitor and track those who watched the video and report findings to Food Services. Video will be available at the beginning of the 2019-20 school year.			
	Flagged Erlisa Levin 01/03/2019 12:12 PM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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. The State Agency has determined that the inaccurate counting of meals observed at breakfast 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.			

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 19	401	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:05 AM	CAP Accepted
	CAP Submitted DAVID BUCHHOLTZ 04/01/2019 12:35 PM	<p>Upon learning of the deficiency at School #19, immediate action was taken on Tuesday, December 18, 2018 by the Field Manager to retrain the cafeteria manager and staff on the district's OVS policy. To further assist managers in remaining compliant with the OVS policy and to ensure all classrooms receive the required meal components, a BIC Food Component checklist will be developed by May 1, 2019.</p> <p>For the 2019/2020 school year, all staff will be retrained on the OVS policy & BIC In-Class Meal Accountability procedures prior to school reopening on September 5, 2019. These two topics will become a permanent professional development (PD) requirement for all staff and as such will be listed on the Food Service PD yearly schedule twice per year (September & February). The 2nd session to be held in February will account for any "New" employees hired after the September training. Employees hired after February will be trained the following September and so on.</p>
	CAP Rejected Erlisa Levin 03/13/2019 09:31 AM	Please have staff review the BIC training before the school year is complete.
	CAP Submitted DAVID BUCHHOLTZ 02/22/2019 03:12 PM	<p>Staff to be retrained on In-Class BIC Accountability procedures (see attached). Date of implementation - May 1, 2019</p> <p>Cafeteria staff to complete BIC Food Component checklist for each class receiving meals. Checklist to ensure all BIC insulated delivery bags contain the required components which shall include the milk and fruit/veg. components. Person putting components in bag shall be responsible to initial checklist before delivery to classroom. Checklist still in process of being developed, shall be available by May 1, 2019.</p> <p>Field Managers to conduct on-site training as needed and to perform unannounced in-class inspections to ensure all components are accounted for, see attached job description (job functions/responsibilities #6, #8, #30, #31, #34). Field Managers will also complete weekly cafeteria inspection checklist to ensure compliance with meal component regulations (see attached, page 2, Meal Pattern/OVS).</p> <p>Field Specialist to assist Field Managers in ensuring daily compliance with meal component regulations, see attached job description (job functions/responsibilities #10)</p> <p>See attachments for question #403 - School #26</p>
	Flagged Erlisa Levin 01/03/2019 12:17 PM	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. 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.

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 19	400	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:05 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 04/01/2019 01:20 PM	<p>Upon learning of the deficiency at PS # 19, immediate action was taken on Monday, December 17, 2018 by the Field Manager to ensure that all classrooms participating in the Breakfast in the Class (BIC) program had on hand throughout service all the required meal components, this included enough fruit for all students as well as the correct number of milk varieties. The Cafeteria Manager and staff were re-trained on this same day reminding them of the requirements and to be more alert as to what components and how much is delivered to classrooms. To ensure this deficiency does not happen again, managers will be required to complete an in-class component check list which is to be made available by May 1, 2019. BIC In-Class Meal Accountability training will also be added to the departments annual PD schedule with training occurring on or near September 5, 2019.</p> <p>For the 2019/2020 school year, all staff will be retrained on the OVS policy & BIC In-Class Meal Accountability procedures prior to school reopening on September 5, 2019. These two topics will become a permanent professional development (PD) requirement for all staff and as such will be listed on the Food Service PD yearly schedule twice per year (September & February). The 2nd session to be held in February will account for any "New" employees hired after the September training. Employees hired after February will be trained the following September and so on.</p>			
	CAP Rejected Erlisa Levin 03/13/2019 09:30 AM	Please consider How and when the BIC training will be implemented.			

PATERSON BD OF ED-03104010 - Corrective Action Report

	CAP Submitted DAVID BUCHHOLTZ 02/22/2019 03:33 PM		<p>As part of the BIC training video for teachers, they will be taught how to recognize a reimbursable meal and what are the 3 required meal components for breakfast. Both cafeteria staff and teachers will be further trained to understand the importance of ensuring that all classrooms (defined as a serving area) have the required components throughout the entire meal service period. When a component runs out, teachers will be trained not to continue with the POS until the kitchen has been notified and the component replenished. Cafeteria managers will be trained to adjust their production records accordingly so as to account for increasing the number of portions for the next service.</p> <p>The teacher training video will not be available until September, 2019, however cafeteria staff will be trained on this issue by May 1, 2019.</p> <p>To further ensure compliance, Field Managers will be required to conduct on-site training as needed and to perform unannounced in-class inspections. They will also be required to complete a weekly cafeteria inspection checklist verifying that classrooms actually have all required components throughout service. Checklist to be updated to include BIC section.</p> <p>Field Specialist to assist Field Managers in ensuring daily compliance with meal component regulations.</p> <p>See attachments for question #403 - School #26</p>		
	Flagged Erlisa Levin 01/03/2019 12:12 PM		<p>The 3 required meal components for breakfast 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 number of items and 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	NUMBER 19	402	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/25/2019 12:08 PM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 03/24/2019 12:03 PM	Upon learning of the deficiency at PS #19, immediate action was taken on Monday, December 17, 2018 to increase the amount fruit offering for breakfast to equal one (1) cup serving. Staff was also trained at that time to ensure that the minimum daily requirements for all components for the age/grade group that we adhere to as per the breakfast meal pattern guideline are delivered to each classroom each day. To further assist managers in remaining compliant, a BIC Food Component checklist will be developed, ensuring that the minimum daily requirements for all breakfast components are available in each classroom.			
	CAP Rejected Erlisa Levin 03/13/2019 09:46 AM	Please inform when the breakfast meal pattern included the correct amount of fruit. thank you			
	CAP Submitted DAVID BUCHHOLTZ 02/18/2019 12:14 PM	Department will undergo reorganization to establish a check and balance process when writing menus. District will hire a Wellness Manager whose credentials shall include registered dietitian. Wellness Manager will be responsible to write menus and to ensure each breakfast and lunch component complies with the daily and weekly minimum requirements for the appropriate age groups by referring to the resources outlined by state reviewer. Before menus are posted on website, Operations Supervisor will review and approve. See attached revised job descriptions for both Wellness Manager (job function/responsibility #1) and Operations Supervisor (job function/responsibility #3). Date of implementation - May 1, 2019.			
	Flagged Erlisa Levin 01/03/2019 12:16 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 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 26	403	02/01/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/25/2019 12:08 PM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 03/24/2019 12:19 PM	Upon learning of the deficiency at PS # 26, immediate action was taken on Monday, December 17, 2018 to ensure that all classrooms participating in in-class lunch feeding have on hand throughout service the two (2) required varieties of fluid milk as per the requirement. Manager and staff were trained on this same day reminding them of the requirement and to be more alert as to what components and how much is delivered to classrooms. To ensure this deficiency does not happen again, managers will be required to complete an in-class component check list. Check list to be available by May 1, 2019.			
	CAP Rejected Erlisa Levin 03/13/2019 09:44 AM	A variety of milk is required at all serving areas, meal types. Please provide when this change occurred. thanks			
	CAP Submitted DAVID BUCHHOLTZ 02/18/2019 04:48 PM	<p>Staff to be retrained on In-Class BIC Accountability procedures (see attached). Date of implementation - May 1, 2019</p> <p>Field Managers to conduct on-site training as needed and to perform unannounced in-class inspections, see attached job description (job functions/responsibilities #6, #8, #30, #31, #34).</p> <p>Field Managers to complete weekly cafeteria inspection checklist to ensure compliance with meal component regulations (see attached, page 2, Meal Pattern/OVS).</p> <p>New position - Food service Field Specialist to assist Field Managers in ensuring daily compliance with meal component regulations, see attached job description (job functions/responsibilities #10)</p> <p>Cafeteria staff to complete BIC Food Component checklist for each class receiving meals. Checklist to ensure all BIC insulated delivery bags contain the required components which shall include two (2) varieties of milk. Person putting components in bag shall be responsible to initial checklist before delivery to classroom. Checklist still in process of being developed, shall be available by May 1, 2019.</p>			
	Flagged Erlisa Levin 01/03/2019 12:13 PM	A minimum of two varieties of fluid milk must be offered throughout the lunch 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.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	DALE AVE	901	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:48 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/20/2019 12:42 PM	<p>An on-site review for Dale Ave for breakfast was completed on 11/2/18, satisfying the on-site requirement for FY 2019 (see attached). No on-site breakfast review was completed during FY 18.</p> <p>On-site Breakfast reviews did not commence until this school year: 2018-2019.</p> <p>An on-site review for Dale Ave for Lunch was completed on 1/23/18. satisfying the on-site requirement for FY 2018 (see attached)</p> <p>As a result of a finding from our last AR, Field Managers are required to create and on-site review schedule for lunch each fiscal year (see attached schedules for FY 2019 from John West and Stephen Harris). During bi-monthly staff meetings, Field Managers will be required to report out as to the status of thier reviews. Field Managers will also be required to specify on schedule when breakfast reviews will occur or if they will occur on the same day as lunch.</p> <p>See attached Field Manager job description (job functions/responsibilities #16)</p>			
	Flagged Erlisa Levin 01/03/2019 12:12 PM				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	New Roberto Clemente	1404	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:45 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/18/2019 01:13 PM	<p>HACCP Manual to be updated and structured to be site specific based on meal service preparation methods (i.e. cooking or pre-plated). Once completed, all SOP's will be reviewed and approved by current Director (signed and dated), followed by distribution to schools along with staff training. Manual to be updated annually with approval, distribution, and training process to repeat as required. For FY 2019 - date of implementation to occur on or after June 1, 2019. Rutgers Cooperative Extension or the Institute for Child Nutrition (ICN) to assist with training staff.</p> <p>Under departmental reorg. plan, Wellness Manager will be responsible for maintaining and updating HACCP manual as well as keeping on file all required documentation such as sign-in sheets and agendas. See attached job description (job functions/responsibilities #8).</p> <p>Note: there is an error for question #806/Civil Rights - under Wellness Manager job description, please see job functions/responsibilities #7, not #8.</p>			
	Flagged Erlisa Levin 01/03/2019 12:16 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.			
Off-Site Assessment Tool	Civil Rights		806	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:44 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/18/2019 12:55 PM	<p>Food Services will include the civil rights training requirement as part of its annual staff training schedule. Ideally, civil rights training will occur at the beginning of each school year when all food service staff have at least 2 days of professional development just prior to when students return to school. Food Services Wellness Manager will be required to develop schedule and maintain required documents on file for audit purposes. See attached Wellness Manager job description (job functions/responsibilities #8)</p> <p>Date of implementation for FY 2019 will occur on or about June 24, 2019. June 24th is the last PD day for staff built into the 2018-19 school calendar. This day is subject to change due to inclement weather make-up days.</p> <p>For FY 2020 civil rights training will occur on or about September, 3, 2019.</p>			
	Flagged Erlisa Levin 01/03/2019 12:17 PM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DALE AVE	1404	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:40 AM	CAP Accepted			
	CAP Accepted Erlisa Levin 03/11/2019 10:40 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/18/2019 05:33 PM	<p>HACCP Manual to be updated and structured to be site specific based on meal service preparation methods (i.e. cooking or pre-plated). Once completed, all SOP's will be reviewed and approved by current Director (signed and dated), followed by distribution to schools along with staff training. Manual to be updated annually with approval, distribution, and training process to repeat as required. For FY 2019 - date of implementation to occur on or after June 1, 2019. Rutgers Cooperative Extension or the Institute for Child Nutrition (ICN) to assist with training staff.</p> <p>Under departmental reorg. plan, Wellness Manager will be responsible for maintaining and updating HACCP manual as well as keeping on file all required documentation such as sign-in sheets and agendas. See attached job description (job functions/responsibilities #8).</p> <p>Under reorg. plan Director of Food Services shall be responsible for reviewing and approving all SOP's in HACCP on an annual basis, see job description (job functions/responsibilities #22). This shall also apply to CAP for question #1404- New Roberto Clemente</p>			
	Flagged Erlisa Levin 01/03/2019 12:16 PM	<p>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.</p>			
On-Site Assessment Tool - Site	Smart Snacks in School	DR. HANI AWADALLAH SCHOOL	1106	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:39 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 10:36 AM	<p>Under Food Service reorg. plan the Wellness Manager shall be responsible to ensure all foods sold as fundraisers that are intended to be consumed by students during the school day shall comply with the district Wellness policy #8505, section B-1,2,3,4 (see attached). See also Wellness Manager job description (job functions/responsibilities #21). Wellness Manager shall meet regularly with school wellness coordinator and principal to ensure full compliance with board policy and state requirement.</p> <p>Date of implementation shall coincide with the hiring of a new Wellness Manager- anticipated date of hire - April 15, 2019.</p> <p>Field Manager shall also work with Wellness Manager to enforce policy, see attached job description (job functions/responsibilities #11) and by completing Cafeteria Inspection Checklist on a weekly basis (see attached page 3 - Vending/Fundraising). Check list to be updated by May 1, 2019 to include HHFKA-Smart Snack guidance</p>			
	Flagged Erlisa Levin 01/03/2019 12:17 PM	Fundraiser exemptions are not allowed in New Jersey. Therefore, all foods sold as fundraisers that are intended for student consumption during the school day, must meet Smart Snack requirements. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	DR. HANI AWADALLAH SCHOOL	411	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:32 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 12:06 PM	<p>Under the Food Service reorg. plan, the Operations Supervisor shall work with the Wellness Manager, Inventory Manager, Field Manager, Field Specialist and Cafeteria Manager to establish procedures and standards in regards to quality control, product and service uniformity. Breakfast choices especially on grab & go carts shall be diversified but limited based on student acceptance so as not to create confusion at the POS for both workers or students. The Inventory Manager shall be responsible to ensure suitable substitutions that comply with weekly sub group requirements are available in the FS Warehouse at all times. The FS Director shall periodically inspect warehouse inventory with Warehouse Manager to ensure substitute items are available and compliant and that the correct product is shipped to the schools. Field Manager shall complete page 2 of cafeteria inspection checklist, Meal Pattern/OVS-#10. Cafeteria Manager and staff shall be trained to know the difference between a suitable substitution from a non-compliant one. Anticipated date of implementation - June 1, 2019</p> <p>See attached job description for Operations Supervisor (job functions/responsibilities #3 & #11)</p> <p>See attached job description for Inventory Manager (job functions/responsibilities #28)</p> <p>See attached job description for FS Director (job functions/responsibilities #8)</p> <p>See attached job description for Field Manager (job functions/responsibilities #3 & #31)</p> <p>See attached cafeteria inspection checklist - page 2</p>			
	Flagged Erlisa Levin 01/03/2019 12:13 PM	When making substitutions to the planned breakfast menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DR. HANI AWADALLAH SCHOOL	1407	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:31 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 12:17 PM	<p>HACCP Manual to be updated and structured to be site specific based on meal service preparation methods (i.e. cooking or pre-plated). Once completed, all SOP's will be reviewed and approved by current Director (signed and dated), followed by distribution to schools along with staff training. Manual to be updated annually with approval, distribution, and training process to repeat as required. For FY 2019 - date of implementation to occur on or after June 1, 2019. Rutgers Cooperative Extension or the Institute for Child Nutrition (ICN) to assist with training staff.</p> <p>Under departmental reorg. plan, Wellness Manager will be responsible for maintaining and updating HACCP manual as well as keeping on file all required documentation such as sign-in sheets and agendas. See attached job description (job functions/responsibilities #8).</p> <p>Once updated and approved, HACCP manual will also be available in the Kitchen Managers share folder on-line. On-line share folder will be made available to all PC's. Staff will also be trained on how to access folder and pull what may be applicable for any given day.</p>			
	Flagged Erlisa Levin 01/03/2019 12:12 PM	SFA has a written food safety plan, but was not available at each school food preparation site and/or documented standard operating procedures (SOPs) were either not developed or were not site specific. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DR. HANI AWADALLAH SCHOOL	1404	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:30 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 12:19 PM	<p>HACCP Manual to be updated and structured to be site specific based on meal service preparation methods (i.e. cooking or pre-plated). Once completed, all SOP's will be reviewed and approved by current Director (signed and dated), followed by distribution to schools along with staff training. Manual to be updated annually with approval, distribution, and training process to repeat as required. For FY 2019 - date of implementation to occur on or after June 1, 2019. Rutgers Cooperative Extension or the Institute for Child Nutrition (ICN) to assist with training staff.</p> <p>Under departmental reorg. plan, Wellness Manager will be responsible for maintaining and updating HACCP manual as well as keeping on file all required documentation such as sign-in sheets and agendas. See attached job description (job functions/responsibilities #8).</p>			
	Flagged Erlisa Levin 01/03/2019 12:16 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.			

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	DR. HANI AWADALLAH SCHOOL	502	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:29 AM	CAP Accepted
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 12:56 PM	<p>Field Managers will be required to post required signage (menu and OVS sign) at all POS locations including classrooms and to complete weekly checklist ensuring compliance with requirement. Wellness Manager along with Operations Supervisor will oversee staff training and to establish uniformity on serving lines. Training to become part of annual PD schedule. Rutgers Cooperative Extension or the Institute of Child Nutrition (ICN) to conduct training. Distribution of signage to be completed by May 1, 2019. Staff training by June 1, 2019.</p> <p>Cafeteria Inspection Checklist, page 3 - section Miscellaneous to be revised to read "Miscellaneous/Signage". This section to include menu and OVS signage (cafeterias and classrooms). Checklist to be updated by May 1, 2019</p> <p>Due to the enormous number of teachers involved in the BIC program, the Communications Dept and Professional Development (PD) Dept for the district has agreed to collaborate with Food Services on creating a training video that will advise teachers, aides and monitors on what constitutes a reimbursable meal during classroom feeding such as BIC. Teachers, aides and monitors will be required annually to watch the video as part of their PD requirement. The PD department will monitor and track those who watched the video and report findings to Food Services. Video will be available at the beginning of the 2019-20 school year.</p> <p>See attached job description for Field Manager (job functions/responsibilities #3, #6, #8, #30 & #31)</p> <p>See attached Cafeteria Inspection Checklist - Pg 3 - Section Miscellaneous (to be revised)</p> <p>See attached job description for Operations Supervisor (job functions/responsibilities #18, #30 & #31)</p> <p>See attached job description for Wellness Manager (job functions/responsibilities #7 & #14)</p>
	Flagged Erlisa Levin 01/03/2019 12:13 PM	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.

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	DR. HANI AWADALLAH SCHOOL	500	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:28 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 02:37 PM	<p>District adheres to OVS policy - #8507 (breakfast) - see attached</p> <p>Field Managers will post required signage (menu and OVS sign) at all POS locations (serving lines, classrooms and grab & go stations) and to complete weekly checklist ensuring compliance with fruit/veg. requirement. See attached checklist, page 2 - sections Meal Pattern/OVS, and Accountability and page 3, section-Miscellaneous (this section to be updated to include signage requirement). Wellness Manager along with Operations Supervisor wil oversee staff training (how to recognize and claim a reimbursable breakfast) and to establish product and service uniformity at all POS locations (including grab & go stations). Training to become part of annual PD schedule. Rutgers Cooperative Extension or the Institute of Child Nutrition (ICN) to conduct training. Distribution of signage to be completed by May 1, 2019. Staff training by June 1, 2019.</p> <p>Field Managers to conduct on-site training as needed and to implement monthly manager meetings to review such requirements, see attached job description (job functions/responsibilities #6, #8, #31, & #33).</p> <p>Field Specialists to assist Field Managers by periodically checking POS locations to ensure compliance with OVS policy and regulations, see attached job description (job functions/responsibilities #10)</p>			
	Flagged Erlisa Levin 01/03/2019 12:17 PM	At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	DR. HANI AWADALLAH SCHOOL	404	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:27 AM				CAP Accepted
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 02:57 PM				Field Managers will be required to post required signage (menu, OVS, and the promotion of water as an alternate beverage) at all POS locations including classrooms and Grab & Go stations for SBP and NSLP and to complete weekly checklist ensuring compliance with requirement. Cafeteria Inspection Checklist, page 3 - section Miscellaneous to be revised to read "Miscellaneous/Signage". This section to include menu, OVS signage and water availability. Wellness Manager and Operations Supervisor shall oversee staff training on the importance of posting signage at all POS locations (Cafes, Classrooms and Grab & Go stations). Checklist to be updated by May 1, 2019. Staff training to occur by June 1, 2019. Rutgers Cooperative Extension or the Institute of Child Nutrition (ICN) to assist with training requirement. See same attachments as question #502.
	Flagged Erlisa Levin 01/03/2019 12:14 PM				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.
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:24 AM				CAP Accepted
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 03:13 PM				<p>USDA memo SP-38-2017 supercedes memo SP-24-2016 (see attached).</p> <p>Under the Food Service Reorg. plan, the department will separate its procurement functions to ensure compliance with all state, federal and USDA purchasing laws by establishing a separation of duties between the person who handles bids from the person who actually does the buying. The 2 positions overseeing these separated duties are the Procurement Manager and the Inventory Manager. The Food Service Director shall periodically inspect warehouse inventory to ensure compliance with the Buy American provision.</p> <p>When necessary, the FS Director will file an exemption to the Buy American Provision to the SA, citing exceptions as stipulated in USDA memo SP-38-2017.</p> <p>See same attachments as question #1411</p>
	Flagged Erlisa Levin 01/03/2019 12:16 PM				Exemption documentation was not available for foods that did not meet the Buy American provision. 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.
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:22 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 03:22 PM	<p>HACCP Manual to be updated and structured to be site specific based on meal service preparation methods (i.e. cooking or pre-plated). Once completed, all SOP's will be reviewed for completeness of all pertinent sections (i.e. monitoring, record keeping and CAP) and approved by current Director (signed and dated), followed by distribution to schools along with staff training. Manual to be updated annually with approval, distribution, and training process to repeat as required. For FY 2019 - date of implementation to occur on or after June 1, 2019. Rutgers Cooperative Extension or the Institute for Child Nutrition (ICN) to assist with training staff.</p> <p>Under departmental reorg. plan, Wellness Manager will be responsible for maintaining and updating HACCP manual as well as keeping on file all required documentation such as sign-in sheets and agendas. See attached job description (job functions/responsibilities #8).</p> <p>Under reorg. plan Director of Food Services shall be responsible for reviewing and approving all SOP's in HACCP on an annual basis, see job description (job functions/responsibilities #22).</p> <p>See same attachments for question #1404 - New Roberto Clemente</p>			
	Flagged Erlisa Levin 01/03/2019 12:12 PM	<p>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. 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.</p>			
On-Site Assessment Tool - Site	Civil Rights	New Roberto Clemente	811	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:19 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 03:36 PM	<p>FS Director to acquire correct "And Justice for All" poster from USDA and instruct Field Managers to display poster at all POS locations (cafe, classrooms and where Grab & Go kiosks are stationed). Field Managers will be required to complete Cafeteria Inspection Checklist - See attached, page 3 - Section Miscellaneous. This section to be updated specifying that poster must be current at all times. Date of Implementation - May 1, 2019.</p>			
	Flagged Erlisa Levin 01/03/2019 12:13 PM	<p>SFA did not have the correct USDA "And Justice for All" poster displayed at lunch time. 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>			

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUMBER 26	1406	02/01/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:19 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/19/2019 04:15 PM	<p>Field Managers to monitor and ensure proper display of all Board of Health (BOH) food safety inspection reports for their assigned schools and to complete weekly cafeteria inspection checklist - see attached, page 3 - section Miscellaneous. This section to be updated and renamed Miscellaneous/Signage. Executive Secretary to compile, record in SNEARS, and file all semi-annual BOH inspection reports. FS Director and Operations Supervisor to periodically inspect cafeterias to ensure inspection report is posted in a publicly visible location. Institute of Child Nutrition (ICN) to provide Mock Health Inspection Training with an emphasis on properly displaying sanitation certificate. Wellness Manager to factor this training into annual PD schedule for Cafeteria Managers.</p> <p>See attached job description for Field Manager (job functions/responsibilities #2, #3 & #31)</p> <p>See attached job description for FS Executive Secretary (job functions/responsibilities #12)</p>			
	Flagged Erlisa Levin 01/03/2019 12:14 PM				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	NUMBER 26	1404	02/01/2019	CAP Accepted

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2019 10:18 AM	CAP Accepted			
	CAP Submitted DAVID BUCHHOLTZ 02/20/2019 06:00 PM	<p>HACCP Manual to be updated and structured to be site specific based on meal service preparation methods (i.e. cooking or pre-plated). Once completed, all SOP's will be reviewed for completeness of all pertinent sections (i.e. monitoring, record keeping and CAP) and approved by current Director (signed and dated), followed by distribution to schools along with staff training. Manual to be updated annually with approval, distribution, and training process to repeat as required. For FY 2019 - date of implementation to occur on or after June 1, 2019. Rutgers Cooperative Extension or the Institute for Child Nutrition (ICN) to assist with training staff.</p> <p>Under departmental reorg. plan, Wellness Manager will be responsible for maintaining and updating HACCP manual as well as keeping on file all required documentation such as sign-in sheets and agendas. See attached job description (job functions/responsibilities #8).</p> <p>Under reorg. plan Director of Food Services shall be responsible for reviewing and approving all SOP's in HACCP on an annual basis, see job description (job functions/responsibilities #22).</p> <p>See same attachments for question #1404 - New Roberto Clemente</p>			
	Flagged Erlisa Levin 01/03/2019 12:16 PM				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DALE AVE	1405	02/01/2019	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 01/17/2019 09:32 AM	CAP Removed			
	Flagged Erlisa Levin 01/03/2019 12:13 PM	<p>SFA did not have 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. SFA did not have both food safety inspections for 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.</p>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DALE AVE	1406	02/01/2019	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 01/17/2019 09:31 AM	CAP Removed			
	Flagged Erlisa Levin 01/03/2019 12:14 PM				

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	NUMBER 2	404	02/01/2019	CAP Removed
Corrective Action History	CAP Removed Erlisa Levin 12/29/2018 12:59 AM	CAP Removed			
	Flagged Erlisa Levin 12/13/2018 12:10 PM				
Off-Site Assessment Tool	Professional Standards		1206	02/01/2019	Flagged
Corrective Action History	Flagged Erlisa Levin 12/29/2018 12:37 AM				
Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	02/01/2019	CAP Removed
Corrective Action History	CAP Removed Erlisa Levin 12/29/2018 12:32 AM	CAP Removed			
	Flagged DAVID BUCHHOLTZ 09/28/2018 06:40 PM				
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	New Roberto Clemente	901	02/01/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 12/21/2018 09:39 AM	CAP Removed			
	Flagged Lorena Paredes 12/14/2018 09:24 AM	<p>All SFAs must conduct an on-site accountability review of lunch 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.</p> <p>All SFAs must conduct an on-site accountability review of 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.</p>			
Group 1: CA Count (2)				02/01/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	Afterschool Snack Program	Afterschool Snack Program	New Roberto Clemente		
	Afterschool Snack Program	Afterschool Snack Program	NUMBER 26		

PATERSON BD OF ED-03104010 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2019 11:12 AM				CAP Accepted
	CAP Submitted DAVID BUCHHOLTZ 04/01/2019 10:41 AM				Upon learning of this deficiency, immediate action was taken to correct and update production record database ensuring that proper portion sizes comply with the Snack meal pattern requirements. Staff at NRC and School #26 were trained on how to select proper components from database when completing a Snack production record. Field Managers were also instructed to advise all schools of this finding and the proper way to complete a Snack production record, ensuring that the correct componenets and portion sizes are selected.
	Flagged Erlisa Levin 03/11/2019 10:51 AM				Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.