

Technical Assistance Log

MEDFORD TWP BD OF ED-00503080

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
06/01/2022	2606	Other					Amy Martin	<input checked="" type="checkbox"/>
How Provided				Comments	<p>On May 4, 2020, Governor Murphy signed the Hunger Free Students' Bill of Rights Act into law. The law prevents the public identification or stigmatization of any student with school meal debt. Examples of stigmatizing, or "lunch shaming", specified in the law include requiring a student to sit at a separate table, wear a wristband, handstamp, or other marker, or by serving the student an alternate meal. In addition, it prevents school districts from discarding a school breakfast or lunch because money is owed for previously provided meals. The law also outlines the measures schools must take in communicating with the parents and guardians of students with foodservice debt prior to the denial of a meal, if applicable, and clarifies that schools are not required to deny a meal to students who have accumulated debt. The full law can be found in SNEARS by clicking on Resources->Unpaid Meal Charges.</p>			

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	MEDFORD TWP BD OF ED-00503080	314	07/01/2022	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 06/13/2022 12:01 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Keira Scussa 06/08/2022 03:58 PM</p> <p>A Consolidation Agreement is currently being processed with St. Mary's for the balance of this year - it will be board approved at our June 27th Board Meeting and submitted immediately thereafter.</p> <p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>All Consolidation agreements must be reviewed and approved by the State Agency's (SA) Contracts team. In addition, the SNEARS application packet must reflect these agreements and be approved by the SA staff and all meals counted and claimed appropriately.</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 1: CA Count (2)		MEDFORD TWP BD OF ED-00503080		07/01/2022	CAP Accepted

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/13/2022 12:01 PM CAP Accepted				
	Corrective Action Plan: Submitted by Keira Scussa 06/13/2022 11:28 AM Marie Goodwin is listed as the Determining Official and Giovanna Pilch is listed as the Hearing Official in our application and in SOARS. However, when the questionnaire (Offsite questions) was completed there was an input error and Marie Goodwin was listed as both Determining and Hearing. During the exit conference we were not able to address this issue when it came up as our B.A. has retired and the interim B.A. was on the exit conference. Also, I am new to my position as the Administrative Assistant to the B.A. with no previous knowledge of SOARS. After reviewing our Officials in the system I discovered that it was correct in the system at the time of the audit and there was an error made when completing the Offsite questions. Now that we know where this error occurred - I will be editing the Hearing Official and the Confirming Official to the interim B.A. (Arlene Biesiada). July 1st I will be editing the account one more time to the newly hired B.A. Jonathon Yates.				
	Flagged by Amy Martin 06/01/2022 11:07 AM The Hearing Official can not be a person involved with the application approval process. Marie Goodwin is listed as both the Determining Official and Hearing Official on the Offsite questions. This is considered a conflict of interest. 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.				
	Flagged by Amy Martin 06/01/2022 11:07 AM The Determining Official can not be a person involved with the application approval process. Marie Goodwin is listed as both the Determining Official and Hearing Official on the Offsite questions. This is considered a conflict of interest. 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.				
	Group 2: CA Count (4)		MEDFORD TWP BD OF ED-00503080		07/01/2022
	Corrective Action Plan: Accepted by Amy Martin 06/13/2022 12:02 PM CAP Accepted				

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Robyn Eder 06/03/2022 08:14 AM</p> <p>First off, the district will get a consolidation agreement with St Mary's ASAP. If this relationship between Medford and St Mary's moves forward into next school year, a new consolidation agreement will be in place and site details for St Mary's will be added as Amy Martin explained.</p> <p>This would ensure that St Mary's had a separate location in SNEARS to claim their own meals. We are recommending that St Mary's kitchen be utilized and all of the counting will be done onsite at the POS and the production records will be kept at that location.</p>
	<p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>The SFA sends meals at lunch to St. Mary's. Production records and POS counts were kept at St. Mary's and then sent back to Memorial school and added to Memorial's numbers for the claim for reimbursement. This has been going on since September 2021. There is no consolidation agreement approved by the State Agency.</p> <p>This is determined to be a systemic problem. During the review month of April 2022. 1724 lunches were claimed for St. Mary's on Memorial's claim for reimbursement. Fiscal action will be determined upon further investigation during the fiscal process.</p> <p>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. Fiscal action will be taken. An over claim may be assessed.</p>
	<p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>The SFA sends meals at lunch to St. Mary's. Production records and POS counts were kept at St. Mary's and then sent back to Memorial school and added to Memorial's numbers for the claim for reimbursement. This has been going on since September 2021. There is no consolidation agreement approved by the State Agency.</p> <p>This is determined to be a systemic problem. During the review month of April 2022. 1724 lunches were claimed for St. Mary's on Memorial's claim for reimbursement. Fiscal action will be determined upon further investigation during the fiscal process.</p> <p>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. Fiscal action will be taken. An over claim may be assessed.</p>
	Empty section for the final row

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>The SFA sends meals at lunch to St. Mary's. Production records and POS counts were kept at St. Mary's and then sent back to Memorial school and added to Memorial's numbers for the claim for reimbursement. This has been going on since September 2021. There is no consolidation agreement approved by the State Agency.</p> <p>This is determined to be a systemic problem. During the review month of April 2022. 1724 lunches were claimed for St. Mary's on Memorial's claim for reimbursement. Fiscal action will be determined upon further investigation during the fiscal process.</p> <p>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. Fiscal action will be taken. An over claim may be assessed.</p>			
	<p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>The SFA sends meals at lunch to St. Mary's. Production records and POS counts were kept at St. Mary's and then sent back to Memorial school and added to Memorial's numbers for the claim for reimbursement. This has been going on since September 2021. There is no consolidation agreement approved by the State Agency.</p> <p>This is determined to be a systemic problem. During the review month of April 2022. 1724 lunches were claimed for St. Mary's on Memorial's claim for reimbursement. Fiscal action will be determined upon further investigation during the fiscal process.</p> <p>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. Fiscal action will be taken. An over claim may be assessed.</p>			
Group 3: CA Count (2)		MEDFORD TWP BD OF ED-00503080	07/01/2022	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 06/13/2022 12:02 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Amy Martin 06/13/2022 12:02 PM</p> <p>CAP Accepted</p>			

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Robyn Eder 06/03/2022 08:28 AM</p> <p>We recognize the error and we are moving to a new recipe system in our company and we are being trained on it on July 6th.</p> <p>Once we are trained, our employees will then be trained at our summer meeting in August, ensuring that...</p> <ul style="list-style-type: none"> - Standardized recipes with a yield and quantity using the same ingredients for both measurements - Methods of preparation -Accurate portion sizes and correct crediting information using the information from the food buying guide, food labels, CN labels and formulation statements <p>Our company has hired a new registered dietician and has assigned her to revamp our entire recipe book to include these necessary changes.</p> <p>The dietician is using this summer to create a 4 week cycle menu with standardized recipes that meet USDA guidelines for both the national school lunch and breakfast programs. Our account (Medford) will be using this to ensure that this issue will not re-occur in the future.</p>
	<p>Corrective Action Plan: Submitted by Robyn Eder 06/03/2022 08:28 AM</p> <p>We recognize the error and we are moving to a new recipe system in our company and we are being trained on it on July 6th.</p> <p>Once we are trained, our employees will then be trained at our summer meeting in August, ensuring that...</p> <ul style="list-style-type: none"> - Standardized recipes with a yield and quantity using the same ingredients for both measurements - Methods of preparation -Accurate portion sizes and correct crediting information using the information from the food buying guide, food labels, CN labels and formulation statements <p>Our company has hired a new registered dietician and has assigned her to revamp our entire recipe book to include these necessary changes.</p> <p>The dietician is using this summer to create a 4 week cycle menu with standardized recipes that meet USDA guidelines for both the national school lunch and breakfast programs. Our account (Medford) will be using this to ensure that this issue will not re-occur in the future.</p>

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>Although there were no disallowed meals for the review period due to meal component and quantity issues, the production records (PR) and supporting documentation for both breakfast and lunch did have some errors that need attention.</p> <p>1) PRs for both breakfast and lunch must-have recipe numbers or product names/codes, accurate portion sizes, and correct crediting information. The crediting of meal components must be determined using information from the food buying guide (FBG), food labels, CN Labels, manufacturer product formulation statements.</p> <p>2) Standardized recipes, Standardized recipes, including instructions, must be developed and followed. A standardized recipe is a recipe that was tested to provide an established yield and quantity using the same ingredients for both measurement and preparation methods. Multiple recipes did not contain any instructions.</p> <p>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.</p>				
	<p>Flagged by Amy Martin 06/01/2022 11:07 AM</p> <p>Although there were no disallowed meals for the review period due to meal component and quantity issues, the production records (PR) and supporting documentation did have some errors that need attention.</p> <p>1) PRs for both breakfast and lunch must-have recipe numbers or product names/codes, accurate portion sizes, and correct crediting information. The crediting of meal components must be determined using information from the food buying guide (FBG), food labels, CN Labels, manufacturer product formulation statements.</p> <p>2) Standardized recipes, Standardized recipes, including instructions, must be developed and followed. A standardized recipe is a recipe that was tested to provide an established yield and quantity using the same ingredients for both measurement and preparation methods. Multiple recipes did not contain any instructions.</p> <p>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.</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	MILTON H ALLEN-906	901	07/01/2022	CAP Accepted

MEDFORD TWP BD OF ED-00503080 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 06/13/2022 11:59 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Robyn Eder 06/03/2022 08:06 AM				
	This district never served breakfast in the past but started serving breakfast during Covid. The district does not plan on serving breakfast moving forward but should this change we will ensure that the onsite monitoring form will be completed and submitted before February 1st.				
	Flagged by Amy Martin 06/01/2022 11:07 AM				
	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. Breakfast onsite monitoring form was completed after the February 1st 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.				

Report Selections

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