

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	EGG HARBOR TWP BD OF ED-00101310	126	06/19/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 03:17 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Thomas Beck 07/05/2023 02:39 PM</p> <p>Under SOARS, "Corrections" then "Error" tab, in both SFA-1 and SFA-2, all student applications have been dated and completed.</p>				
	<p>Corrective Action Plan: Rejected by Lorena Paredes 07/05/2023 02:16 PM</p> <p>In order to view and complete the Corrective Action, go to the "Corrections" tab in SOARS.</p> <p>Due to Certification and Benefit Issuance/Application Errors, you must click on the "Errors" tab to complete the <b>SFA-1 and SFA-2 form</b> where the application error(s) are recorded. Make sure to click on both the SFA-1 and SFA-2 radio buttons in order to ensure that both forms are completed (if applicable).</p> <p>Please feel free to reach out to me with any questions.</p>				
	<p>Corrective Action Plan: Submitted by Thomas Beck 07/05/2023 11:26 AM</p> <p>SFA Certification and Benefit Issuance form has been updated to reflect the date of correction for the siblings of those students with application errors.</p>				
	<p>Corrective Action Plan: Rejected by Lorena Paredes 07/03/2023 11:28 AM</p> <p>Please go into the SFA-2 form and indicate the date of correction for the siblings of those students with application errors.</p>				
	Empty row for the history section				

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

	<p>Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:01 PM</p> <p>Application errors, explanation of correction and date of correction:</p> <p>Application #3902 was eligible for free school meals. State Agency review determined the household should be eligible for reduced school meals due to the number of household members of 3. The application was corrected on April 28, 2023 to include 5 household members therefore the household retained their free eligibility.</p> <p>Application #4127 was eligible for reduced school meals. State Agency review found the household earnings from work was listed as annual instead of weekly, bi-weekly, 2x month or monthly. The application was corrected to household earnings monthly on April 28, 2023 and the household retained their reduced school meals eligibility.</p> <p>Application #3946 was eligible for reduced meals. State Agency review determined this household should be on paid status due to incorrect bi-weekly household earning entered into the system. The household income was corrected and the household was put on paid status as of May 8, 2023.</p>				
	<p>Flagged by Lorena Paredes 05/18/2023 06:39 PM</p> <p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	EGG HARBOR TWP BD OF ED-00101310	208	06/19/2023	CAP Accepted

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:23 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 12:51 PM				
	<p>The confirming official will review the parental/guardian verification submission after the determining official has reviewed and signed off on the verification tracker form. The confirming official will sign off after confirmation of the parental/guardian document review. The implementation of this required process will begin immediately on all verification reviews. By the Director or bookkeeper in office.</p> <p>Flagged by Lorena Paredes 05/18/2023 02:32 PM</p> <p>Confirmation review was not conducted either on paper or electronic applications. The Confirming Official must record on the Verification Tracker the date of the confirmation review.</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>				
Verification	Verification (On-Site Assessment Tool) (207H)	EGG HARBOR TWP BD OF ED-00101310	209	06/19/2023	CAP Accepted
	Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 02:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 07/05/2023 07:42 AM				
	<p>All non-respond verification households will be changed to paid status and notified in writing on the verification deadline. If/when the non-responding households re-apply, the determining official will prepare a new verification tracking form, and notify the household of the verification requirements with a deadline date. The Confirming Official must confirm that the application was determined correctly and that the application is error prone. The Confirming Official must sign and date the application in the confirming official's spot and then give to the Verification Official to proceed with the verification process. The household will be notified in writing of the eligibility status as a result from the verification process. If the household documents are not acceptable or incomplete, the household will be sent Form 237.</p> <p>The student(s) will remain on paid status until which time the proof of income is complete and approved, at that time the student(s) will be changed to the eligibility category determined.</p> <p>The six applications that did not respond and re-applied went through the process described above immediately after the finding. Three households responded, one application is now eligible for reduced meals and two applications are now eligible free meals. Three households did not respond and are paid status.</p>				

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Rejected by Lorena Paredes 07/03/2023 10:40 AM</p> <p>The following procedure is incorrect: <i>When household proof of income is received, the determining official will review and sign off. The documents will then be given to the confirming official for review and if correct, the confirming official will sign and date the verification tracker form as complete.</i></p> <p>The Confirming Official must confirm that the application was determined correctly and that the application is error prone. The Confirming Official must sign and date the application in the confirming official’s spot and then give to the Verification Official to proceed with the verification process.</p>				
	<p>Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 12:53 PM</p> <p>All non-respond verification households will be changed to paid status and notified in writing on the verification deadline. If/when the non-responding households re-apply, the determining official will prepare a new verification tracking form, and notify the household of the verification requirements with a deadline date. When household proof of income is received, the determining official will review and sign off. The documents will then be given to the confirming official for review and if correct, the confirming official will sign and date the verification tracker form as complete. The household will be notified in writing of the eligibility status as a result from the verification process. If the household documents are not acceptable or incomplete, the household will be sent Form 237.</p> <p>The student(s) will remain on paid status until which time the proof of income is complete and approved, at that time the student(s) will be changed to the eligibility category determined.</p> <p>The six applications that did not respond and re-applied went through the process described above immediately after the finding. Three households responded, one application is now eligible for reduced meals and two applications are now eligible free meals. Three households did not respond and are paid status.</p>				
	<p>Flagged by Lorena Paredes 05/18/2023 02:33 PM</p> <p>Six applications that did not respond to Verification were briefly change to Paid status but households then reapplied without being subject to Verification.</p> <p>Households denied through verification because of failure to respond may re-apply at any time, but must provide proof of income when re-applying. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	EGG HARBOR TWP BD OF ED-00101310	314	06/19/2023	CAP Accepted

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:21 AM CAP Accepted					
	Corrective Action Plan: Submitted by Thomas Beck 06/06/2023 03:03 PM  Site details for Davenport Complex have been submitted 6/6 reflecting the addition of classroom feeding. Business office to certify  New POS tablets will be ordered for complete meal identification and claiming  Due to supply chain challenges the tablets will be utilized on the first day of the 2023-2024 school year 9/6/2023  For the rest of this school year staff is following paraprofessionals and or teachers back to the classrooms to ensure the student's are receiving a complete meal.					
	Flagged by Lorena Paredes 05/18/2023 02:52 PM  SFA has meals served in the special needs classrooms at CLAYTON J. DAVENPORT. This must be reflected in the 'Serving areas & Offer vs Serve' section of the Site Details for both breakfast and lunch. The Schedule A must be revised to reflect the actual serving areas used. 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.					
	Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	EGG HARBOR TWP BD OF ED-00101310	805	06/19/2023	CAP Accepted

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 02:02 PM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 07/05/2023 11:40 AM Date of Implementation is May 10, 2023.				
	Corrective Action Plan: Rejected by Lorena Paredes 07/03/2023 10:16 AM You must indicate the date of implementation.				
	Corrective Action Plan: Submitted by Thomas Beck 06/05/2023 03:16 PM 2 ounce turkey sausage patties with CN labels have been purchased and will be served in the future. Jennie - O Products				
	Flagged by Lorena Paredes 05/18/2023 02:47 PM  Upon the swiping of meal cards at computerized POS, notes to cafeteria staff alerting them of students' religious restrictions appears on screen. Teachers serving meals in the classroom and staff must be more cognizant of those students who cannot consume pork due to religious reasons and ensure they do not receive it. Turkey sausage and other turkey products should be substituted for pork items due to the large population of students that cannot consume pork.  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.				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	EGG HARBOR TWP BD OF ED-00101310	810	06/19/2023	CAP Accepted

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:40 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 12:54 PM				
	<p>The USDA non-discrimination statement on the school website, paper application, and online application is correct and approved by Jacqueline Bricker on July 21, 2022. The incorrect non-discrimination statement the State Agency reviewed on the letter to inform household of eligibility status has now been updated to include the approved non-discrimination statement to conform with the school district.</p> <p>For future, when preparing for the new school year, all outgoing documents, applications and online sites will be checked to maintain that the non-discrimination statement is uniform with the school district as approved from the NJ Department of Agriculture, Division of Food &amp; Nutrition.</p> <p>The non-discrimination statement on the letter to inform household of eligibility status was corrected on May 8, 2023.</p>				
	<p>Flagged by Lorena Paredes 05/18/2023 06:49 PM</p> <p>Letter to inform households of eligibility status does not have the correct non-discrimination statement. The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: <a href="https://www.nj.gov/agriculture/applic/forms">https://www.nj.gov/agriculture/applic/forms</a></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>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	EGG HARBOR TWP BD OF ED-00101310	1219	06/19/2023	CAP Accepted

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 06/30/2023 12:40 PM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:07 PM  A 2-day professional development schedule is scheduled for all dining service staff on August 31st and September 1. Dated sign in sheets will be provided when the staff arrives for their training. Training materials from SNEARS Resources and Training links will and being utilized for the 2023 -2024 school year. Faculty from Eagle Academy has been notified and invited to attend those trainings on the above dates.  Invite training notification 5/3/2023.				
	Flagged by Lorena Paredes 05/18/2023 02:48 PM  Teacher at Eagle Academy in charge of mealtime duties has not received the necessary trainings including OVS and Civil Rights. Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a> . 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..				

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	CLAYTON J. DAVENPORT-171	321	06/19/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:41 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 12:56 PM				
	Mosaic/ Heartland our software company will be contacted on 6/12 to combine the 2 Davenport School buildings as one complex. This will ensure any manual errors.				
	Flagged by Lorena Paredes 05/18/2023 02:34 PM				
It could not be validated that meal counts for the review period were comparable to the day of review because day of review counts could not be obtained. In addition, Edit Check worksheets for Clayton J. Davenport are split into two; one report for the elementary grades and one report for the primary grades. Edit checks for the elementary and primary grades must be combined to reflect accurate date for one site.					
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.					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	CLAYTON J. DAVENPORT-171	401	06/19/2023	CAP Accepted

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:41 AM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:00 PM Ongoing training has been taking place with our students at Davenport Complex to ensure that the "offer" method is taking place. If a student does not have the correct items our staff takes the time to make sure that they have a choice of 3 out of the 4 items. Thus, reducing the any kind of excess waste of product(s). Implementation date 5/1/23. Flagged by Lorena Paredes 05/18/2023 02:37 PM One student at breakfast did not receive a complete, reimbursable meal.  Students must take the required number of items 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/teachers serving in classrooms 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 4 items in the proper quantities. Food service staff/cashiers/teachers serving in classrooms 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	CLAYTON J. DAVENPORT-171	402	06/19/2023	CAP Accepted

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:17 AM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/05/2023 03:33 PM 2 ounce turkey sausage from Jennie - O will be purchased beginning May 30 for delivery from US Foods. No longer will be purchasing the 1.5 ounce pork sausage patty.				
	Flagged by Lorena Paredes 05/18/2023 02:54 PM  Sausage served on day of review does not have a CN label or a Product Formulation Statement (PFS) therefore, the daily contribution toward the meat/meat alternate component cannot be determined. Portion sizes offered for each required lunch 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.  Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	CLAYTON J. DAVENPORT-171	409	06/19/2023	CAP Accepted

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:18 AM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/05/2023 03:38 PM  Standardized recipe form #109 will be implemented June 12 2023 for all schools and for the start of the new 2023-2024 school year.  The specific name of the deli sandwich will be identified on form 109 for production staff to see.  Specific code and or number will identified on each production record.				
	Flagged by Lorena Paredes 05/18/2023 02:53 PM  Although production records indicate that all required meal components were offered to students, the following corrections need to be made on production records and/or recipes: - specify the type of deli sandwich that is being served - specify the recipe number or product name/code on production record  - record all recipes using Standardized Recipe Form with Instructions form #109.  Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	CLAYTON J. DAVENPORT-171	410	06/19/2023	CAP Accepted

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 10:19 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Thomas Beck 06/05/2023 03:55 PM</p> <ul style="list-style-type: none"> <li>* Sausage from US Foods will be made of turkey and will have attached with our recipes a CN label. Weight will be 2.0 servings of protein.</li> <li>* Form 109 will be utilized and recipes will be redone for compliance and accuracy with description.</li> <li>* Production records will be reworked and redone to reflect daily and weekly portions to identify meal portions for accuracy.</li> </ul> <p>Implementation for turkey sausage 5/30</p> <p>Implementation and corrected production records and recipes 6/12</p>				
	<p>Flagged by Lorena Paredes 05/18/2023 02:52 PM</p>				
	<p>Sausage served on review week does not have a CN label or a Product Formulation Statement (PFS) therefore, the contribution toward the daily and weekly meat/meat alternate component cannot be determined.</p> <p>Recipes for deli sandwiches must be revised as it cannot be determined how much M/MA each sandwich contains. Ensure that products used contribute to 2 oz. M/MA each day so that weekly M/MA requirements are met.</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. This is a first time violation. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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>At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. This is a first time violation. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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>				

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	CLAYTON J. DAVENPORT-171	500	06/19/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 02:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 07/05/2023 11:39 AM				
	The date of implementation is April 25, 2023.				
	Corrective Action Plan: Rejected by Lorena Paredes 07/03/2023 10:17 AM				
	You must indicate the date of implementation.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Thomas Beck 06/05/2023 03:20 PM				
	Moving forward and for the opening of the new 2023-2024 school year, our staff will educate our children on available components offered on a daily basis. To choose 3 out of the 4 items.				
	Flagged by Lorena Paredes 05/18/2023 06:51 PM				
	Students were given all items for breakfast and not allowed the choice of 3 out of 4 items although signage indicated they practice OVS. 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.				
	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)				
	CLAYTON J. DAVENPORT-171				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	CLAYTON J. DAVENPORT-171	1406	06/19/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 06/30/2023 12:37 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/05/2023 03:27 PM				
	The food sanitation certificate is now placed on the wall out in the open for the public too see.				
<b>Corrective Action History</b>	Flagged by Lorena Paredes 05/18/2023 02:54 PM				
	The food safety inspection certificate was not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and ensuring that current inspections are made easily visible to students and the public. Describe how this finding will be corrected and the measures taken to ensure this will not happen again.				
	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	EAGLE ACADEMY-2946	400	06/19/2023	CAP Accepted

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 11:29 AM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:10 PM  Production records will be sent from the sending school to the receiving school Eagle Academy to report and kept on file for over and or under usage to identify meals served. Files will be held for a minimum of 7 years.  All meals (including the cold lunch) being received from the sending school Alder Middle will have the proper components to coincide with the main entrée.  Implementation 5/1/2023				
	Flagged by Lorena Paredes 05/18/2023 02:48 PM  Although on day of review, all meal components were available to all students, this was only after SA review pointed out that students getting the PB&J option didn't have access to the vegetable. Issue was corrected prior to start of service so all meals were complete and reimbursable.  All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. Should the serving line/serving area run out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	EAGLE ACADEMY-2946	410	06/19/2023	CAP Accepted
	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 11:30 AM CAP Accepted				

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:26 PM</p> <p>Discussion with the sending school (Alder Middle) and receiving school (Eagle Academy) that all meals must be accompanied by the correct portion of fruits and or vegetables whether it was a hot or cold menu entree. No exceptions. Communication was explained that the receiving school always needs to have all 5 components available daily. Offer v. Serve training will be held on August 31 and or September 1.</p> <p>A follow up on HS portions was discussed on 5/1 to ensure regulations is adhered to.</p> <p>2-ounce turkey sausage from Jennie - O state agency approved processor is being utilized for proper MMA and for those students who are practicing Muslims.</p> <p>Production records are being kept in district for a minimum of 3 years.</p>
	<p>Flagged by Lorena Paredes 05/18/2023 02:38 PM</p> <p>Sausage served does not have a CN label or a Product Formulation Statement (PFS) therefore, the contribution toward the meat/meat alternate component cannot be determined. Recipes for deli sandwiches must be revised as it cannot be determined how much M/MA each sandwich contains. Ensure that products used contribute to 2 oz. M/MA each day so that weekly M/MA requirements are met. In addition, production records are not being completed by individual responsible for meal distribution. Staff who receives the meals upon delivery must take and record temperatures of food and milk, record portions leftover, and reimbursable columns on production records, and sign them. These records must be kept for 3 years.</p> <p>Although production records for review period indicate vegetables are given with all meals, it was evident on day of review that only students who select the hot lunch option receive vegetables with their meal. Vegetables must be available on all service lines and/or with all meals.</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>This is a first time violation. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how these findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	EAGLE ACADEMY-2946	501	06/19/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/03/2023 11:29 AM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:14 PM				
	Trainings on August 31 and September 1 will take place for all dining service staff including but not limited to faculty who is involved in the implementation of student meals. SNEARS training videos and resource information will be available on those days. Offer v. Serve training will be one of the topics prior to the opening of the 2023 - 2024 school year.				
	Flagged by Lorena Paredes 05/18/2023 02:47 PM  Teacher serving meals has not been trained on OVS.  Food service staff/cashiers/individuals involved in serving of school meals 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.				

## EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)	EAGLE ACADEMY-2946	1502	06/19/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 06/30/2023 12:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/14/2023 01:15 PM				
	State Agency review findings for Lunch order sheets and/or production records have now been corrected as of May 1, 2023. Production records are kept at both Eagle Academy (serving location) and Alder Avenue Middle School (meal preparation location) for three years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings.				
	Lunch order forms for student ordering school meals (breakfast and lunch) are kept at Eagle Academy and meal counting spreadsheets for input to count meals is kept in the Dining Services Office located at Alder Avenue Middle School.				
	Both these procedures will be the new procedure for retaining records.				
	Flagged by Lorena Paredes 05/18/2023 02:46 PM Lunch order sheets and/or production records are not kept for three years. SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings. 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.				
Group 1: CA Count (2)		EGG HARBOR TWP BD OF ED-00101310		06/19/2023	CAP Accepted
	Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 12:21 PM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/15/2023 01:25 PM				
	We will be utilizing our building wifi and purchase tablets with Mosaic POS software has been ordered. Tablets will be used by staff to accompany the faculty and or paraprofessionals to the special needs classrooms to ensure that each student receives the required meal(s). Once the meals meet the requirements in front of the students those meals will be claimed via the tablet.				
	Faculty and staff have been told that moving forward a dining service associate must accompany them when delivering meals to the classrooms for accuracy. April 26 2023.  This will take place for breakfast and lunch.				

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Flagged by Lorena Paredes 05/18/2023 02:45 PM</p> <p>Meal counts by category could not be obtained because not all meals were counted at the point of service. See question #318.</p> <p>Daily <b>lunch</b> 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 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.</p> <p>Daily <b>breakfast</b> 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 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.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch and 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.</p>

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	<p>Flagged by Lorena Paredes 05/18/2023 02:45 PM</p> <p>For breakfast and lunch, students came through the line in the cafeteria and were correctly counted at the point of service on the register. However, teachers of students in the special needs classrooms came to the cafeteria, handed the cashier the ID cards to swipe at the register, then received meals to bring back to classroom or to the tables in the back of the cafeteria. These meals were not counted at the actual point of service as there is no roster or training to indicate students in the classroom received a complete, reimbursable meal.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for <b>lunch</b>. 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.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for <b>breakfast</b>. 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.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch and 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.</p>				
Group 2: CA Count (2)		EGG HARBOR TWP BD OF ED-00101310		06/19/2023	CAP Accepted

# EGG HARBOR TWP BD OF ED-00101310 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 12:22 PM CAP Accepted				
	Corrective Action Plan: Accepted by Lorena Paredes 07/05/2023 12:22 PM CAP Accepted				
	Corrective Action Plan: Submitted by Thomas Beck 06/15/2023 01:38 PM  A minimum of 2 types of milk has to be served at all times. Follow up from our milk orders has taken place on 4/26. Milk variety purchases from our office has been enhanced for all school buildings. Production records are checked and rechecked accuracy.  We offer non-fat white, 1% white, non-fat chocolate, non-fat strawberry, and Lactaid for all meal periods (breakfast & lunch).				
	Corrective Action Plan: Submitted by Thomas Beck 06/15/2023 01:38 PM  A minimum of 2 types of milk has to be served at all times. Follow up from our milk orders has taken place on 4/26. Milk variety purchases from our office has been enhanced for all school buildings. Production records are checked and rechecked accuracy.  We offer non-fat white, 1% white, non-fat chocolate, non-fat strawberry, and Lactaid for all meal periods (breakfast & lunch).				
	Flagged by Lorena Paredes 05/18/2023 02:58 PM  Chocolate milk was only milk type available on day of review at Eagle Academy.  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 or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
	Flagged by Lorena Paredes 05/18/2023 02:58 PM  Only one milk type (LF white) was available at breakfast on day of review at Clayton J. Davenport. Staff said that Lactaid milk is available but it was noted that it's only available for students that need it and not offered to all students. 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 or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the findin				

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## **Report Selections**

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged