

# GIBBSBORO BD OF ED-00701720 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	GIBBSBORO BD OF ED-00701720	208	04/07/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:41 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:41 PM</p> <p>The confirming official will record the date on the verification tracker along with signing the error prone application to determine it was verified correctly. Implementing in school year 2023-2024 application.</p>				
<b>Corrective Action History</b>	<p>Flagged by Lea Berry 03/07/2023 03:54 PM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</p> <p>The confirming official must sign the application after checking the application selected is error prone and that it was determined correctly.</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>				
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	GIBBSBORO BD OF ED-00701720	701	12/05/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lisa Garland 12/06/2023 10:40 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Cathy Connolly 11/30/2023 08:15 AM				
	<p>We are currently gathering quotes for Cafeteria Tables and Warming Units to use the excess funds. We expect to have the tables and warming units approved and purchased by 05/01/2024.</p> <p>Flagged by Lisa Garland 11/28/2023 02:53 PM</p> <p>FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	GIBBSBORO BD OF ED-00701720	1005	04/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:42 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:46 PM				
	<p>Assessment tool was completed on 3/14/2023 and uploaded in documents for your review. The SFA will complete this yearly moving forward.</p> <p>Flagged by Lea Berry 03/07/2023 03:55 PM</p> <p>A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy.</p> <p>Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.</p>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	GIBBSBORO BD OF ED-00701720	1006	04/07/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:42 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:49 PM				
	Wellness policy was reviewed. The committee was informed of up coming meeting on May17,2023. Meeting will be posted on the website.				
<b>Corrective Action History</b>	Flagged by Lea Berry 03/07/2023 03:55 PM				
	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site.				
	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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	GIBBSBORO BD OF ED-00701720	1400	04/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:41 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:42 PM				
	A copy of the HACCP Book was downloaded on 3/14/2023, reviewed and signed off by the employees. This will be reviewed at the beginning of each school year.				
	Flagged by Lea Berry 03/07/2023 03:55 PM				
	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. 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. A copy of the written HACCP food safety plan must be available at each school.				
On day of review a HACCP book was not available for review. The HACCP book must be downloaded, reviewed and signed off on by employees.					
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.					

# GIBBSBORO BD OF ED-00701720 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 1: CA Count (2)		GIBBSBORO BD OF ED-00701720		04/07/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:46 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 03:04 PM</p> <p>All applications will be determined under the frequency reported beginning 3/10/2023. All applications will be double checked to ensure accuracy.</p>				
	<p>Flagged by Lea Berry 03/07/2023 03:56 PM</p> <p>If only one frequency is reported on the application, you must use the income guidelines under the frequency reported to determine the application. You may only annualize when there is more than one frequency is reported.</p> <p>All applications were annualized.</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>				
	<p>Flagged by Lea Berry 03/07/2023 03:56 PM</p> <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.) 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. The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>				
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	GIBBSBORO-1061	318	04/07/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:43 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:54 PM</p> <p>Beginning March 9, 2023, the server will have a copy of the roster with what each student ordered. After the student receives a complete meal, the roster will be checked. If the student does not have a complete meal, they will be asked to choose the component that is missing. The roster will be entered into the register at the end of lunch.</p>				
	<p>Flagged by Lea Berry 03/07/2023 03:56 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>On the day of review for lunch, students were checked off for having received their meal on a roster prior to being served their lunch. This did not result in ineligible meals or incorrect meal counts, however meal counts must be taken at the time students receive their meals as this is the point of service.</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>				

## GIBBSBORO BD OF ED-00701720 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	GIBBSBORO-1061	502	04/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:42 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:42 PM				
	Offer vs Serve signage was printed and displayed on the serving lines on 3/14/2023. Offer vs Serve training will be completed every September and when a new employee starts.				
	Flagged by Lea Berry 03/07/2023 03:55 PM				
Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.					
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.					
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	GIBBSBORO-1061	901	04/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:43 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:53 PM				
	The onsite review was completed on 3/14/2023 and is uploaded in documents. Moving forward, this will be completed yearly prior to February 1st.				
	Flagged by Lea Berry 03/07/2023 03:56 PM				
All SFAs must conduct an on-site accountability review of breakfast and lunch 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.					
Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. The on-site review for lunch must be completed as part of corrective action. Upload the completed on-site review into the documents tab as part of corrective action.					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	GIBBSBORO-1061	1407	04/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/16/2023 11:43 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Rosanne Aversa 03/14/2023 02:52 PM				
	HACCP has been reviewed by all food service personal. This will be reviewed with all new employees and a refresher every school year.				
	Flagged by Lea Berry 03/07/2023 03:56 PM				
	SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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