

## SO HACKENSACK BD OF ED-00304870 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	MEMORIAL	901	02/22/2019	CAP Submitted
<b>Corrective Action History</b>	CAP Submitted DINA MESSERY 09/04/2019 08:27 AM	All site reviews will be done in a timely manner.			
	Flagged Erlisa Levin 08/05/2019 10:22 AM	the on-sites were not done or filled out.			
Off-Site Assessment Tool	Meal Counting and Claiming		303	02/22/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/31/2019 09:07 PM	CAP Accepted
	CAP Submitted DINA MESSERY 03/12/2019 02:25 PM	<p>Priscilla Gonzalez did training on the following dates and times;</p> <p>2/20/19 - 10:00 am - USDA Civil Rights 2.5 hours</p> <p>2/21/19 - 7.30 am - Certification and Benefit Issuance - 3.0 hours</p> <p>2/21/19 - 10:30 am - Professional Standards - 1.0 hour</p> <p>Priscilla will complete her additional 5.5 hours of training the week of April 22nd.</p> <p>Evelyn Stefano (lunch server) completed USDA civil rights training on 2/20/19 at 10:00 am for 2.5 hours</p> <p>Mary Gould (breakfast club server) completed USDA civil rights training on 2/20/19 at 10:00 am for 2.5 hours</p>
	CAP Rejected Erlisa Levin 03/04/2019 12:46 PM	<p>"cashiers" is a term that can be used loosely in that every child that receives a meal is counted toward reimbursement for a meal.</p> <p>therefore, the cashier is the person in charge of counting the number of meals that were served, that translates to the reimbursement that is requested from the state office on a monthly basis.</p> <p>Please provide training and documentation about the person who is doing this job of the "cashier" in this district.</p>
	CAP Submitted DINA MESSERY 02/22/2019 09:24 AM	All paid meals are ordered and prepaid in advance. There are no cashiers at this time in our facility.
	CAP Rejected Erlisa Levin 02/20/2019 11:02 PM	Please explain the method that will be used, in the future, post-counting is not acceptable.
	CAP Submitted DINA MESSERY 02/13/2019 02:03 PM	There are no cashiers, however the servers are trained annually on offer versus serve for breakfast and lunch.
	Flagged Erlisa Levin 01/28/2019 10:53 AM	In order to ensure cashiers and substitute cashiers accurately count and claim meals, training is required. Staff must understand the importance of correctly counting every student who receives a meal and ensuring that the student has selected a reimbursable meal. 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.

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Meal Counting and Claiming		314	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/31/2019 09:07 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 03/14/2019 11:11 AM	The January rosters have been uploaded.			
	CAP Rejected Erlisa Levin 03/04/2019 12:50 PM	The coded roster did not provide accurate meal counting on the day of the review. Please provide back up to show the rosters for the week of Jan. 7-11, 2019.			
	CAP Submitted DINA MESSERY 02/13/2019 02:30 PM	We apologize for the misunderstanding. We do follow the food agreement application and there is a coded roster on-site.			
	Flagged Erlisa Levin 01/28/2019 10:54 AM				
Off-Site Assessment Tool	Professional Standards		1202	02/22/2019	CAP Accepted
	CAP Accepted Erlisa Levin 03/31/2019 09:07 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 03/12/2019 02:23 PM	<p>Priscilla Gonzalez did training on the following dates and times;</p> <p>2/20/19 - 10:00 am - USDA Civil Rights 2.5 hours</p> <p>2/21/19 - 7.30 am - Certification and Benefit Issuance - 3.0 hours</p> <p>2/21/19 - 10:30 am - Professional Standards - 1.0 hour</p> <p>Priscilla will complete her additional 5.5 hours of training the week of April 22nd.</p>			

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<p><b>Corrective Action History</b></p>	<p>CAP Rejected Erlisa Levin 03/04/2019 12:42 PM</p>	<p>In Snears the FSD that is listed is Ms. Priscilla Gonzalez, in that title she is required to have training.</p> <p><b>Food Service Director</b>                      Every SFA must assign a Food Service Director. The Food Service Director may be located on or off-site, and may oversee multiple SFAs. Food Service Directors hired after July 1, 2015 must meet the hiring standards according to the Professional Standards Final Rule. These standards may be found under the Resources Tab in SNEARS. The Food Service Director is also required by the State of New Jersey to be certified in food safety every five years.</p> <p><b>School Administrator</b></p> <p>First Name Middle Name Last Name Job Title</p> <p>ASST BUSINESS ADMINISTRATOR                      ASST SUPERINTENDENT                      BUSINESS ADMINISTRATOR/BOARD                      SECRETARY                      CEO                      ADMINISTRATOR                      COO                      EXECUTIVE DIRECTOR                      INTERIM BUSINESS ADMINISTRATOR                      INTERIM SUPERINTENDENT                      PRINCIPAL                      SUPERINTENDENT                      Other                      Address 1 Address 2 City State Zip Zip Extension Email Address Confirm Email                      Address Phone Number (Ex: 555-555-1234) Phone Extension Fax Number (Ex: 555-555-1234)</p> <p><b>Food Service Director</b></p> <p>First Name * Middle Name Last Name * Job Title *</p> <p>ADMINISTRATOR                      AREA SUPERVISOR                      CAFETERIA MANAGER                      DIRECTOR                      FOOD SERVICE COORDINATOR                      FOOD SERVICE DIRECTOR                      FOOD SERVICE MANAGER                      GENERAL MANAGER                      MANAGER                      MEAL/MILK COORDINATOR                      PRINCIPAL                      Other                      Address 1 Address 2 City State Zip Zip Extension Email                      Address * Confirm Email Address * Phone Number (Ex: 555-555-1234) * Phone                      Extension Fax Number (Ex: 555-555-1234)</p>

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	CAP Submitted DINA MESSERY 02/22/2019 09:29 AM	The South Hackensack Board of Education contracts with the Hackensack School District for food services. We do not do any of the hiring of staff. The food service director is done through the Hackensack Board of Education. Hackensack Board of Education is responsible for their training.			
	CAP Rejected Erlisa Levin 02/20/2019 02:43 PM	<p><b>Food Service Director</b> Every SFA must assign a Food Service Director. The Food Service Director may be located on or off-site, and may oversee multiple SFAs.</p> <p>Food Service Directors hired after July 1, 2015 must meet the hiring standards according to the Professional Standards Final Rule.</p> <p>These standards may be found under the Resources Tab in SNEARS.</p> <p>The Food Service Director is also required by the State of New Jersey to be certified in food safety every five years.</p> <p>The current person in this role, does not possess the basic certification/requirement that is needed to hold this title.</p> <p>Read food service director requirements.</p> <p>Food Service Directors attend an 8 hour course and must be certified in food safety every five years.</p> <p>The Institute for Child Nutrition has a free online course and can be accessed at <a href="http://www.theicn.org">www.theicn.org</a>.</p>			
	CAP Submitted DINA MESSERY 02/13/2019 02:44 PM	In the future any new staff will meet the hiring and training standards for the food program.			
	Flagged Erlisa Levin 01/28/2019 10:54 AM	New directors hired after July 1, 2015 must meet minimum education and experience requirements based on the total student enrollment in the SFA. The SFA must develop a detailed corrective action with specific steps that will be taken to be in compliance with the hiring standards. The corrective action must include reasonable time frames for the SFA to achieve compliance. Note: The State Agency may consult with the USDA Regional office before finalizing and approving the corrective action for this finding.			
On-Site Assessment Tool	Professional Standards		1212	02/22/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/31/2019 09:07 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 03/12/2019 02:20 PM	Priscilla Gonzalez did training on the following dates and times through SNEARS webinar:  2/20/19 - 10:00 am USDA Civil Rights - 2.5 hours  2/21/19 - 7:30 am Certification and Benefit Issuance - 3.0 hours  2/21/19 - 10:30 am ProfessionalStandards - 1.0 hour  Priscilla will complete her additional 5.5 hours of training the week of April 22nd.			
	CAP Rejected Erlisa Levin 03/04/2019 11:36 AM	Please provide any copies that you have of training, as I did not see any while on-site.			
	CAP Submitted DINA MESSERY 02/13/2019 02:05 PM	We will provide professional standards to all employees and all employees have received approval prior to hiring.			
	Flagged Erlisa Levin 01/28/2019 10:53 AM	New food service directors hired on or after July 1, 2015 must meet specific education/experience requirements. Minimum hiring standards are based on the SFA's total student enrollment. If the SFA has less than 500 students enrolled, approval from the State agency must be obtained for a candidate who meets the education standards, but may have less than the required experience. For guidance, refer to the USDA Professional Standards for All School Nutrition Program Employees Handout. 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 - Site	Meal Counting and Claiming - Day of Review	MEMORIAL	320	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/31/2019 09:06 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 02/13/2019 02:41 PM	All meal counts going forward will be categorized and recorded correctly.			
	Flagged Erlisa Levin 01/28/2019 10:54 AM	Daily lunch 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 several steps, multiple transfers of counts from one document/computer to another and/or many different 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	02/22/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/31/2019 09:06 PM				CAP Accepted
	CAP Submitted PRISCILLA GONZALEZ 02/22/2019 10:53 AM				Eligibility changed applications for Soza and Ludizaca. Rebelo was included in the first group of applications that were scanned.
	CAP Rejected Erlisa Levin 02/20/2019 02:36 PM				the incorrect applications were found on-site, about 9 in all. A 7% error rate.  Those need to be corrected on the SFA-1 form and submitted back to me.
	CAP Submitted DINA MESSERY 02/13/2019 02:39 PM				This was also answered incorrectly. The applications were thought to be approved correctly.
	Flagged Erlisa Levin 01/28/2019 10:54 AM				miscatergoried applications should be corrected and checked  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.) The SFA must indicate the date of correction for all application errors.

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	MEMORIAL	321	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/21/2019 10:52 AM	CAP Accepted			
	CAP Submitted DINA MESSERY 03/12/2019 02:17 PM	For the 19/20 school year, the district will be purchasing a point of sale system to track the meal counts.			
	CAP Rejected Erlisa Levin 03/04/2019 11:36 AM	meal counting on a monthly basis is a required on an ECW  , one was no provided while on-site.			
	CAP Submitted DINA MESSERY 02/13/2019 02:10 PM	Memorial School accurately claims meals being served using a coded roster system. Priscilla Gonzalez is responsible for claiming meals on the roster system and this system has been in place prior and all involved employees are trained annually.			
	Flagged Erlisa Levin 01/28/2019 10:53 AM	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. The school's explanation does not describe an acceptable meal counting system for lunch. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count. 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.			
Off-Site Assessment Tool	Professional Standards		1203	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/04/2019 12:47 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 02/13/2019 02:43 PM	Going forward all professional standards will be met for all staff and documentation will be kept for any staff that serve meals and well as determines applications.			
	Flagged Erlisa Levin 01/28/2019 10:54 AM	USDA regulations require all new directors hired after July 1, 2015 to have completed at least 8 hours of food safety training within 5 years prior to the start date, or training must be completed within 30 calendar days of the start date. In New Jersey, all food service directors, regardless of the date of hire, must have completed a food safety training course within the last 5 years or must complete the training within 30 calendar days of the administrative review. Although food safety training can be obtained from a variety of sources, a free online course is available from the Institute of Child Nutrition (ICN). The SFA must indicate in the corrective action the specific steps and time frames for the food service director to complete the food safety training.			
On-Site Assessment Tool	Professional Standards		1219	02/22/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/04/2019 12:39 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 02/13/2019 02:16 PM	Question A was misunderstood. There are no additional employees outside of the school nutrition program involved. Question B should be yes if A was applicable.			
	Flagged Erlisa Levin 01/28/2019 10:53 AM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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		1400	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/04/2019 12:33 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 02/13/2019 02:14 PM	The questions were answered erroneously and the answer should have been yes to question A and B and they will be on-site in the serving facility.			
	Flagged Erlisa Levin 01/28/2019 10:53 AM	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.			
On-Site Assessment Tool	Verification		214	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/04/2019 12:33 PM	CAP Accepted			
	CAP Submitted DINA MESSERY 02/13/2019 02:21 PM	The answer to part A should have been yes. Although there were no changes made through the verification system.			
	Flagged Erlisa Levin 01/28/2019 08:42 AM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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	Verification		208	02/22/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/04/2019 12:32 PM				CAP Accepted
	CAP Submitted DINA MESSERY 02/13/2019 02:24 PM				When question A was answered no it was pertaining to the original on site review. In the future all confirmation reviews will take place annually.
	Flagged Erlisa Levin 01/28/2019 08:46 AM				The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.
Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	02/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 02/20/2019 11:00 PM				CAP Accepted
	CAP Submitted DINA MESSERY 02/13/2019 02:01 PM				All on site reviews for breakfast and lunch will be performed prior to February 1st. We will conduct a meeting with our staff to ensure that all monitoring is done within the guidelines of state school lunch requirements and the proper documentation is filled out prior to February 1st each year.
	Flagged Erlisa Levin 01/28/2019 10:53 AM				All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) must be 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. All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) must be 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.
Group 3: CA Count (4)				02/22/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
	<b>Section</b>	<b>Form subsection</b>	<b>Site</b>		<b>Question #</b>
	Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	MEMORIAL		2
	Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	MEMORIAL		4
	Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	MEMORIAL		5
	Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	MEMORIAL		11

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/21/2019 10:18 AM				CAP Accepted
	CAP Submitted DINA MESSERY 03/12/2019 02:15 PM				After the review, the preschoolers have been walking to the cafeteria with school personnel and getting their lunch.
	CAP Rejected Erlisa Levin 03/04/2019 12:38 PM				<p>All SFAs serving meals and snacks to preschool students are required to follow the NEW preschool meal pattern.</p> <p>SFAs must implement the NEW preschool meal pattern requirements on the 1st operating day of the 2018-2019 SY</p> <p>A pre-school meal pattern must be requested from your foodservice provider to adhere to this regulation.</p>
	CAP Submitted DINA MESSERY 02/13/2019 02:47 PM				This answer should have been yes and they do receive the same menu and are fed in a separate meal service area.
	Flagged Erlisa Levin 01/28/2019 11:03 AM				<p>the pre-k classroom kids are being served the same meal as the vended meals from the other grades, K-8</p> <p>All yogurt served to Pre-K must have no more than 23 grams of sugar per 6 ounces. 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. Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. 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. At least one serving of grains served per day must be whole grain-rich. 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>Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce. 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>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Group 2: CA Count (5)				02/22/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	Off-Site Assessment Tool	Verification		200	
	Off-Site Assessment Tool	Verification		202	
	On-Site Assessment Tool	Verification		207	
	On-Site Assessment Tool	Verification		209	
	On-Site Assessment Tool	Verification		215	

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<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/21/2019 10:16 AM		CAP Accepted		
	CAP Submitted DINA MESSERY 03/12/2019 02:03 PM		Elizabete Schaefer, business office staff, will check the applications for verification and error prone.		
	CAP Rejected Erlisa Levin 03/01/2019 09:04 AM		A confirming official, or second person is required to check that the applications for verification will be checked and identified for the next verification round, in addition to following the correct procedures for verification, such as choosing error prone applications before other ones.		
	CAP Submitted DINA MESSERY 02/13/2019 02:48 PM		In the future all verification documents will be submitted on time.		
	Flagged Erlisa Levin 01/28/2019 10:54 AM		<p>The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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 confirming official must be an individual who did not make the original eligibility determination on the applications. 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>Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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 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. Describe in the CAP how this will be corrected.</p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications. 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>		
Group 1: CA Count (3)				02/22/2019	CAP Accepted

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	<b>Section</b>	<b>Form subsection</b>	<b>Site</b>	<b>Question #</b>	
	Off-Site Assessment Tool	Professional Standards			1204
	Off-Site Assessment Tool	Professional Standards			1205
	Off-Site Assessment Tool	Professional Standards			1208

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<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 03/21/2019 10:13 AM				CAP Accepted
	CAP Submitted DINA MESSERY 03/12/2019 02:01 PM				<p>Training was done on the following dates and times through SNEARS Webinars</p> <p>2/20/19 10:00 am - USDA Civil Rights - Priscilla Gonzalez, Evelyn Stefano, Mary Gould - 2.5 hours each</p> <p>2/21/19 7:30 am - Certification and Benefit Issuance - Priscilla Gonzalez - 3.0 hours</p> <p>2/21/19 10:30 am - Professional Standards - Priscilla Gonzalez - 1.0 hour</p> <p>Priscilla will complete her training for the additional 5.5 hours the week of April 22nd.</p>
	CAP Rejected Erlisa Levin 03/04/2019 12:34 PM				please provide copies of any training that was done already this year.
	CAP Submitted DINA MESSERY 02/13/2019 02:50 PM				Training will be done according to hours expected for the remainder of the school year.
	Flagged Erlisa Levin 01/28/2019 10:55 AM				<p>Food service directors must complete at least 12 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p> <p>Food service program managers must have at least 10 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> The SFA must develop a plan to meet the annual training requirements by the end of the school year. Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p> <p>SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) be 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.</p>