

# Technical Assistance Log

FAIR LAWN BD OF ED-00301450

| TA Date             | TA Log # | TA Area  | Form | Question        | SFA Title   | SFA Contact    | Reviewer     | SFA Access                          |
|---------------------|----------|--|------|-----------------|---|----------------|--------------|-------------------------------------|
| 04/06/2022          | 2562     | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H) |      |                 | Food Service Director   | Julia Lindblad | Katie Hunter | <input checked="" type="checkbox"/> |
| <b>How Provided</b> | Phone    |  |      | <b>Comments</b> | <p>TA given during Exit Conference on correct procedure to fill out Form #86 and deadline to complete is prior to October 15th each school year.</p> <p>TA given during Exit Conference on Production Records, housekeeping on PR, each must have a signature daily, SBP, NSLP, ASP.</p> <p>TA given during Exit Conference that menus must include the civil rights statement, SFA upload the full menu to documents tab that includes the statement. The first uploaded menus had statement cut off on the bottom of page.</p> <p>TA given during Exit Conference that completed site monitoring forms must be completed prior to deadline of February 1st each school year. Radburn site SBP form was not uploaded to documents. SFA will upload to documents tab prior to Exit Conference.</p> <p>SFA verbalized understanding on all TA.</p> |                |              |                                     |

# FAIR LAWN BD OF ED-00301450 - Corrective Action Report (Detail)

| Section  | Form Subsection  | SFA/Site Name       | Question # | Due Date   | Status       |
|--|--|---------------------|------------|------------|--------------|
| SFA/Sponsor On-Site Monitoring   | SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)   | HENRY B. MILNES-285 | 901        | 05/09/2022 | CAP Accepted |
| <b>Corrective Action History</b>   | <p>Corrective Action Plan: Accepted by Katie Hunter 04/08/2022 02:14 PM</p> <p>CAP Accepted</p>  |                     |            |            |              |
|  | <p>Corrective Action Plan: Submitted by Julia Lindblad 04/08/2022 12:55 PM</p> <p>Katie,</p> <p>The SFA starting 4/8/2022 will submit on site monitoring forms before February 1st of each calendar year</p> <p>Thank you!</p> |                     |            |            |              |
| <p>Flagged by Katie Hunter 04/08/2022 12:32 PM</p> <p>All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.</p> <p>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.</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> |  |                     |            |            |              |
| SFA/Sponsor On-Site Monitoring   | SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)   | WESTMORELAND-290    | 901        | 05/09/2022 | CAP Accepted |

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| Section                          | Form Subsection  | SFA/Site Name | Question # | Due Date | Status |
|----------------------------------|--|---------------|------------|----------|--------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Katie Hunter 04/08/2022 02:13 PM<br>CAP Accepted   |               |            |          |        |
|                                  | Corrective Action Plan: Submitted by Julia Lindblad 04/08/2022 12:55 PM<br><br>Katie,<br><br>The SFA starting 4/8/2022 will submit on site monitoring forms before February 1st of each calendar year<br><br>Thank you   |               |            |          |        |
|                                  | Flagged by Katie Hunter 04/08/2022 12:32 PM<br><br>All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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.<br><br>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. |               |            |          |        |

**Report Selections**

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