

SALEM CITY BD OF ED-03304630 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1214	12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:43 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 01/04/2019 09:00 AM	The School Nutrition Program Manager will research the training requirements. Management will get a copy of the mandatory Department of Agriculture trainings for the entire staff. Annual trainings will be planned and scheduled accordingly. The 12 required hours of training will be obtained no later than July 1, 2019.			
	CAP Rejected Lea Berry 01/02/2019 12:25 PM	When will the Food Service Director specifically obtain the 12 hours of required training.			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:52 PM	The School Nutrition Program Manager will research the training requirements. Management will get a copy of the mandatory Department of Agriculture trainings for the entire staff. Annual trainings will be planned and scheduled accordingly.			
	Flagged Lea Berry 11/16/2018 09:58 AM				
On-Site Assessment Tool - Site	Water	SALEM MIDDLE	1300	12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:43 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 01/04/2019 09:04 AM	Pitchers of potable water will be available for students during breakfast and lunch at all schools. We currently have bottled water available and pitchers will be purchase no later January 8, 2019. Implementation Date: January 9, 2019.			
	CAP Rejected Lea Berry 01/02/2019 12:30 PM	As stated, please indicate the date of implementation.			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM	Pitchers of potable water will be available for students during breakfast and lunch at all schools.			
	Flagged Lea Berry 11/16/2018 09:59 AM	Potable water must be available for students at breakfast and 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.			
Afterschool Snack Program	Afterschool Snack Program	SALEM MIDDLE		12/19/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:43 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 01/04/2019 09:01 AM	The food service management company will make sure production records are completed daily and maintained for a minimum of three years. Production records will list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. The program will be monitored within the first 4 weeks of operation each year. The afterschool snack program was monitored on 11/19/2018 and production records started to be used on 11/19/2018.			
	CAP Rejected Lea Berry 01/02/2019 12:29 PM	Please provide the date that production records started to be used. Please provide a date that the After School Snack Program was monitored.			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM	The food service management company will make sure production records are completed daily and maintained for a minimum of three years. Production records will list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. The program will be monitored within the first 4 weeks of operation each year.			
	Flagged Lea Berry 11/16/2018 09:59 AM	Production records must be completed daily and maintained for a minimum of three years. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. The program must be monitored within the first 4 weeks of operation each year. 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.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SALEM MIDDLE	500	12/19/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:42 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 01/04/2019 09:05 AM	SFA and food service service management company will train staff and assure that offer versus serve, all 5 required meal components must be offered to students in minimum required quantities at lunch, and for breakfast with offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. All staff will be trained on offer vs. serve. Staff will be retrained no later than March 1, 2019.			
	CAP Rejected Lea Berry 01/02/2019 12:32 PM	When is the staff being re-trained on offer vs. serve? Please indicate the date this was corrected.			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM	SFA and food service service management company will train staff and assure that offer versus serve, all 5 required meal components must be offered to students in minimum required quantities at lunch, and for breakfast with offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. All staff will be trained on offer vs. serve.			
	Flagged Lea Berry 11/16/2018 09:59 AM	<p>At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable.</p> <p>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.</p> <p>The staff were confused on offer vs. serve for lunch. They didn't understand that a sandwich counted as both a grain and meat/meat alternate.</p> <p>Training should be provided again in offer vs. serve to staff.</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 - Site	Meal Components and Quantities - Day of Review	SALEM MIDDLE	401	12/19/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:41 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 01/04/2019 09:08 AM	Staff will prepare and assure that students will take the required number of components for lunch and breakfast in order for their meals to be claimed for reimbursement. The SFA will make sure that for offer vs. serve, students will select 3 food components in the proper quantities. Food service staff/cashiers will receive training on how to accurately recognize a reimbursable meal under offer versus serve and how to recognize a reimbursable lunch. Implementation Date: February 1, 2019			
	CAP Rejected Lea Berry 01/02/2019 12:33 PM	Please indicate the date of implementation of training.			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM	Staff will prepare and assure that students will take the required number of components for lunch and breakfast in order for their meals to be claimed for reimbursement. The SFA will make sure that for offer vs. serve, students will select 3 food components in the proper quantities. Food service staff/cashiers will receive training on how to accurately recognize a reimbursable meal under offer versus serve and how to recognize a reimbursable lunch.			
	Flagged Lea Berry 11/16/2018 10:00 AM	<p>Students must take the required number of components for lunch and 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 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.</p> <p>On day of review for Lunch, one meal was missing a fruit or vegetable. On day of review for Breakfast, seven meals were missing a fruit.</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 - Site	Afterschool Snack Program	SALEM MIDDLE	1700	12/19/2018	CAP Accepted
	CAP Accepted Lea Berry 04/11/2019 01:41 PM	CAP Accepted			

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Corrective Action History	<p>CAP Submitted TALISHA ALLISON 01/04/2019 09:10 AM</p>	<p>SFA and food service company has provided an after school snack menu for the month of November and will continue to provide such menus going forward and an onsite review will be conducted prior to February 2019. After school snack programs staff were trained on the after school snack program, to do the following:</p> <ol style="list-style-type: none"> 1. Count snacks based on point of service 2. Daily-monthly production records will be printed and kept on file <p>Implementation Date for counts: 11/19/2018</p> <p>Implementation Date for records: 11/19/2018</p>
	<p>CAP Rejected Lea Berry 01/02/2019 12:42 PM</p>	<p>We must have a date of implementation when counts were corrected and taken based on point of service count.</p> <p>We must have a date of implementation when production records were being completed.</p>
	<p>CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM</p>	<p>SFA and food service company has provided an after school snack menu for the month of November and will continue to provide such menus going forward and an onsite review will be conducted prior to February 2019. After school snack programs staff were trained on the after school snack program, to do the following:</p> <ol style="list-style-type: none"> 1. Count snacks based on point of service 2. Daily-monthly production records will be printed and kept on file

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	Flagged Lea Berry 11/19/2018 11:52 AM		<p>As discussed at the exit conference, the following violations were found for the After School Snack Program:</p> <ul style="list-style-type: none"> Count was based on attendance and not a point of service count There was not a menu for the after school snack program Production records were not kept There was not an on site review 4 weeks after starting the program <p>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.</p>		
Afterschool Snack Program	Afterschool Snack Program	SALEM MIDDLE		12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:40 PM		CAP Accepted		
	CAP Submitted TALISHA ALLISON 01/04/2019 08:58 AM		The SFA food service management company will create after school stack count sheets. On a daily basis, as snacks are being distributed, program staff will count the students who receive snacks on a count sheet. On a monthly basis that total will be used to record snacks in the SNEARS System. We have already begun this process. Implementation Date: 11/19/2018		
	CAP Rejected Lea Berry 01/02/2019 12:23 PM		I need the date that counting and claiming procedures were corrected and in effect.		
	CAP Submitted TALISHA ALLISON 12/17/2018 02:52 PM		The SFA food service management company will create after school stack count sheets. On a daily basis, as snacks are being distributed, program staff will count the students who receive snacks on a count sheet. On a monthly basis that total will be used to record snacks in the SNEARS System. We have already begun this process.		
	Flagged Lea Berry 11/16/2018 09:58 AM				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	SALEM MIDDLE	1404	12/19/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:36 PM				CAP Accepted
	CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM				The SFA will create a food safety plan for all locations. The food safety program will be implemented for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. The food safety plan will be subject to board approval.
	Flagged Lea Berry 11/16/2018 10:02 AM				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.
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:35 PM				CAP Accepted
	CAP Submitted TALISHA ALLISON 12/17/2018 02:53 PM				SFA will purchase items that meet the Buy American provision (7 CR 210.21)(d)). If a product is purchased from another country the SFA will provide documentation of an exception due to the product not being produced in America or showing competitive bids reveal the cost of domestic agricultural food components are significantly higher than the non-domestic ones.
	Flagged Lea Berry 11/16/2018 10:02 AM				All items purchased must meet the Buy American provision (7CFR 210.21(d)). If a product is purchased from another country the SFA must provide documentation of an exception due to the product not being produced in America or showing competitive bids reveal the cost of domestic agricultural food components are significantly higher than the non-domestic ones. Please indicate the reason for the purchase and if the SFA did receive an exception.
On-Site Assessment Tool	Professional Standards		1215	12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:21 PM				CAP Accepted
	CAP Submitted TALISHA ALLISON 12/17/2018 02:51 PM				The School Nutrition Program Manager will research the training requirements. Management will get a copy of the mandatory department of agriculture trainings for the entire staff. Annual trainings will be planned and scheduled accordingly.
	Flagged Lea Berry 11/16/2018 09:56 AM				

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On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:20 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:51 PM	The SFA obtained a copy of the HACCP standard operating procedures. A food safety plan will be developed and located in each of the district's schools. In support of the HACCP standard operating procedures, findings will be corrected, staff will be trained to ensure that findings will not reoccur in the future.			
	Flagged Lea Berry 11/16/2018 09:55 AM	<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. 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>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	SFA/Sponsor On-Site Monitoring	SALEM MIDDLE	901	12/19/2018	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 01/02/2019 12:20 PM	CAP Accepted			
	CAP Submitted TALISHA ALLISON 12/17/2018 02:51 PM	On 11/19/2018, the SFA printed the CEP On-Site Review forms #293 and #211 from the Sners Website. On-site reviews are currently being scheduled and will be held prior to the February 1st deadline. Onsite reviews are expected to be held mid January 2019. Reviews will be conducted by the School Business Administrator or Executive Secretary to the Business Office.			
	Flagged Lea Berry 11/16/2018 09:55 AM	All SFAs must conduct an on-site accountability review of lunch and breakfast prior to February 1st each school year for every school. The NSLP On-Site Accountability Review Form (#142 and #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.			