

GLOUCESTER TWP BD OF ED-00701780 - 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)	GLOUCESTER TWP BD OF ED-00701780	126	02/13/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:34 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:21 PM</p> <p>Application 2799 & 2705 Corrected during review 1/9/23</p> <p>Application 2655, Family was contacted to submit an income application or correct case number within 10days. They have not; were sent additional letter that if no response child would be paid status after 10 days. February 6th if no application is resubmitted Child will go to Paid Status.</p> <p>Flagged by Lea Berry 01/11/2023 11:09 AM</p> <p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Application number 2799- Reduced - Free</p> <p>Application number 2705- Reduced receiving Free (in the POS)</p> <p>Application number 2655- Case numer written is not in the correct format. A case number would have 6 or 9 numbers and can start with a letter.</p> <p>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.</p>				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	GLOUCESTER TWP BD OF ED-00701780	709	12/13/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status			
Corrective Action History	<p>Corrective Action Plan: Accepted by Lisa Garland 12/19/2023 10:45 AM</p> <p>CAP Accepted</p>							
	<p>Corrective Action Plan: Submitted by Gene Mercoli 12/19/2023 10:38 AM</p> <p>Gloucester Township School District</p> <p>Corrective Action – Non-Program Food Revenue Tool</p> <p><u>Corrective Action</u></p> <p>Non-program revenue shall meet or exceed 10% of program revenue sales</p> <p>-</p> <p><u>Method of Implementation</u></p> <p>The Gloucester Township Public Schools Food Service Department will more closely monitor the proportion of total revenue from the sale of nonprogram foods to total revenue of the school food service account to ensure that food costs associated with obtaining those foods are covered.</p> <p>In addition, the 21 -22SY revenues are not reflective of our district’s usual sales due to the Covid waivers that were in place and handling the increased volume from reimbursable meals. Since the 21-22SY a la carte prices have been increased to off- set the cost of the rising food costs associated with those products.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Person Responsible</u></td> <td style="width: 50%;"><u>Date of Implementation</u></td> </tr> <tr> <td>Crystal DiGiacomo, Food Services Supervisor</td> <td>January 1, 2024</td> </tr> </table>					<u>Person Responsible</u>	<u>Date of Implementation</u>	Crystal DiGiacomo, Food Services Supervisor
<u>Person Responsible</u>	<u>Date of Implementation</u>							
Crystal DiGiacomo, Food Services Supervisor	January 1, 2024							
<p>Flagged by Lisa Garland 12/06/2023 10:00 AM</p> <p>FINDING: Non-Program Food Revenue Tool.</p> <p>Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>								
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	GLOUCESTER TWP BD OF ED-00701780	806	02/13/2023	CAP Accepted			

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:35 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM				
	<p>The SNEARS Civil Rights Self Study Guide was distributed to all staff. Staff were required to read the documents and sign off. Sign off Sheets will be maintained in the Food Services Office. In the future Civil Rights training will be completed via the SNEARS module at our annual training prior to the beginning of the school year. The Supervisor will log in and list everyone in attendance. When on boarding new staff, staff will complete the training on the SNEARS website, by having the supervisor log them in, in the Food Service office prior to starting. A sign in sheet will be kept for records of training.</p>				
	Flagged by Lea Berry 01/11/2023 11:10 AM				
	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS. 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)	CHARLES W LEWIS-1066	318	02/13/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:35 PM CAP Accepted				
	Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM <ul style="list-style-type: none"> Asked Managers to monitor if this is happening in their locations and if so will implement the following procedure. Will address with all managers again at the February Meeting and provide policy for contained student meals. List is sent to kitchen manager in the morning with students order for the day At the beginning of each lunch period, when there is a contained student/order <ul style="list-style-type: none"> FS Employee to retrieve meal from refrigeration, confirm order and check contents that meal is complete FS Employee will deliver bagged meal to student at time of delivery will confirm name and ID number, rip order tag off bottom of order form Will come back to POS with order tag and enter in ID number and claim meal under students account <p>This was implemented on 1/10/11 at CW Lewis.</p>				
	Flagged by Lea Berry 01/11/2023 11:13 AM <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. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>On the day of review, 3 bagged lunches were observed being sent to contained classroom feeding and no point of service (POS) count was taken for these meals. This is a systemic error and fiscal will be assessed.</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 (4)		GLOUCESTER TWP BD OF ED-00701780		02/13/2023
	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:37 PM CAP Accepted				
	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:37 PM CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM</p> <p>Crystal completed SNEARS training of "Nutritional Quality Series Webinar #3: Daily Menu Production Record". Will provide training to all cafeteria managers and 6.5hr employees on how to properly complete Production records Provide Informational sheet on Vegetable subgroups and portion sizes for items available on menus. Planning periodic Production record reviews to ensure completion and that all items are being served and planned in sufficient quantities</p> <p>Meal Pattern menu planning is adjusted to now offer two vegetables per day in 1/2cup servings and students will be offered and able to select both items. This will provide 1cup of vegetables to be offered daily with the minimum of 1/2 cup requirement being met if they only select one vegetable item instead of two. This will also allow for more variety among the subgroups to ensure sufficient quantities. Managers will be instructed during Production record training to plan enough servings for all anticipated students. Training is being completed with staff and language to students is being changed to offer both options and encourage selection and help with the change. Continued training and review will be done for remaining school year as well as refresher training at the Annual staff training in August.</p>
	<p>Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM</p> <p>Crystal completed SNEARS training of "Nutritional Quality Series Webinar #3: Daily Menu Production Record". Will provide training to all cafeteria managers and 6.5hr employees on how to properly complete Production records Provide Informational sheet on Vegetable subgroups and portion sizes for items available on menus. Planning periodic Production record reviews to ensure completion and that all items are being served and planned in sufficient quantities</p> <p>Meal Pattern menu planning is adjusted to now offer two vegetables per day in 1/2cup servings and students will be offered and able to select both items. This will provide 1cup of vegetables to be offered daily with the minimum of 1/2 cup requirement being met if they only select one vegetable item instead of two. This will also allow for more variety among the subgroups to ensure sufficient quantities. Managers will be instructed during Production record training to plan enough servings for all anticipated students. Training is being completed with staff and language to students is being changed to offer both options and encourage selection and help with the change. Continued training and review will be done for remaining school year as well as refresher training at the Annual staff training in August.</p>
	<p>Flagged by Lea Berry 01/11/2023 11:13 AM</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>At lunch, on Monday of the review week, hash browns were the only vegetable offered and served to students. According to the production record and crediting information, only 1/2 cup was served. Since the 6-8 age/grade grouping for vegetables is 3/4 cup, the vegetable component was not met. This is considered an insufficient quantity/Performance Standard 2 (PS2) violation.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violation. 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>

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Flagged by Lea Berry 01/11/2023 11:13 AM

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

Although production records were available, all menu offerings must contain recipe numbers, correct serving sizes, and crediting information.

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 Lea Berry 01/11/2023 11:13 AM

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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.

During the review week, the dark green vegetable subgroup was offered and served on Friday 12/16/22. According to the production record (PR), 377 meals were served, but only 200 servings of dark green veg were prepared. The site served all 200 portions, with zero portions left over. Since there was not enough for all students and this was the only dark green veg served for the review week, it is insufficient quantity as all students must have access to all subgroups throughout the course of the week.

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.

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	<p>Flagged by Lea Berry 01/11/2023 11:13 AM</p> <p>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</p> <p>Although production records were available, all menu offerings must contain recipe numbers, correct serving sizes, and crediting information.</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 2: CA Count (2)		GLOUCESTER TWP BD OF ED-00701780	02/13/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:37 PM				
	CAP Accepted				
	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:37 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM				
	Providing training on use and importance of HACCP policies to managers at February Meeting. Confirmed that they are in place and in use during On-Site Reviews this month For schools who were found to not have HACCP Books during On-Site review. One was created and given to them within one week of On site review, which will all be before February Managers meeting.				
	Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM				
	Providing training on use and importance of HACCP policies to managers at February Meeting. Confirmed that they are in place and in use during On-Site Reviews this month For schools who were found to not have HACCP Books during On-Site review. One was created and given to them within one week of On site review, which will all be before February Managers meeting.				
Flagged by Lea Berry 01/11/2023 11:14 AM					
SFA has a written food safety plan, but was not available at James Lilley on the day of review. A plan must be at each site and be site specific.					
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.					
Flagged by Lea Berry 01/11/2023 11:14 AM					
SFA has a written food safety plan, but was not available at Loring Flemming Elementary School. A plan must be at each site and be site specific.					
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.					

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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)	LORING-FLEMMING-1073	402	02/13/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/22/2023 02:36 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Crystal DiGiacomo 02/02/2023 07:22 PM				
	<p>Meal Pattern menu planning is adjusted to now offer two vegetables per day in 1/2cup servings and students will be offered and able to select both items. This will provide 1cup of vegetables to be offered daily with the minimum of ½ cup requirement being met, if they only select one vegetable item instead of two. Additional 4oz spoodles are ordered for all schools to help with implementation. Training is being completed with staff and language to students is being changed to offer both options and encourage selection and help with the change. Continued training and review will be done for remaining school year as well as refresher training at the Annual staff training in August.</p> <p>Mandarin oranges will not be on the menu until we are able to source a 6oz soufflé cup to prep them in for service.</p>				
	<p>Flagged by Lea Berry 01/11/2023 11:09 AM</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>At lunch, on the day of observation, broccoli and carrots sticks were offered and served to students as the vegetable component. The broccoli was served in 3/4 cup portions while the carrots sticks were in 2.6 oz bags (credits as 1/2 cup). Students were only allowed to select one. Since the meal pattern for K-5 age/grade grouping for the vegetable component is 3/4 cup, those students that chose carrots were not offered enough of the vegetable component. In addition, the mandarin oranges were portioned in 4oz cups. According to the product formulation statement (PFS) and the Food Buying Guide, this is only credited as 3/8 cups. The was corrected prior to service and the students selecting the mandarins were also provided craisins.</p> <p>Both of the above issues are insufficient quantities/Performance Standard 2 (PS2) violations. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews.</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>				

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Report Selections

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