

MARGATE CITY BD OF ED-00103020 - 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)	MARGATE CITY BD OF ED-00103020	126	04/07/2023	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Lorena Paredes 03/07/2023 03:53 PM				
	CAP Removed				
Corrective Action History	Flagged by Lorena Paredes 03/07/2023 03:52 PM				
	X				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	MARGATE CITY BD OF ED-00103020	128	04/07/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/13/2023 12:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 06:51 PM				
	The food service director will no longer annualize lunch application when the frequency of income is the same. The only time it will be annualized is when the frequencies are different.				
Corrective Action History	Flagged by Lorena Paredes 03/07/2023 10:53 AM				
	SFA is annualizing all income even when only one frequency is reported. If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24.				
	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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	MARGATE CITY BD OF ED-00103020	136	04/07/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/13/2023 12:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 06:55 PM				
	<p>Beginning Friday February 24, 2023, our coded lunch forms will no longer have a number next to the students name reflecting free reduced and paid. Instead our lunch forms will have the students name and what they ordered for lunch. If we need to look up a students status, we will use the master list privately and then store it underneath our register.</p> <p>Flagged by Lorena Paredes 03/07/2023 10:54 AM</p> <p>Eligibility is coded with #1 for Free, #2 for Reduced, and #3 for Paid and is visible at point of service. Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits.</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 (Off-Site Assessment Tool) (200H)	MARGATE CITY BD OF ED-00103020	202	04/07/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/13/2023 12:04 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 07:07 PM				
	<p>We will no longer use Melina Skwarek as the confirming official as she cannot be both the hearing official and confirming official. We have appointed Teresa Osbourne to become the new Confirming Official.</p> <p>Flagged by Lorena Paredes 03/07/2023 10:54 AM</p> <p>The hearing official, Melina Skwarek, can not be the confirming official. It must be an individual that is not involved with the verification (or determination) process. 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)	MARGATE CITY BD OF ED-00103020	208	04/07/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/13/2023 12:04 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 07:01 PM</p> <p>The confirming official only need to sign the verification application. Only the food service director should sign all other lunch applications.</p> <p>Flagged by Lorena Paredes 03/07/2023 10:54 AM</p> <p>The Confirming Official (CO) signed every application in addition to the one verified application. A signature from the CO is only needed on the application(s) selected for Verification.</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>				
<p>Meal Counting and Claiming</p>	<p>Meal Counting and Claiming (Off-Site Assessment Tool) (300H)</p>	<p>MARGATE CITY BD OF ED-00103020</p>	<p>305</p>	<p>04/07/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/14/2023 03:18 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/13/2023 02:52 PM</p> <p>Rosters will be sent with the teacher for the field trip so they can witness the student picked up their lunch. They will draw a line on the students name that picked up on the field trip. If the child does not pick up their lunch from the teacher a line will not be drawn on the students name, but will be highlighted to show the student did not pick up his lunch. That lunch will not be counted or claimed. The teacher will return the document to the cafeteria to add it to the days work. This will be effective from February 24, 2023 and on.</p>				
	<p>Corrective Action Plan: Rejected by Lorena Paredes 03/13/2023 12:07 PM</p> <p>Please indicate date that new field trip procedure has been or will be corrected.</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 07:19 PM</p> <p>Rosters will be sent with the teacher for the field trip so they can witness the student picked up their lunch. They will draw a line on the students name that picked up on the field trip. If the child does not pick up their lunch from the teacher a line will not be drawn on the students name, but will be highlighted to show the student did not pick up his lunch. That lunch will not be counted or claimed. The teacher will return the document to the cafeteria to add it to the days work.</p>				
	<p>Flagged by Lorena Paredes 03/07/2023 10:59 AM</p> <p>For field trips, lunches are prepared and picked up in the morning. The count of meals picked up is the count that the SFA uses to claim meals. Rosters are not sent to check off students at the point of service.</p> <p>SFAs must have a procedure in place that allows for student meals to be claimed while on a field trip. It is suggested that a roster with the names of students who ordered a meal be brought on trip and marked off when the student receives the meal, then return roster to cafeteria staff who will include the meals in their daily counts.</p>				
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	EUGENE A TIGHE-203	317	04/07/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/13/2023 12:02 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 06:42 PM</p> <p>Beginning on Friday, February 24, 2023 we are no longer using the #1, #2, #3 method on our lunch order forms to protect the identity of the students. The only information written on our lunch forms are the students name and what they ordered. If we need to find out a students status, we will use the master list which is hidden underneath the cash register. The only people to see this master list is my register girl, and myself.</p>				
	<p>Flagged by Lorena Paredes 03/07/2023 10:48 AM</p>				
	<p>A system on lunch forms that is visible to the students identifies Free students as #1, Reduced as #2, and Paid as #3. SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Order forms used to obtain reimbursable meal counts cannot be coded in a manner that would overtly identify free, reduced, or paid eligible students. Steps must be taken to assure that the information is hidden or coded so that student eligibility information is not easily identified.</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>				
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>EUGENE A TIGHE-203</p>	<p>318</p>	<p>04/07/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/14/2023 03:15 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/13/2023 02:41 PM</p> <p>We will be sure to cross off the students that have come through the lunch line to ensure that the students that have ordered picked up their meal. If a student orders and does not pick up their meal for any reason that meal will not be counted or claimed. We will not draw a line through their name and we will highlight their name. We will also document that the meal was not picked up.</p> <p>The new action plan will be in effect beginning Friday February 24, 2023</p>				
	<p>Corrective Action Plan: Rejected by Lorena Paredes 03/13/2023 12:06 PM</p> <p>Please indicate date that new procedure has been corrected.</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 07:13 PM</p> <p>We will be sure to cross off the students that have come through the lunch line to ensure that the students that have ordered picked up their meal. If a student orders and does not pick up their meal for any reason that meal will not be counted or claimed. We will not draw a line through their name and we will highlight their name. We will also document that the meal was not picked up.</p>				
	<p>Flagged by Lorena Paredes 03/07/2023 10:59 AM</p> <p>Lunch order forms are used as meal counts and there is no procedure in place for when a student that has previously ordered goes home sick or doesn't pick up their meal.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. 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.</p> <p>Because there is no procedure to check off that a student has been served a complete, reimbursable meal at the point of service , the State Agency has determined that the inaccurate counting of meals observed at lunch 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>				
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	EUGENE A TIGHE-203	402	04/07/2023

MARGATE CITY BD OF ED-00103020 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/14/2023 03:17 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/13/2023 02:51 PM</p> <p>Food will never be mixed together because of spacing issues on the lunch tray. Not getting the proper scoop of each component is not a complete meal, and therefore should not be claimed for the day. That will never happen again and never normally happens. The amount of components to this meal was difficult to fit on the tray. The new corective action will be effective on February 24, 2023</p> <p>Turkey will no longer be an option as a back up lunch effective on March 13, 2023</p>
	<p>Corrective Action Plan: Rejected by Lorena Paredes 03/13/2023 12:11 PM</p> <p>Please indicate date that new procedure has been corrected.</p>
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/07/2023 07:28 PM</p> <p>Food will never be mixed together because of spacing issues on the lunch tray. Not getting the proper scoop of each component is not a complete meal, and therefore should not be claimed for the day. That will never happen again and never normally happens. The amount of components to this meal was difficult to fit on the tray.</p> <p>Turkey will no longer be an option as a back up lunch.</p>

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	<p>Flagged by Lorena Paredes 03/07/2023 03:56 PM</p> <p>Corn and rice are on menu separately and sent over separately by vendor. However, prior to serving, both components were mixed together and a 1/2 cup serving utensil was used to portion combined item. When mixed, item does not provide 3/4 cup daily requirement of vegetable.</p> <p>Turkey for turkey sandwich meal (not on menu but served to student as a back-up), does not have a CN label or PFS, therefore, the amount of creditable M/MA cannot be verified.</p> <p>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. 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.</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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	EUGENE A TIGHE-203	410	04/07/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/14/2023 03:17 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Jennifer Michener 03/13/2023 02:46 PM</p> <p>The turkey option has been removed as an alternative beginning March 13, 2023</p> <p>As for the daily salads. I have changed the quantity to 2 oz. of carrots, and added 2 oz. of carrots to the Buffalo Chicken Salad</p> <p>The Ventnor School will make better substitutions, and make sure the weekly meal pattern is met. This will not happen again. Implementation date: April 1, 2023</p>				

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Corrective Action History	<p>Corrective Action Plan: Rejected by Lorena Paredes 03/13/2023 12:43 PM</p> <p>Please address minimal amount of red/orange vegetables in Chef salad with egg and tuna and Garden salad. Be sure to include date of implementation.</p> <p>Please also address how insufficient quantity of turkey sandwich was corrected and indicate date of implementation.</p>
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/08/2023 05:33 PM</p> <p>Ventnor School was unable to get carrot sticks for the delivery on 1/4/23. They were supposed to arrive Monday 1/9/23 with produce order. They were unavailable on Monday also, had to decide to give ¾ green beans for that day. I did not have any red/orange vegetables on hand.</p> <p>I was under the impression that peas were under the bean and peas(legumes) category. I will discontinue the use some of my recipes, and just serve the vegetable or the beans. I will use more dark green vegetables.</p> <p>As for the daily salads. I have changed the quantity to 2 oz. of carrots, and added 2 oz. of carrots to the Buffalo Chicken Salad</p> <p>The Ventnor School will make better substitutions, and make sure the weekly meal pattern is met. This will not happen again. Implementation date: April 1, 2023</p>

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	<p>Flagged by Lorena Paredes 03/07/2023 11:01 AM</p> <p>SFA is grade 5-6 so the K-8 meal pattern must be followed.</p> <p>1/9: Carrot sticks were on menu but were not served. 1/10: Based on recipe provided, corn and black bean salad contributes a minimal amount of starchy (corn) and beans/peas (black beans).</p> <p>Daily salads - amount of other and red/orange vegetable subgroup is minimal and cannot credit towards the weekly vegetable subgroup requirement. Turkey sandwich - Insufficient quantity as turkey does not have a CN label or PFS, therefore, the amount of creditable M/MA cannot be verified .</p> <p>Vegetables of the day for review week did not meet the weekly vegetable subgroup requirement. Menu did not provide dark green veggies and there was insufficient quantity of the beans/peas/legumes subgroup . Vegetable subgroups must be offered and met in all lines. This includes main entrees, sandwiches, and salads.</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. First time violation for SFA. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	EUGENE A TIGHE-203	411	04/07/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/13/2023 12:47 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jennifer Michener 03/08/2023 05:33 PM</p> <p>Ventnor School was unable to get carrot sticks for the delivery on 1/4/23. They were supposed to arrive Monday 1/9/23 with produce order. They were unavailable on Monday also, had to decide to give ¾ green beans for that day. I did not have any red/orange vegetables on hand.</p> <p>I was under the impression that peas were under the bean and peas (legumes) category. I will discontinue the use some of my recipes, and just serve the vegetable or the beans. I will use more dark green vegetables.</p> <p>As for the daily salads. I have changed the quantity to 2 oz. of carrots, and added 2 oz. of carrots to the Buffalo Chicken Salad</p> <p>The Ventnor School will make better substitutions, and make sure the weekly meal pattern is met. This will not happen again. Implementation date: April 1, 2023</p>				
	<p>Flagged by Lorena Paredes 03/07/2023 10:59 AM</p> <p>Carrot sticks on menu on 1/9 were not served and a vegetable from the red/orange subgroup was not substituted in its place. There were green beans on menu served in addition to planned carrots so a vegetable was offered to fulfill the vegetable requirement.</p> <p>SFAs must make substitutions to the menu to ensure that weekly meal pattern requirements are met. When making substitutions to the planned lunch 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.</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>				

Report Selections

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