

## BANCROFT NEUROHEALTH-00808734 - 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)	BANCROFT NEUROHEALTH-00808734	126	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/22/2023 04:13 PM				
	All done. Was able to collect the missing information for all.				
<b>Corrective Action History</b>	Flagged by Amy Martin 05/09/2023 12:54 PM				
	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.) 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BANCROFT NEUROHEALTH-00808734	138	06/12/2023	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Amy Martin 05/03/2023 02:00 PM				
	CAP Removed				
	Flagged by Amy Martin 05/03/2023 01:58 PM				
	The SFA must update the benefit issuance document(s) when there are changes in eligibility or updated certifications. This includes students that submitted paper applications and were subsequently matched on the Direct Certification list.				
<b>Corrective Action History</b>	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. I				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BANCROFT NEUROHEALTH-00808734	140	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:01 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/22/2023 05:12 PM				
	This has been completed and those affected will be sent correspondence in the mail. Notices placed in the mail today. The meal status updates were fixed in real time. Balance adjustments made where applicable. The FSA will make sure to input Direct Certs into our meal soon as the report is generated.				
	Flagged by Amy Martin 05/09/2023 01:14 PM				
	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits and documentation is up-to-date.				
	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..				

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	BANCROFT NEUROHEALTH-00808734	209	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:02 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Desire Conners 05/19/2023 07:30 PM</p> <p>Mom was contacted and will be providing me a letter from her previous employer to confirm the end of employment dates. I will save this and submit once I receive the letter. Just received the letter. Verification is complete.</p> <p>Flagged by Amy Martin 05/09/2023 01:37 PM</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.</p> <p>One application chosen for verification did not validate the information provided on the application. The pay stubs submitted were not recent (almost a year old). According to the Eligibility Manual for School Meals, "acceptable documentation of income or receipt of assistance from any of the following sources</p> <p>may be provided for any point in time between the month prior to application and the time the</p> <p>household is required to provide income documentation." In addition, upon discussion with the VO, the household member was no longer employed at the time of verification, however, no supporting documentation was requested/provided.</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>				
Verification	Verification (On-Site Assessment Tool) (207H)	BANCROFT NEUROHEALTH-00808734	214	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/19/2023 05:50 PM				
	<p>Beginning immediately and to take effect for the next verification rounds on or around November 1 2023, the determining official will make sure to complete the verification on time so that there is no delay of getting information back for a dispute. As of now, all of those verified know the status of his or her child's meal application. Those that were changed to paid did not wish to appeal the decision. Doing the verification timely will give time for the mailed final determination and the 10 day window of time to appeal. This would mean notices about final determination to households should go out via mail by Nov 20th of 2023. On Dec 1 of 2023, the households statuses would be updated to reflect the loss or reduction of benefit.</p> <p>Flagged by Amy Martin 05/09/2023 01:34 PM</p> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.</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)	BANCROFT NEUROHEALTH-00808734	215	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/19/2023 05:58 PM				
	<p>The verification process will be completed on time for the next round coming toward the end of this year. The late start of the verification was due to the submitter's fault and misunderstanding of the specific deadline. The submitter will use the NJ websites deadlines notification along with scheduling on the calendar, along with other work tasks. The calendar can trigger multiple alerts and as frequently as the calendar creator. This can ensure all pieces of the verification process take place timely.</p> <p>Flagged by Amy Martin 05/09/2023 01:35 PM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</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>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	BANCROFT NEUROHEALTH-00808734	314	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/19/2023 05:10 PM				
	<p>The submitter has made changes to reflect active practices. The intention was for the earlier breakfast time but the realization is that it was occurring later. Coded roster was also changed from POS for meal claim.</p> <p>Flagged by Amy Martin 05/09/2023 01:35 PM</p> <p>The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used.</p> <p>The PEEP Site details must be updated to reflect actual breakfast serving times. In addition, the Accountability Details must be updated to reflect current practices. Rosters are used as the POS, not a computerized system (the completed rosters are put into the computer, however, the true POS is the roster).</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>				
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	BANCROFT NEUROHEALTH-00808734	1203	06/12/2023	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Amy Martin 05/08/2023 08:26 PM				
	<p>CAP Removed</p> <p>Flagged by Desire Conners 10/20/2022 12:21 PM</p> <p>USDA regulations require all new directors hired after July 1, 2015 to have completed at least 8 hours of food safety training within 5 years prior to the start date, or training must be completed within 30 calendar days of the start date. In New Jersey, all food service directors, regardless of the date of hire, must have completed a food safety training course within the last 5 years or must complete the training within 30 calendar days of the administrative review. Although food safety train</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BANCROFT NEUROHEALTH-00808734	1217	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 01:56 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/13/2023 11:49 PM				
	<p>We were provided the codes for specific training areas. Although adequate training was completed, we did not log it in accordance with NJ_USDA standards. We will use the resource provided at our exit to log in excel the correct domains for each employee this pertains to. This method of tracking employee training hours will begin June 1 2023.</p> <p>Flagged by Amy Martin 05/09/2023 01:36 PM</p> <p>Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both 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.</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>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	BANCROFT NEUROHEALTH-00808734	1400	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 01:56 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/13/2023 11:36 PM				
	<p>The booklet was at the school and was identified the following day. The HACCP book was moved to another location within the PEEP lunch room. It was returned before the exit interview and an image was captured of its return to its original location before the close of the Admin Review.</p> <p>Flagged by Amy Martin 05/09/2023 01:39 PM</p> <p>The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. A copy of the written HACCP food safety plan must be available at each school and reviewed and signed annually.</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>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Preschool & Early Education Program (PEEP-7893	12	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:00 PM CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:40 PM Effective on the day following USDA exit, May 10th 2023, the education staff and cafeteria staff have discussed the one juice only requirement. Juice will be served at breakfast time only is the plan of action. The juice will continue to be 100% juice 4 oz size.				
	Flagged by Amy Martin 05/09/2023 02:13 PM  The Child and Adult Care Food Program (CACFP) PreK meal pattern only allows, juice to be served once per day.  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.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Preschool & Early Education Program (PEEP-7893	13	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 01:56 PM CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:27 PM Effectively immediately- The Preschool will follow the CACFP meal pattern. There was a typo for salad stating 3/4 when the amount given was 1 c. We have agreed upon the breakfast period being the one meal period where 4 oz of 100% fruit juice will be provided. At lunch the pre school students will not be given the juice so that we are in compliance. Beginning May 22 and going forward, preschool will have separate production records for both breakfast and lunch periods. Preschool will be serve only and get every component of the meal. Those components for breakfast include Grain and Meat/Meat alternate (where applicable), Fruit, and Milk that is FF or 1% non flavored. For Lunch the groups include grain, meat/meat alt (mandatory for lunch), Fruit, Veg, and Milk 1% or FF non-flavored.				
	Flagged by Amy Martin 05/09/2023 02:17 PM  At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components in the proper quantities.  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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Preschool & Early Education Program (PEEP-7893	325	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:03 PM CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/17/2023 05:51 PM Beginning May 1 2023, the paper used to track meal receipt will be kept on file and used as the point of service. If a student has to eat in another area, leaves early, refuses the meal, etc, a paper method will be used to record POS and that document kept on file for the years required by NJ USDA. Flagged by Amy Martin 05/09/2023 01:40 PM Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. The state agency has determined that the inaccurate method counting, combining, and recording of meals for both breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. For the review month (March), there is no POS method, which is different than my day of observation. From discussions, it was determined that during the review month, meals were pre-ordered using a Google spreadsheet that both teachers (ordering) and food service can access. A teacher (or assistant) comes to the cafeteria to retrieve meals for their classroom. The teacher then distributes meals to the appropriate student. The food service worker was checking the column under the Google spreadsheet indicating that a meal (breakfast or lunch) was received. The paper rosters that I observed on the day of review, were not initiated until after the review month and in addition, have not been kept on file. It was explained with the current method, that the rosters are the actual POS and must be kept. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Preschool & Early Education Program (PEEP-7893)	402	06/12/2023	CAP Accepted



## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Amy Martin 06/01/2023 12:31 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Desire Conners 05/30/2023 04:25 PM</p> <p>When serving the red/orange vegetable subgroup, we will be sure to serve 3/4 cups for PreK and K-5. The production records and service will be changed to be in compliance with the 3/4 cup red orange vegetable subgroup. This will go into effect on the next day carrots (red/orange) are served which is wed May 31st 2023.</p> <p>Management will review menus and serving sizes with staff in inservice. Management will use USDA materials for the education and reference points.</p>
	<p>Corrective Action Plan: Rejected by Amy Martin 05/25/2023 02:10 PM</p> <p>The salad would need to be 1-1/2 cups to meet the 3/4 cup requirement for the K-5 age/grade grouping.,</p>
	<p>Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:34 PM</p> <p>This typo was corrected immediately. The kitchen staff/mgr know that raw lettuce/spinach is to be served as a cup for it to be enough. This correct portion was given for the salad. As production records are reviewed/ changed etc, both mgrs and staff will look to make sure there are not typos. Typos can be corrected electronically for future printing while being corrected via pen when production records are filled out in live action.</p>
	<p>Flagged by Amy Martin 05/09/2023 02:17 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 observation, only 1/2 cup (2.6 oz tw) baby carrots were offered and served to students (only one vegetable). Since the required daily amount for the k-5 age/grade grouping is 3/4 cup daily, there was an insufficient quantity of vegetables offered and the meal pattern was not met.</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.</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>

## BANCROFT NEUROHEALTH-00808734 - 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)	Preschool & Early Education Program (PEEP-7893	403	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/19/2023 05:19 PM				
	There are milk choices available. There was a low selection rate in general, as many of the students' staffers did not indicate the students wanted milk at all. Bancroft will investigate an old practice of encouraging milk choices that was employed prior to the pandemic. The menu will include the types of milk offered in more detail instead of just saying RF or FF varieties available. Mgr will make sure that the milk choices are reflected in the production records.				
	Flagged by Amy Martin 05/09/2023 01:38 PM				
A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service for all age/grade groupings, except PreK. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. There is no documentation to support a milk variety was offered to students.					
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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Preschool & Early Education Program (PEEP-7893	406	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 06/01/2023 12:31 PM CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/30/2023 04:26 PM PreK will have a separate production record from K through 5. This will be for both breakfast and lunch. There will be a total of 4 production records daily for PEEP. That is 1 for prek breakfast and 1 for k-5 breakfast . There will be 1 for pre K lunch and 1 for k-5 lunch.				
	Corrective Action Plan: Rejected by Amy Martin 05/25/2023 02:10 PM The salad would need to be 1-1/2 cups to meet the 3/4 cup requirement for the K-5 age/grade grouping.,				
	Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:30 PM Effectively immediately- The Preschool will follow the CACFP meal pattern. There was a typo for salad stating 3/4 when the amount given was 1 c. We have agreed upon the breakfast period being the one meal period where 4 oz of 100% fruit juice will be provided. At lunch the pre school students will not be given the juice so that we are in compliance. Beginning May 22 and going forward, preschool will have separate production records for both breakfast and lunch periods. Preschool will be serve only and get every component of the meal. Those components for breakfast include Grain and Meat/Meat alternate (where applicable), Fruit, and Milk that is FF or 1% non flavored. For Lunch the groups include grain, meat/meat alt (mandatory for lunch), Fruit, Veg, and Milk 1% or FF non-flavored.				
	Flagged by Amy Martin 05/09/2023 02:35 PM  The required breakfast meal patterns for each age/grade group (PreK, K-5, 6-8, K-8, 9-12) are intended to result in age-appropriate and nutritious meals.  Although the SFA is serving both PreK and the K-5 age/grade grouping, only one production record is kept for breakfast. These two age/grade groupings must each have its own completed production record due to the fact of multiple differences in meal pattern and regulations.  For lunch, the site is utilizing two production records as required.  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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Preschool & Early Education Program (PEEP-7893	409	06/12/2023	CAP Accepted

# BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:03 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:43 PM</p> <p>PreK will be serve only. They will get all components, this includes the milk that was observed as an issue. Serve only model resolves this concern.</p> <p>Flagged by Amy Martin 05/09/2023 02:13 PM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>According to the review week production records, milk was not served to all preK students. Since the SFA serves PreK separately and follows the CACFP meal pattern, all students must be served all five meal components, in the proper quantities. 10 meals were disallowed due to no milk.</p> <p>Monday 3/20 : -2</p> <p>Tuesday 3/21: -2</p> <p>Wednesday 3/22: -3</p> <p>Thursday 3/23: -2</p> <p>Friday 3/24: -1</p> <p>Total: -10 meals</p> <p>In addition, for the K-5 students, the lunch production records for both Monday 3/20, and Friday 3/24, do not indicate that fruit was offered or served to students. Since the fruit component is a required meal component, all K-5 meals served on these dates are disallowed. (-31meals)</p> <p>Total disallowed meals due to missing meal components: -41</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>				

# BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Preschool & Early Education Program (PEEP-7893	410	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Amy Martin 06/01/2023 12:31 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Desire Conners 05/30/2023 04:29 PM</p> <p>For PreK, when raw leafy greens such as the romaine salad we will make sure to provide 1 cup so that the 1/2 cup amount is met.</p> <p>In order for this vegetable, raw dark greens like romaine, to be credited as 3/4 cup for K through 5, a total of 1 and 1/2 cup needs to be offered. This will take place effective immediately on the next day this menu item is served which is on June 7th of 2023.</p> <p>The production record and actual service will both be adjusted to fulfill this vegetable component for lunch time.</p>				
	<p>Corrective Action Plan: Rejected by Amy Martin 05/25/2023 02:09 PM</p> <p>The salad would need to be 1-1/2 cups to meet the 3/4 cup requirement for the K-5 age/grade grouping.,</p>				
	<p>Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:37 PM</p> <p>This was a typo on the production record. Mgrs and Staff know that the salad needs to be 1 cup for it to meet the 1/2 cup requirement. Mrg and Staff will look out for typos and correct them as needed.</p>				
	Empty space for the history section				

# BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 05/09/2023 02:15 PM</p> <p>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.</p> <p>According to production records, on Tuesday 3/21, a 3/4 cup of "Caesar salad," is offered and served to K-5 students. The Caesar salad only consists of 3/4 cup of romaine lettuce. According to Food Buying Guide (FBG), raw leafy greens count as half the volume served, therefore the romaine credits as 3/8 cup vegetable component. Since the daily minimum requirement for vegetables for the K-5 age/grade grouping is 3/4 cup, an insufficient quantity of vegetables was offered.</p> <p>In addition, due to only one vegetable being offered per day and the issue identified above, the site was also insufficient in the weekly vegetable component (additional to meet requirements category).</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.</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>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Preschool & Early Education Program (PEEP-7893	501	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 02:00 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/17/2023 04:50 PM				
	<p>The food service team will work with our training department and technologies team to include an annual training for offer vs serve. This training will be administered through our training portal. This will be triggered yearly for existing employees and be part of the orientation of new employees. Bancroft has a training task team that monitors completion and can filter certain trainings for certain employees. We will direct the offer vs Serve training to have to be completed by teachers and food service staff at least annually.</p> <p>Flagged by Amy Martin 05/09/2023 02:06 PM</p> <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>In addition to the cafeteria staff, all teachers responsible for distributing the meals and completing the POS meal counts MUST have annual Offer versus Serve training. This is imperative to understanding what constitutes as a reimbursable meal and supports that the meal counting system is accurate.</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)	Preschool & Early Education Program (PEEP-7893	901	06/12/2023	CAP Accepted

## BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 01:56 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/13/2023 11:41 PM				
	For upcoming on-site reviews for Kohler academy, located in union county NJ, we will assign the morning or breakfast review to the school administration at Kohler to complete. At the end of our review, we were informed it was acceptable for a school administrative member, likely the principal, to complete the onsite review.				
<b>Corrective Action History</b>	Flagged by Amy Martin 05/09/2023 02:10 PM				
	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.				
	One of the three sites did not complete an onsite review prior to the February 1st deadline.				
	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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Preschool & Early Education Program (PEEP-7893)	1408	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 05/25/2023 01:56 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Desire Conners 05/13/2023 11:46 PM				
	We have obtained logs to be placed at PEEP for the fridges located within the kitchenette and in the cafeteria. The cafeteria worker will maintain the logs and ensure completion of logs twice daily on school days. The cafeteria worker will utilize the sheet to report problems and corrective action needed which is given a designated space on the temperature log. Food service management will check completion of temp logs and address concerns accordingly. The logs were placed onsite at PEEP from the 2nd wed of May. That is May 3rd 2023.				
<b>Corrective Action History</b>	Flagged by Amy Martin 05/09/2023 02:33 PM				
	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site.				
	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.				



# BANCROFT NEUROHEALTH-00808734 - Corrective Action Report (Detail)

## **Report Selections**

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