

CROSSROADS PROGRAMS INC-10609321 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Civil Rights		810	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:37 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 03:36 PM	As of June 23, 2019, program were advised to have the current USDA non-discrimination statement included on all program intake packets and youth handbook by August 31, 2019 which is the end of our current fiscal year. This will be checked during record review quarterly inspections. It has been included on our website as of by August 5, 2019 as well. Program Directors will be reminded at the annual in-service training. As of August 5, 2019, attached is the revised intake application form that will go into effect 9/1/19 for programs.			
	Flagged Kate Marsh 06/27/2019 11:12 AM	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement.</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.</p> <p>Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Civil Rights	DALTON HOUSE (TLP)	811	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:36 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:10 PM	As of June 23, 2019, program has posted the USDA "And Justice for All" poster. This will be reviewed during environment of care inspections and during the internal nutrition review to ensure compliance.			
	Flagged Kate Marsh 06/27/2019 11:14 AM	<p>SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students.</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>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DALTON HOUSE (TLP)	1405	07/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:35 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:10 PM	Dalton house was inspected 7/10/19. A request for reinspection will be submitted in 6 months for a second inspection. Each program will request an inspection twice per year. If Burlington County Health Department will not comply with request, documentation of denial will be kept on file that is was requested.			
	Flagged Kate Marsh 06/27/2019 11:14 AM	<p>Schools participating in the school lunch and breakfast programs must obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections at least twice per school year. If said agency is not able to provide two inspections, then the SFA must have documentation indicating that two food safety inspections were requested in the current school year.</p> <p>SFA did not have both food safety inspections for the current school year and did not have documentation that two were requested.</p> <p>Describe in the corrective action how this will be corrected.</p>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DALTON HOUSE (TLP)	1406	07/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:35 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:09 PM	Dalton house was inspected 7/10/19 and the inspection was posted visibly at the location.			
	Flagged Kate Marsh 06/27/2019 11:13 AM	<p>SFA is required to post the most current food safety inspection certificate in a publicly visible location.</p> <p>An outdated food safety inspection report was posted in a publicly visible location.</p> <p>Describe how this will be corrected.</p>			
	CAP Removed Casey Miller 06/25/2019 03:52 PM	CAP Removed			
	Flagged Casey Miller 06/24/2019 05:29 PM	<p>SFA is required to post the most current food safety inspection certificate in a publicly visible location.</p> <p>An outdated food safety inspection report was posted in a publicly visible location.</p> <p>Describe how this will be corrected.</p>			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	DALTON HOUSE (TLP)	901	07/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:34 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:09 PM	As June 23, 2019, Crossroads will complete an internal review of breakfast and lunch prior to February 1st each year. A team will developed agency wide to complete inspections and a schedule will be created to ensure adherence to the February 1st deadline. Results will be provided to the onsite manager and director responsible for overall nutrition/wellness program to ensure accountability.			
	Flagged Kate Marsh 06/27/2019 11:13 AM	<p>All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. SBP On-Site Accountability Review Form (#292) Accountability reviews must be conducted by an SFA employee.</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>			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	rites of passage	901	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:34 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:08 PM	As June 23, 2019, Crossroads will complete an internal review of breakfast and lunch prior to February 1st each year. A team will developed agency wide to complete inspections and a schedule will be created to ensure adherence to the February 1st deadline. Results will be provided to the onsite manager and director responsible for overall nutrition/wellness program to ensure accountability.			
	Flagged Kate Marsh 06/27/2019 11:13 AM	<p>All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. SBP On-Site Accountability Review Form (#292) Accountability reviews must be conducted by an SFA employee.</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>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	rites of passage	1405	07/29/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:33 AM				CAP Accepted
	CAP Submitted BARBARA MANGAS 08/05/2019 12:56 PM				An inspection was held for ROP in 2019. A request for reinspection will be submitted in 6 months for a second inspection. The program will request an inspection twice per year and keep documentation of the Burlington County Health Department's response. If health department will not comply with request, documentation of denial will be kept on file that is was requested.
	Flagged Kate Marsh 06/27/2019 11:13 AM				<p>Schools participating in the school lunch and breakfast programs must obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections at least twice per school year. If said agency is not able to provide two inspections, then the RCCI must have documentation indicating that two food safety inspections were requested in the current school year.</p> <p>RCCI did not have two food safety inspections for the current school year and did not have documentation that two were requested.</p> <p>Describe in the corrective action how this will be corrected.</p>
On-Site Assessment Tool	Professional Standards		1214	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:31 AM				CAP Accepted
	CAP Submitted BARBARA MANGAS 08/05/2019 12:51 PM				As of June 23, 2019, there will be an in-service for managers and staff scheduled on August 15 and 22, 2019 for an annual training on wellness program. Additionally, our director will be scheduled to attend the updated RCCI trainings as scheduled online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. as needed to ensure required hours are met. Monthly staff meetings will include required training topics as a standard meeting agenda item.
	Flagged Kate Marsh 06/27/2019 11:12 AM				<p>School Nutrition Program directors are required to complete at least 12 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: http://professionalstandards.nal.usda.gov/.</p> <p>Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1215	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:30 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 12:50 PM	As of June 23, 2019 it was determined there will be an in-service for managers and staff scheduled on August 15 and 22, 2019 for an annual training on wellness program. Additionally, managers will be scheduled to attend the updated RCCI trainings as scheduled online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. as needed to ensure at least 10 hours of annual training. Monthly staff meetings will include required training topics as a standard meeting agenda item.			
	Flagged Kate Marsh 06/27/2019 11:12 AM	<p>School Nutrition Program managers are required to complete at least 10 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: http://professionalstandards.nal.usda.gov/.</p> <p>Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1217	07/29/2019	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:30 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 07/30/2019 02:57 PM	As of June 23, 2019, required trainings will be tracked annually.			
	Flagged Kate Marsh 06/27/2019 11:11 AM	<p>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, such as an Excel document, it must include all required fields.</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.</p> <p>Indicate the date of implementation.</p>			
Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	07/29/2019	CAP Removed
Corrective Action History	CAP Removed Kate Marsh 06/27/2019 11:02 AM	CAP Removed			
	Flagged MARY BETH BARNES 04/03/2019 02:10 PM				
Group 7: CA Count (2)				07/29/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	rites of passage	409	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	DALTON HOUSE (TLP)	409	

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:45 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:16 PM	As of June 24, 2019, menus were revised to reflect the required items for breakfast and components for lunch including the grain and/or neat alternative component. This will be reiterated at the annual nutrition and wellness training on Aug 15 and 22, 2019. The monthly staff meetings will reinforce appropriate food components and servings required. The internal nutrition review team will review menus and production records during reviews to ensure ongoing compliance.			
	Flagged Kate Marsh 06/27/2019 02:08 PM	<p>At breakfast and lunch, all required meal components must be offered to students daily. When planning lunch menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. When planning breakfast menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. 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.</p> <p>Some breakfast and lunch entrees for the review week were missing the grain and/or meat/meat alternate component.</p> <p>Lunch entrees on two days of the review week was missing the grain component.</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.</p> <p>Indicate the date of implementation.</p>			
Group 6: CA Count (2)				07/29/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	UTES OF PASSAGE	404	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	DALTON HOUSE (TLP)	404	

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:42 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:15 PM	As of June 24, 2019, the offer vs serve items for breakfast and components for lunch were posted in the serving area. The internal nutrition review team will check to see that they are posted during the review.			
	Flagged Kate Marsh 06/27/2019 02:07 PM	<p>Signage must be posted at or near the beginning of the serving line/serving area identifying the components of the reimbursable breakfast. Posting only a menu does not meet this requirement.</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.</p> <p>Indicate the date of implementation.</p>			
Group 5: CA Count (2)				07/29/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	rites of passage	410	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	DALTON HOUSE (TLP)	410	

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Section	Form subsection	Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>CAP Accepted Kate Marsh 08/13/2019 09:41 AM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted BARBARA MANGAS 08/05/2019 01:15 PM</p>	<p>During the audit, staff received an onsite training and modifications were made to the menu. As of June 27, 2019, menus and production sheets were reviewed, edited and implemented to reflect required components and portions sizes. The internal nutrition review team will review compliance with menu and production records and will provide onsite feedback to address any areas not in compliance.</p>			
	<p>Flagged Kate Marsh 06/27/2019 02:06 PM</p>	<p>1.) 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>For lunch during the review week, insufficient quantities (portions) of grain and/or meat/meat alternate were planned for some of the entrees.</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> <hr/> <hr/> <p>2.) At breakfast and 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.</p> <p>Production records weren't complete with accurate meal component contributions.</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>Group 4: CA Count (2)</p>				<p>07/29/2019</p>	<p>CAP Accepted</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	rites of passage	501	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	DALTON HOUSE (TLP)	501	
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:40 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:14 PM	As of June 24, 2019, a training schedule was developed. There will be an in-service for staff scheduled on August 15 and 22, 2019 on offer versus serve during an annual training on wellness program to ensure staff accurately recognize a reimbursable meal under offer versus serve. Programs directors will track of staff training hours.			
	Flagged Kate Marsh 06/27/2019 11:15 AM	<p>Food service staff must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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>			
Group 3: CA Count (2)				07/29/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	rites of passage	502	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	DALTON HOUSE (TLP)	502	

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:40 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:13 PM	As June of 24, 2019, The Offer vs Served for Breakfast and Lunch signs have been displayed on the kitchen information board which is the serving area.			
	Flagged Kate Marsh 06/27/2019 02:04 PM	<p>Each serving area must have signage posted at or near the beginning of the serving line identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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.</p> <p>Indicate the date of implementation.</p>			
Group 2: CA Count (2)				07/29/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	rites of passage	403	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	DALTON HOUSE (TLP)	403	

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 08/13/2019 09:39 AM	CAP Accepted			
	CAP Submitted BARBARA MANGAS 08/05/2019 01:13 PM	As of June 24th, Skim or 1% of chocolate and unflavored milk is offered during lunch. Programs will purchase weekly or biweekly based on need to ensure compliance.			
	Flagged Kate Marsh 06/27/2019 02:04 PM	<p>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.</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.</p> <p>Indicate the date of implementation.</p>			
Group 1: CA Count (4)				07/29/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Afterschool Snack Program	UTES OF PASSAGE	1700	
	On-Site Assessment Tool - Site	Afterschool Snack Program	DALTON HOUSE (TLP)	1700	
	Afterschool Snack Program	Afterschool Snack Program	UTES OF PASSAGE		
	Afterschool Snack Program	Afterschool Snack Program	DALTON HOUSE (TLP)		

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Section	Form subsection	Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>CAP Accepted Kate Marsh 08/13/2019 09:38 AM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted BARBARA MANGAS 08/05/2019 01:12 PM</p>	<p>As of June 24, 2019, program productions records were corrected based on menus. Training will be held on Aug 15th and 22, 2019 to review production records and ensure that they are completed daily and maintained on file. They will be inspected by the internal nutritional review team at time of scheduled inspection. The fiscal year begins September 1st. The program will be monitored by September 30th of each year.</p>			
	<p>Flagged Kate Marsh 06/27/2019 02:02 PM</p>	<p>1). Production records must be completed daily and maintained for a minimum of three years.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p> <p>2). The program must be monitored within the first 4 weeks of operation each year.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>			