

CAPE MAY SP SERV-00900715 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	CAPE MAY SP SERV-00900715	108	03/01/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN ALLEN 02/14/2024 10:48 AM				
	The hearing official will be the Superintendent who does not have any involvement with the application or verification process. In the future, her name will not be associated with the verification process.				
	Date of implementation 01/30/2024				
Corrective Action History	Flagged by Lorena Paredes 01/31/2024 05:25 PM				
	The hearing official can not be an individual involved with the application approval or the verification process. 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)	CAPE MAY SP SERV-00900715	209	03/01/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:07 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN ALLEN 02/14/2024 10:48 AM				
	<p>We will adhere to guidelines per the manual and will seek assistance in instances where issues of overtime or extra pay are not clear.</p> <p>The application in question was revised per the advice of our on-site assistance and notification was sent to the parent/guardian.</p> <p>Date of implementation: 01/31/2024</p>				
Corrective Action History	Flagged by Lorena Paredes 01/31/2024 04:33 PM				
	<p>One verified application was over income for Federal Reduced but may still qualify for NJEIE. Verification error has been recorded on the SFA-2.</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. The SFA's notice of adverse action to the household must contain all required information including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" Form 255 which has been uploaded into the Documents tab.</p> <p>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	CAPE MAY SP SERV-00900715	314	03/01/2024	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:07 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Dineen Billingham 02/09/2024 01:51 PM</p> <p>Site Detailed were updated to reflect the point of service accountability method as coded roster and the number of classrooms where meals are served were also updated.</p> <p>The Food Service director was updated in the user management section to reflect Tracy Fesler as FSD.</p> <p>Date of implementation 02/06/2024</p>				
<p>Flagged by Lorena Paredes 01/31/2024 05:23 PM</p> <p>The SFA must use the same accountability method for counting meals at the point of service that was indicated in the Site Details section of the Application Packet in SNEARS. Because CAPE MAY COUNTY HIGH SCHOOL is not using coded tickets or tokens as its accountability method, the Site Details must be revised to reflect the actual meal counting method used. In addition, it must revise the User Management section to include Tracy Fesler as the Food Service Director.</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>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	CAPE MAY SP SERV-00900715	1214	03/01/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:07 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 02/13/2024 07:23 PM				
	<p>Training hours for FSD and all employees will be entered on the SNA Training tracker so that hours of each employee can be verified. All FSD hours were not included in the review box, and times were not designated, but hours for FSD so far include: Admin Review Training, 2 hours, Meal Patterns and Food Buying, 1 hour, Civil Rights and Offer vs serve, 1 hour. Planned upcoming trainings from SNEARs include: Pre school meal patterns, 2 hours, Food Safety Training conducted by Cumberland County, 3 hours. Snears and the Institute of Child Nutrition will be monitored for additional relevant trainings that pertain to the FSD position. Additional training implementation started on Feb 1 with the Food Safety Training class in Cumberland County.</p>				
	Flagged by Lorena Paredes 01/31/2024 05:04 PM				
	<p>FSD has not completed her 12 hours of training required. 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: https://theicn.org/.</p>				
	<p>Explain in detail, how the annual training requirements will be met including the trainings that will take place and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	CAPE MAY SP SERV-00900715	1217	03/01/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:06 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Fesler 02/06/2024 11:33 AM Annual trainings for all food service employees will be logged onto the SNA Training Tracker that was provided through the SOARs Documents tab. Trainings that have taken place so far this year are being logged onto the Tracker and all future trainings for this year will be added to the Tracker Tool as well. The SNA Training Tracker was downloaded on 1/31/24, and is implemented as of 1/31/24. The SNA Training Tracker will be used annually for each year.				
	Flagged by Lorena Paredes 01/31/2024 04:54 PM Professional Standards training hours must be tracked and documented annually for all employees of the School Nutrition Program. The USDA Professional Standards Training Tracking Tool found at https://pstrainingtracker.fns.usda.gov/ , the SNA Training Tracking Grid for USDA Professional Standards (which has been uploaded into the Documents tab), or the SOARS Team Work Tracker can be used to document training hours. All 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..				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	CAPE MAY COUNTY HIGH SCH-510	318	03/01/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:08 AM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN ALLEN 02/14/2024 10:48 AM All staff associated with serving meals in the classroom were re-educated on meal counting at the point of service at a staff meeting held on 01/31/2024 They were retrained on only marking the student receiving the meal at the time the meal is actually served to the student. The teacher in question has noted their "short cut" of the procedure and it will not reoccur. Date of implementation 1/31/2024				
	Flagged by Lorena Paredes 01/31/2024 04:47 PM An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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. During breakfast meal service observation on the day of review, in one classroom the teacher marked on the computerized meal form that 2 students received a breakfast, while he was taking their lunch orders, before breakfast was brought into the classroom and received by the students. These 2 meal counts were not taken at the point of service. 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 assessed.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	CAPE MAY COUNTY HIGH SCH-510	410	03/01/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:14 AM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN ALLEN 02/14/2024 10:49 AM Meal pattern requirements were reviewed with the kitchen manager and food service director and the menu will be reviewed each month by the FSD and supervisor to ensure that the red/orange vegetable subgroup has at least 3 one-half cup servings per week (we serve everything in half-cup servings) Date of implementation 02/01/2024				
	Flagged by Lorena Paredes 01/31/2024 04:52 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. 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.				
	For the review week, there was insufficient quantities of the red/orange vegetable subgroup. Menu had baby carrots planned for 2 days of the week and production record recorded 1/2 cup baby carrots offered and served on 12/13 and 12/15, for a total of 1cup for the week. This does not meet the minimum weekly red/orange vegetable subgroup requirement of 1 & 1/4 cup. 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.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	CAPE MAY COUNTY HIGH SCH-510	501	03/01/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 11:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN ALLEN 02/14/2024 10:48 AM				
	<p>Staff received trainings during our opening of school PD day. They were also given posters for their classrooms. In the future, we will have sign in sheets specifically addressing this training.</p> <p>The procedure will be implemented at a teacher meeting on 02/15/2024</p>				
Corrective Action History	Flagged by Lorena Paredes 01/31/2024 04:53 PM				
	Food service staff/cashiers/any staff that have responsibilities related to school meals must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Trainings must be logged and documents kept.				
	Documentation was not available for teachers and aides that served students breakfast and lunch meals in the classroom that they had offer versus serve training.				
	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