

## BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	BEVERLY CITY BD OF ED-00500380	314	06/05/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 06/23/2023 12:45 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:15 PM				
	were are still using the tally sheets Nutriserve was unaware that the district did not qualify for CEP. The district has been told to send out free & reduced forms offer the summer, and we will begin using the new statuses on the first day of school . At the end of the day Josette puts the tally sheet counts in lunchtime				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:19 PM				
	Please provide the date of implementation. Please communicate what the Point of Service is for Beverly City. And update SNEARS to reflect the current POS being used.				
	Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:33 PM				
	Nutriserve was unaware that the district did not qualify for CEP. The district has been told to send out free & reduced forms offer the summer,and we will begin using the new statuses on the first day of school in the pos systems				
	Flagged by Genel Cook-Wright 05/04/2023 09:05 AM				
	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the Schedule A Site Details section in SNEARS.				
Per the Site Details section in SNEARS, the SFA's current accountability method is their computerized POS system. During the on-site review it was observed that the SFA uses both rosters and tally sheets.					
The Schedule A must be revised to reflect the actual meal counting method used.					
<b>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.</b>					
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	BEVERLY CITY BD OF ED-00500380	806	06/05/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 06/19/2023 12:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:27 PM				
	The district has been notified that all teachers serving meals have to be trained in civil rights, this will be part of there summer training in August				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:23 PM				
	<b>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.</b>				
Corrective Action History	Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:39 PM				
	The district has been notified that all teachers serving meals have to be trained in civil rights, this will be part of there summer training				
	Flagged by Genel Cook-Wright 05/04/2023 09:07 AM				
	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. <b>Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</b>				
Corrective Action History	Pre-K Teachers serving meals in the classroom must complete NJDA Civil Rights training annually.				
	<b>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.</b>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BEVERLY CITY BD OF ED-00500380	1219		CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 06/19/2023 12:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:28 PM The district will provide these trainings in August				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:23 PM  Please communicate 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.				
	Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:41 PM The district will provide these trainings in summertime				
	Flagged by Genel Cook-Wright 05/04/2023 09:08 AM  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. 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> .  During the on-site review, the SA observed teachers serving meals in four Pre-School classrooms during breakfast and lunch. No documentation was available to reflect that training was provided to the non-nutrition staff (teachers).  <b>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..</b>				
	Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	BEVERLY SCHOOL-845	14	06/05/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 06/26/2023 01:15 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:23 PM				
	We implemented this on 4/4/23 The family style service is currently being used. The teachers will be trained annually at there summer meeting which takes place in August.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:21 PM				
	Please explain in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. <b>The date of implementation must be indicated.</b>				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:37 PM				
	The family style service is currently being used				
	Flagged by Genel Cook-Wright 05/04/2023 09:07 AM				
<b>Corrective Action History</b>	Family style meal service has not been implemented properly.				
	During the on-site review, the SA staff observed that the family style meal service was not implemented properly. Proper family style meal service requires that all components are made available on the table and accessible for students to select food components, which allows students to serve themselves with assistance from supervising adults. During breakfast and lunch observation in some cases teachers were serving specific food items. For example, carrots were opened by some teachers and given to some students.				
<b>Corrective Action History</b>	<b>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BEVERLY SCHOOL-845	318	06/05/2023	CAP Accepted

# BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 06/26/2023 01:27 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:26 PM				
	Moving this school year we will continue using the tally sheets and imputing the total in lunchtime at the end of the day, next year this will all take place based on their statuses since they will no longer be cep				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:20 PM				
	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 point of service counts are taken during lunch service. The corrective action plan must indicate how Beverly City Staff is ensuring that the staff member marks each student at the same time as the meal is determined as reimbursable and served to the student. Please indicate the date of implementation.				
Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:35 PM					
Moving forward the correct statuses will be used in the pos system for each meal					
Flagged by Genel Cook-Wright 05/04/2023 09:06 AM					
An accurate count of reimbursable meals served 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 meal has been served to an eligible child.					
On the day of review, the SA staff observed meal counts being recorded using the student roster. SA staff obtained the student roster to count and verify the number of reimbursable meals served. The number of reimbursable meals counted by SA staff were compared to the daily cashier report provided by the SFA. <b>SA Lunch count: 173 meals SFA Lunch count: 236 meals</b>					
The SA staff discovered the difference in meal counts are due to the SFA obtaining their meals counts from the production records. Meal counts must be obtained from the Point of Service, in this case the student rosters must be used.					
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.					
<b>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.</b>					

## BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	BEVERLY SCHOOL-845	325	06/05/2023	CAP Accepted

# BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 06/19/2023 12:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:31 PM				
	Staff was re trained on offer versus serve as well as the teacher aides, superintendent and BA on 4/4/23This is due to the school not qualifying for CEP ,and will be rectified with the new applications coming in over the summer.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:25 PM				
	Please communicate in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur for the remainder of the 2022-23 SY and in the future. The date of implementation must be indicated.				
	Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:42 PM				
This is due to the school not qualifying for CEP ,and will be rectified with the new applications coming in over the summer					
Flagged by Genel Cook-Wright 05/04/2023 09:09 AM					
Breakfast and lunch counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.					
For the breakfast month of review period, it was described that students entered the school through four different entrances and selected their breakfast choice as the headed to class. Food service workers are at the entrance tallying reimbursable meals. However, for the review period only one tally sheet per day for breakfast was provided to the SA staff. FSM stated the four tally sheets are then consolidated on one tally sheet and the others are discarded. All point of service counts must be kept on file by SFA.					
For the lunch month of review period, differing meals counts between the SFA and SA staff resulted in further discussion on how the SFA obtained their meal counts. It was discovered that the food service staff uses the production records to claim meals for reimbursement. Guidance was provided that student rosters must be used to obtain accurate meal counts.					
The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.					
<b>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.</b>					

## BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BEVERLY SCHOOL-845	401	06/05/2023	CAP Accepted



# BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 06/26/2023 03:08 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dana Siciliano 06/26/2023 03:08 PM				
	We are currently using tally sheets that are recorded at the end of each day in lunchtime. We are using this method until the end of the school year. We started implementing this on 4/4/23				
	I reviewed with all staff on 4/4/23 and will be training on offer versus serve the end of August				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/26/2023 01:35 PM				
	Explain in detail, how Beverly City will ensure that the required 1/2 cup fruit/vegetable component will be corrected and the measures taken to ensure that it will not reoccur in the future. Please include date of implementation.				
	Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:21 PM				
	We are currently using tally sheets that are recorded at the end of each day in lunchtime. We are using this method until the end of the school year. We started implementing this on 4/4/23				
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:20 PM				
<b>Please indicate the date of implementation.</b> Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.					
Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:36 PM					
The district has been made aware of offer versus serve, and this is being followed					
Flagged by Genel Cook-Wright 05/04/2023 09:06 AM					
Students must take the required number of components 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 1/2 cup fruit and/or vegetable. Food service staff/cashiers 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 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.					
During the day of review, the SA observed four breakfast meals marked on the tally sheet. However, these meals were not reimbursable because the students neglected to take the required 1/2 cup fruit component. SA staff instructed staff member that 1/2 cup of fruit must be selected to be counted as a reimbursable meal.					
<b>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.</b>					

# BEVERLY CITY BD OF ED-00500380 - 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)	BEVERLY SCHOOL-845	500		CAP Accepted
<div style="background-color: #cccccc; padding: 5px;"><b>Corrective Action History</b></div> <p>Corrective Action Plan: Accepted by Genel Cook-Wright 06/05/2023 06:01 PM CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Dana Siciliano 06/01/2023 12:36 PM The staff was retrained on offer versus serve last month on 4/28/23</p> <hr/> <p>Corrective Action Plan: Rejected by Genel Cook-Wright 06/01/2023 02:39 AM</p> <p><b>Please review the corrective action and explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</b></p> <p><b>The date of implementation must be included.</b></p> <hr/> <p>Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:40 PM currently offer versus serve is active</p>					

# BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

	<p>Flagged by Genel Cook-Wright 05/04/2023 09:07 AM</p> <p>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 1/2 cup fruit and/or vegetable.</p> <p>On the day of review, four breakfast meals went through the line without the required 1/2 cup fruit or vegetable. Food service staff were not aware that a 1/2 cup of fruit or vegetable is required under Offer vs. Serve. SA staff intervened and discussed what makes up a complete reimbursable meal.</p> <p>At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least 1/2 cup fruit and/or vegetable.</p> <p>Although all reimbursable meals at lunch contained all the required components. The food service manager stated that milk was a required component for reimbursable meals. SA staff provided guidance on the required components for a complete reimbursable meal. Based on these observations and conversations with food service staff, retraining on Offer vs. Serve is strongly recommended. OVS training can be found in SNEARS under the training tab.</p> <p><b>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.</b></p>				
Special Provisions Options	Special Provisions Options (On-Site Assessment Tool - Site) (2113H)	BEVERLY SCHOOL-845	2115		CAP Accepted
	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 06/26/2023 03:07 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Dana Siciliano 06/26/2023 03:06 PM</p> <p>I revised all vouchers on 6/7/23. The office staff will continue to train and retrain on all webinars in the summer in July and August. applications will be mailed out early August</p> <p>Corrective Action Plan: Rejected by Genel Cook-Wright 06/26/2023 01:29 PM</p> <p>Please indicate when meal applications will be available to parents/guardians of students in Beverly City School District.</p>				

# BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Dana Siciliano 06/07/2023 02:34 PM</p> <p>I revised all vouchers on 6/7/23. The office staff will continue to train and retrain on all webinars in the summer in July and August</p>
	<p>Corrective Action Plan: Rejected by Genel Cook-Wright 06/06/2023 03:26 PM</p> <p><u>The SFA must do the following as part of their Corrective Action (CA) and indicate date of implementation:</u></p> <p>-</p> <ul style="list-style-type: none"><li>· Revise the following seven (7) vouchers from September 2022 – March 2023 in the SNEARS system, beginning with the month of September. Resubmit each site voucher with the original counts. The the date of revision must be indicated.</li><li>· Indicate when meals applications will be available to parents/guardians of students in Beverly City School District.</li><li>· Please communicate that school personnel responsible for determining certification documents (Applications for Free and Reduced Price School Meals, Direct Certification, and Categorical Eligibility) will view the training entitled, "Determining Eligibility for Free and Reduced Price School Meals – Webinar for Determining Officials", that will be conducted in the Summer, in preparation for returning to standard counting and claiming procedures.</li></ul>
	<p>Corrective Action Plan: Submitted by Dana Siciliano 05/23/2023 05:43 PM</p> <p>It will be rectified with the application process over the summer</p>

## BEVERLY CITY BD OF ED-00500380 - Corrective Action Report (Detail)

Flagged by Genel Cook-Wright 05/04/2023 09:10 AM

The SFA selected their Base Year ISP in Year 3 of the cycle. State Agency (SA) validated Base Year data used to determine the ISP and claiming percentages for the current CEP cycle on site as part of Administrative Review. Based on inaccurate certification documentation, the SA determined the original base year Identified Student Percentage (ISP) submitted by BEVERLY CITY BD OF ED was incorrect and therefore, the SFA is ineligible for the Community Eligibility Provision (CEP).

Based on available supporting documentation as of the Base Year, provided by the SFA during the Administrative Review, the corrected ISP confirmed by the State agency is 37.46%. The SFA did not meet the ISP threshold as of June 30, 2020, and was required to return to standard counting and claiming procedures. However, the SA determined that there is insufficient time in the current school year to resume standard counting and claiming procedures, without causing undue burden to families. Therefore, the SFA will use the corrected claiming percentage of 37.46 percent for the remainder of the school year. The SA will apply the corrected claiming percentage of 37.46% retroactively to all claims submitted in the school year during which the Administrative Review took place.

The SFA must do the following as part of their Corrective Action (CA) and indicate date of implementation:           

- [Revise the following seven \(7\) vouchers from September 2022 – March 2023 in the SNEARS system, beginning with the month of September. Resubmit each site voucher with the original counts. Indicate the date of revision:](#)

[September 2022](#)

[October 2022](#)

[November 2022](#)

[December 2022](#)

[January 2023](#)

[February 2023](#)

[March 2023](#)

- [Beverly City BOE must collect school meal applications for the upcoming \*\*2023-2024\*\* school year. A review of the School Meals Applications will be conducted by State agency staff in Fall 2023 to ensure compliance and provide training and technical assistance. The SA will contact the district in the Fall to schedule this abbreviated review.](#)
- [School personnel responsible for determining certification documents \(Applications for Free and Reduced Price School Meals, Direct Certification, and Categorical Eligibility\) must view the training entitled, "Determining Eligibility for Free and Reduced Price School Meals – Webinar for Determining Officials", that will be conducted in the Summer, in preparation for returning to standard counting and claiming procedures.](#)

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## **Report Selections**

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