

BURLINGTON CITY BD OF ED-00500600 - 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)	BURLINGTON CITY BD OF ED-00500600	126	04/24/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:22 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jaime O'Donnell 04/06/2023 12:13 PM				
	Parent did not respond to request and was changed to full pay as of 04/03/2023. Letter was sent to the parent informing them of the change of status due to non-response.				
	Flagged by Lauren Renn 03/22/2023 04:01 PM				
	<p>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 and/or SFA-2.)</p> <p>Application errors consisted of missing Social Security Numbers, and missing Household Members.</p> <p>The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	BURLINGTON CITY BD OF ED-00500600	208	04/24/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jaime O'Donnell 03/23/2023 10:30 AM Will obtain "Confirming Signature" on future paper applications chosen for verification. Will have my BA sign the current applications that were chosen for the 2022/2023 SY. Corrected on 03/23/2023.				
	Flagged by Lauren Renn 03/22/2023 04:01 PM The Confirming Official must sign and date the paper applications chosen for Verification under "Confirming Official" and 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	BURLINGTON CITY BD OF ED-00500600	209	04/24/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:23 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jaime O'Donnell 03/23/2023 10:02 AM				
	<p>Received the documentation of the 2nd adult on the application via email on 03/22/2023 and updated in our system. Unfortunately, the parent had submitted their Net income numbers and not the Gross income numbers, which reverts them back to Denied based on income. Further care will be taken to confirm that all members listed on the application provide their documentation and that the listed amount is correct in regards to their paystubs, etc.</p> <p>Change to denied as of 03/22/2023.</p>				
Corrective Action History	Flagged by Lauren Renn 03/22/2023 04:01 PM				
	<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.</p> <p>Application # 48 was selected for verification. The original eligibility determination for this application was Free based on 7 household members but only 6 household members were listed and the eligibility determination should have been Reduced. After being selected for verification, the household did not respond and were changed to paid. The household then submitted a second application consisting of 6 household members including income for two adults with supporting documentation for only one of the adults listed. The eligibility determination for this household was changed to Reduced as a result of this most recent application, however, since they did not respond to the initial request for verification, the household must provide proof of income for both adults listed on the most recently submitted application. The eligibility determination for the student on this application should be Paid/Denied until the household can provide documentation for all incomes listed.</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 (On-Site Assessment Tool) (207H)	BURLINGTON CITY BD OF ED-00500600	215	04/24/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jaime O'Donnell 03/23/2023 10:27 AM I misunderstood and thought the Verification Process was through November 30. I will begin my process sooner to ensure that the process is completed by November 15. Flagged by Lauren Renn 03/22/2023 04:01 PM The SFA must complete the Verification Process which includes sending the "Verification Results 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.				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	BURLINGTON CITY BD OF ED-00500600	305	04/24/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:22 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Angela Giovacchini 03/29/2023 11:08 AM				
	<p>Charging ala carte items when a child has a negative balance is not allowed and will be added to the updated charge policy. If there is not any money on a child's account they can not buy additional items unless they can pay for it. This practice is in place to curtail extreme charge balances in the district and is also in place as per parent/guardian of the student request.</p> <p>Meals are the only allowable charge. If we need to allow a student to charge an item that isn't a meal such as an additional fruit, veggie or milk, we will add the charge to their account with an override completed in the back office of the POS system. The POS system can not remove charge restrictions due to the possibility of charging in excess. By posting in the back office section of the POS system, the transaction is still getting processed... and documentation is available to confirm if needed by parent/guardian or student.</p> <p>This information will be added to the new charge policy that is to be posted on the website by 5/25/23 upon board approval.</p>				
	<p>Flagged by Lauren Renn 03/22/2023 04:01 PM</p> <p>Meal Charge Policy that was provided on site was last revised 11/13/17. This policy must be updated to reflect current regulations mandated by the New Jersey Hunger-Free Students' Bill of Rights Act.</p> <p>On the day of review it was observed that students that had a negative account balance were still allowed to buy a la carte items however they had to be entered manually due to the POS system restricting this transaction. The updated meal charge policy should address this issue, as well, the SFA should contact the POS system (Lunchtime) to remove/edit restrictions so that these transactions can be recorded at the POS.</p> <p>Explain in detail how this finding will be correct and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	BURLINGTON CITY BD OF ED-00500600	806	04/24/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:22 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jaime O'Donnell 04/21/2023 03:26 PM Any Non Nutrition staff members training of the Civil Rights training was completed by 04/21/2023. We were unaware that this needed to be completed by them. Moving forward, all district staff members will partake in this training for the occasional times they may participate if food distribution. I know that your Flag for Corrective Action only indicated 2 staff members, but I have attached those they may be alternates as well. Training certificates have been uploaded for your approval.				
Corrective Action History	Flagged by Lauren Renn 03/22/2023 04:01 PM 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. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS. There are 2 non nutrition staff (teachers) who administer lunch meals to students in lunch detention. These teachers must receive NJDA civil rights training annually. 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.				
	Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	BURLINGTON CITY BD OF ED-00500600	1500	04/24/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:22 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jaime O'Donnell 04/06/2023 12:16 PM				
	I understand that the Verification Report will be due by November 30th and all other Verification Process Procedures are due by November 15th. I will be sure to start the process earlier and keep an online calendar available to keep me on task for these due dates.				
	March 23, 2023				
	Corrective Action Plan: Rejected by Lauren Renn 03/29/2023 03:22 PM				
The Verification Collection Report is due by November 30th annually. I had previously stated November 15th but updated this deadline in the original corrective action to reflect November 30th. The verification process must be completed by Nov 15th but the report is due on Nov 30th. Please resubmit corrective action and acknowledge this change. Please indicate the date of implementation (this can be the same as before). Thank you for your understanding.					
Corrective Action Plan: Submitted by Jaime O'Donnell 03/23/2023 10:39 AM					
I misunderstood the due date for the Verification Collection Report. I thought it was November 30 per Form 273, although still would have been a day late. I will make sure to have this completed no later than November 15th moving forward.					
March 23, 2023					
Flagged by Lauren Renn 03/29/2023 03:19 PM					
SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.)					
The SFA submitted the Verification Collection Report on 12/1/22, this report is due by November 30th annually.					
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.					
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	BURLINGTON CITY HIGH-850		04/24/2023	CAP Accepted

BURLINGTON CITY BD OF ED-00500600 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 10:55 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Angela Giovacchini 03/29/2023 10:29 AM</p> <p>Error was made when completing the After School snack production records. Juice (6oz) was not listed on the production records by mistake even though juice was given out.</p> <p>As of 3/22/23 all production records will be double checked by a second set of eyes to confirm that they were completed correctly. Our error was in not filling out the form correctly, since we did and always have included juice or milk with the snack program. Since we turned in incorrect production records we know that reviewer has to go by what we presented.. They did not view the snack packages that were going to be distributed at the end of the day, so they could not see the correct components were actually offered.</p> <p>Going forward, 3/23/23...We will print out the State calendar that shows when documents are due by or need to be completed by as to not have any misunderstanding of when and what needs to be done on a timely manner. The Snack program will be monitored 4 weeks after implementation and again by due date stated on 2023-24 calendar.</p>				
	<p>Flagged by Lauren Renn 03/22/2023 04:01 PM</p> <p>Snacks claimed for reimbursement must meet the 2 component per student requirements.</p> <p>Production records for the month of review (February) show that only one component was served to students for the ASSP.</p> <p>The program must be monitored within the first 4 weeks of operation each year.</p> <p>While the program was monitored, monitoring was not completed within this timeline and was completed for BCHS on 2/7/23.</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. Indicate the date of implementation.</p>				

BURLINGTON CITY BD OF ED-00500600 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BURLINGTON CITY HIGH-850	318	04/24/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 10:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Angela Giovacchini 03/29/2023 10:29 AM				
	<p>Detention Lunches occur once a week. Attendance is taken at lunch detention, when student arrives, at that time a lunch order is taken. The Document is then emailed to the cafeteria where they package up the students lunch request.. which includes all components of their choosing...lunch is picked up and handed out to students. The time frame in which this all takes place is approximately 30 minutes. If a student is not present by the time the lunch is delivered it is returned to the cafeteria. Since this practice does not meet the requirement of accountability, the google doc, classroom roster will now include a third column that the teacher will check off as they distribute the meal vs. going by the check mark stating absent or in attendance. The roster will then be brought to the cafeteria where meals will be put into the POS system by using the third column information and not the absent/present column previously used....this practice will begin on the next detention day, which will be 3/28/23.</p>				
	<p>Flagged by Lauren Renn 03/22/2023 04:01 PM</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>At lunch on the day of review (3/21/23) reviewer observed cashier entering student meals into the POS off of a printed document. This document was a list of students in lunch detention that also listed their meal order and attendance for that day. This list is printed and sent up to the lunch detention room along with prepared student meals. The teacher distributing these meals takes attendance and marks students as either present or absent and then proceeds to distribute lunches based off of the meal order listed for each student. The meal counts that were being entered into the POS on the day of review for lunch for these students were based off of the attendance and not a POS count. There is currently no POS count taken at the time the lunch detention students receive a reimbursable meal.</p> <p>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.</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. 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)	BURLINGTON CITY HIGH-850	402	04/24/2023	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 Lauren Renn 04/24/2023 10:55 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Angela Giovacchini 03/29/2023 10:37 AM</p> <p>Burger roll s were delivered, substitution was made by bread company - moving forward 3/23/23 if this happens again, we will add an additional grain to the lunch offering to meet the correct grain requirement. We will add and serve a .75 oz whole grain goldfish cracker to make up the grain shortage needed for the weekly total requirement.</p> <p>Manager will double check daily that the correct bread was delivered before serving, to insure that additional grains do not need to be added to the serving line. If additional grains are needed, Goldfish crackers or other available Whole grain options will be added to the menu and production record that day. This process will start immediately.. 3/23/23.</p> <p>Flagged by Lauren Renn 03/22/2023 04:01 PM</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.</p> <p>On the day of review for lunch (3/21/23) the hamburger bun that was used to serve the Cheeseburgers did not meet the daily 2 oz eq grain requirement for grades 9-12 as the label for these hamburger buns stated that they were 50 grams. Using the grain chart (form #33) Group B these buns only equal 1.75oz eq.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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 Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>BURLINGTON CITY HIGH-850</p>	<p>410</p>	<p>04/24/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Lauren Renn 04/24/2023 11:22 AM</p> <p>CAP Accepted</p>				

BURLINGTON CITY BD OF ED-00500600 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Angela Giovacchini 03/29/2023 11:06 AM</p> <p>Serving Sizes were listed incorrectly - additional training on filling out the Production records were implemented on 3/23/23. The USDA buying guide, CN labels and the NurtiServe Recipes will be available to staff on a daily basis. As part of the required training needed for all staff members, this particular subject will be reinforced monthly to make sure the record keeping is correct. Staff will also be told verbally what the menued item serving size will be that day to insure they are giving out the correct serving size.</p> <p>Kitchen Manager will double check all production records at the end of the day to make sure that all aspects of the report are filled in correctly. Implemented 3/23/23.</p> <p>Kitchen Manager will inspect all serving lines before meal service begins to make sure that all fruit and vegetable options are the same on all 3 serving lines to insure all students have the same choices of their fruits and vegetables no matter what lunch they choose to purchase. Sperate Production records for each serving line will show all options offered regarding fruits and vegetables Implemented 3/23/23</p>

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Flagged by Lauren Renn 03/22/2023 04:01 PM

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.

On 2/8/23 of the review period for lunch FT Glazed Cinnamon Toast was served with Sausage Patty (1MMA) but no portion size for the FT Glazed Cinnamon Toast was listed on the Production Record. Since the portion size for the FT Glazed Cinnamon Toast on the provided crediting documentation stated 1 slice of French Toast meets 1 oz MMA and 1 oz Eq Grains, the grain component for this meal for Grades 9-12 would be insufficient unless proper portion size is documented on the Production Record with the correct credible meal component contributions.

Potential insufficient quantities can also be seen on 2/9/23 with Roasted Turkey and on 2/7/23 with the Pizza Crunchers. Portion sizes listed on the Production Record for these days were incorrect which would change the credible meal component contribution therefore not meeting the meal pattern requirements for grades 9-12.

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.

When reviewing production records for the review period it was observed that the vegetable of the day was not always offered on all serving lines and therefore all students did not have access. For example on Friday 2/10/23 the vegetable of the day was a Side Caesar Salad. This side was offered on serving lines 1 and 2 but was not offered on serving line 3. Although all students had access to the vegetable patch (carrots, celery, cucumber, and roasted garbanzo beans) they should also have access to the vegetable of the day to meet weekly vegetable subgroup requirements.

Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.

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