

MERCHANTVILLE BD OF ED-00703110 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	10/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 10/07/2019 02:14 PM	CAP Accepted			
	CAP Submitted GREGORY GONTOWSKI 10/07/2019 02:14 PM	For the proper completion of the non program food revenue tool, going forward, the cost of sales for food will be broken down separately on the B-5 audit report. This will be monitored by Greg Gontowski, Business Administrator starting with the 18-19 audit report.			
	Flagged Lisa Garland 10/07/2019 01:28 PM	<p>Finding: Revenue from Non-Program Foods</p> <p>The B-5 YE 6/30/17 Statement of Revenues, Expenses, and Changes in Net Position did NOT report the Cost of Sales reimbursable and non-reimbursable programs breakdown separately for food as required by USDA. The Cost of Sales breakdown is needed to properly complete the Non Program Food Revenue Tool.</p> <p>A Corrective Action is required</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		126	07/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 07/17/2019 01:35 PM	CAP Accepted			
	CAP Submitted DEBRA RIFICI 06/24/2019 11:15 AM	All social security numbers were corrected on June 7, 2019.			
	Flagged Amy Martin 06/12/2019 12:18 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.) 16 app errors identified, include no SSN, incorrect income determination, and eligibility carried over from previous school year. The SFA must indicate the date of correction for all application errors.</p> <p>The number of Certification and Benefit Errors are greater than 10%, therefore an Independent Review of applications must be completed for the 2019-2020 SY. More details will be provided in the summer regarding the process and expectations for the Independent Review.</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		136	07/15/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 07/17/2019 01:35 PM	CAP Accepted			
	CAP Submitted BECKY LEADBEATER 06/29/2019 10:11 AM	We will communicate with teachers to just use the roster that is given. We will use the eligibility on our end.			
	Flagged Amy Martin 06/12/2019 12:18 PM	<p>Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time, including SMP. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits. The use of easily identified codes, such as F, R, P is not allowed.</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>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	MERCHANTVILLE ELEM	1408	07/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 07/17/2019 01:35 PM	CAP Accepted			
	CAP Submitted BECKY LEADBEATER 06/29/2019 10:12 AM	<p>We will purchase a thermometer for the refrigerator in the nurses office.</p> <p>We can also have the teacher send students down every day before service.</p>			
	Flagged Amy Martin 06/12/2019 12:18 PM	<p>The SFA did not have temperature logs on the day of review for the Nurse's office refrigerator. Since the SMP milk is kept in this refrigerator it must have a thermometer and daily temperature log. Temperature logs must be completed, maintained and filed.</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>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	MERCHANTVILLE ELEM	500	07/15/2019	CAP Accepted

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Corrective Action History	CAP Accepted Amy Martin 07/17/2019 12:33 PM	CAP Accepted			
	CAP Submitted BECKY LEADBEATER 06/29/2019 10:16 AM	<p>We will work with the school to improve this service.</p> <p>We are looking to have the students come through the line with the rest of the students maybe 15 minutes before the rest of the students to give them some time.</p> <p>This will take place going forward in the upcoming 19-20 school year.</p>			
	Flagged Amy Martin 06/12/2019 12:18 PM	<p>At lunch, the kindergarten class pre-orders the entree and milk in the morning. This order is sent to the food service. Prior to lunch, an aide came to the cafeteria to set up the kindergarten table. The aide made each student's tray with their selected entree and milk and then put corn (3/4 c) and applesauce (1/2 c) on all the student's trays. The kindergarten class then came to the cafeteria and sat at a seat with their pre-ordered meals and gave the aide their student ID, which was then given the cashier to scan. Since the SFA has an offer versus serve, it is required that all required food components/items are mad available to all children. On the day of observation, the 16 kindergarten's that purchased lunch did not have an option to select from the fruits and vegetables offered (celery, corn, spinach, juice, mixed fruit, apple sauce, fresh fruit). They aide selected for them, which contradicts OvS.</p> <p>In addition, the aide assisting the other grades (1-8) must understand the OvS policy. She was asking the student if they wanted corn or spinach, when they are allowed to both, one, or none. It can not be mandated that they take a vegetable. In addition, only allowing them one vegetable would result in insufficient quantity of vegetables offered, as for grades 1-8 the vegetables are in 1/2 c servings.</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>			
Off-Site Assessment Tool	Certification and Benefit Issuance		120	07/15/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:33 AM	CAP Accepted			
	CAP Submitted DEBRA RIFICI 06/24/2019 11:10 AM	All Direct Cert students carried over into the new year will be switched from free to paid unless an application is received or the student remains on the DC list. Date of corrective action is 6/10/19.			
	Flagged Amy Martin 06/12/2019 12:18 PM	<p>According to 7 CFR 245.6(c)(2), an individual student's eligibility from the previous school year (before July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first. The 30 operating days begins on the first operating day of school. Carryover applies to the eligibility established through a household application or through direct certification.</p> <p>The student's that were on the direct certification list for the 2017-2018 SY, but did not have a new eligibility for the 2018-2019 SY, were never changed to paid on the 30th operating day.</p> <p>Explain in detail how this finding was corrected and steps to ensure it will not happen in the future, Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	MERCHANTVILLE ELEM	324	07/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 06/26/2019 10:32 AM	CAP Accepted			
	CAP Submitted DEBRA RIFICI 06/26/2019 09:19 AM	Brown bag lunches will be served in the school day starting Sept 2019. We will work this into the half day schedule where students will go to the cafeteria to eat lunch. Students will have the opportunity to "purchase" a lunch and eat it. Issue is resolved as of June 19th.			
	Flagged Amy Martin 06/12/2019 12:18 PM	<p>The meals claimed for reimbursement at lunch on April 18, 2019 differ drastically from the rest of the review month's meal counts. Upon questioning, it was discovered that the SFA offers a brown bag meal that student's take home with them and is claimed for reimbursement, This is a systemic error. Per our discussion at the exit conference, all meals served on half days will be recovered. The policy outlining that meals for off site consumption can not be claimed was uploaded to the Notes of this question.</p> <p>Explain in detail how this finding was corrected. Indicate the date of implementation.</p>			
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation)	MERCHANTVILLE ELEM	23	07/15/2019	CAP Removed
Corrective Action History	CAP Removed Amy Martin 06/12/2019 12:18 PM	CAP Removed			
	Flagged Amy Martin 06/06/2019 03:28 PM	Butter or margarine should not be automatically offered at the condiment station for lunch. Small portion control cups of light butter/margarine spread could be available on request. Technical assistance was provided.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Group 1: CA Count (2)				07/15/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Special Milk Program	MERCHANTVILLE ELEM	2000	
	Special Milk Program	Special Milk Program	MERCHANTVILLE ELEM		
Corrective Action History	CAP Accepted Amy Martin 07/22/2019 01:37 PM	CAP Accepted			
	CAP Submitted BECKY LEADBEATER 07/22/2019 01:29 PM	We will start in September 2019			
	CAP Rejected Amy Martin 07/22/2019 01:17 PM	Need to know the day that this was corrected or if the need Standard Operating Procedure will start with the new school year, please state September 2019.			
	CAP Submitted BECKY LEADBEATER 06/29/2019 10:20 AM	We will correct our way of counting daily by overseeing the process. Wanda will take the count and myself (Rebecca Leadbeater) will double check her.			
	Flagged Amy Martin 06/12/2019 12:19 PM	As discussed at the exit conference, violations were found for the Special Milk Program. 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.			