

Administrative Review Report

MONTAGUE TWP BD OF ED – 037-03300 – Sussex County

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	08/14/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Erlisa Levin 07/26/2017 03:30 PM	the wrong fiscal year application was submitted
Site Name	MONTAGUE TWP BOE	
Form Name	On-Site Assessment Tool - Site	
Question #	318	
Due Date	08/14/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 09/27/2017 11:11 PM	CAP Accepted
	CAP Submitted TINA PALECEK 09/27/2017 09:15 AM	We have implemented a roster system within the classroom and one when putting the breakfast items together to ensure each student has a complete breakfast and no one is missed.
	Flagged Erlisa Levin 07/12/2017 08:22 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..
Site Name	MONTAGUE TWP BOE	
Form Name	On-Site Assessment Tool - Site	
Question #	400	
Due Date	08/14/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 09/27/2017 11:11 PM	CAP Accepted
	CAP Submitted TINA PALECEK 09/27/2017 09:16 AM	We have changed service providers which has increased not only availability of meal items, but choices for each student. Each student now has one full fruit option with breakfast.
	Flagged Erlisa Levin 07/12/2017 08:22 PM	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.
Site Name	MONTAGUE TWP BOE	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	08/14/2017	
Corrective Action Status	CAP Accepted	

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Corrective Action History	CAP Accepted Erlisa Levin 09/27/2017 11:11 PM	CAP Accepted
	CAP Submitted TINA PALECEK 09/27/2017 09:17 AM	Food vendor was changed due to its inability to provide a fruit component for each meal. Now all students receive a fruit.
	Flagged Erlisa Levin 07/12/2017 08:23 PM	
Site Name	MONTAGUE TWP BOE	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	08/14/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 09/27/2017 11:11 PM	CAP Accepted
	CAP Submitted TINA PALECEK 09/27/2017 09:20 AM	Bag breakfast now has each component for each student. A change in food vendor has corrected this problem and provides each student with all components of each breakfast. Additionally, the Assistant Principal does spot checks in the morning to make sure all students receive all components. Issues are given to the School Business Administrator for correction with new vendor.
	Flagged Erlisa Levin 07/12/2017 08:23 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.
Site Name	MONTAGUE TWP BOE	
Form Name	On-Site Assessment Tool - Site	
Question #	501	
Due Date	08/14/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 09/27/2017 11:12 PM	CAP Accepted
	CAP Submitted TINA PALECEK 09/27/2017 09:26 AM	A roster is provided to each teacher for breakfast each day identifying which students should receive breakfast. Teachers mark the roster indicating students have received their breakfast. The roster is returned to the cafeteria for record keeping.
	Flagged Erlisa Levin 07/12/2017 08:23 PM	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.
Site Name	MONTAGUE TWP BOE	
Form Name	On-Site Assessment Tool - Site	
Question #	811	
Due Date	08/14/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 09/27/2017 11:12 PM	CAP Accepted
	CAP Submitted TINA PALECEK 09/27/2017 09:31 AM	The USDA "And Justice for All" poster has been moved to the center of the bulletin board by the entrance to the cafeteria to ensure complete visibility.
	Flagged Erlisa Levin 07/12/2017 08:23 PM	