

HADDONFIELD BD OF ED-00701900 - 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)	HADDONFIELD BD OF ED-00701900	126	03/07/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MICHAEL CATALANO 02/05/2024 12:44 PM				
	<p>The following corrective actions were taken on applications that were reviewed:</p> <ul style="list-style-type: none"> Application #2407 -- Notice was sent to the parents on 2/1/24 requesting the low income application be completed again for clarification due to a language barrier. Upon review of the returned application, the district will classify the household low income eligibility accordingly. Application #1 -- Form 255 was sent to the family on 2/1/24 notifying them that their eligibility status will be changed from free to reduced. The notice explicitly stated the the reclassification will still produce a free meal and the classification change would be effective 10 days from the date of the notice. Application #2404 -- A verification notice was sent to the family on 2/1/24 giving them notice that their meal status will be changed from free to paid effective 10 days from the date of the letter. 				
	Flagged by Amy Martin 02/05/2024 08:21 AM				
	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 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	HADDONFIELD BD OF ED-00701900	214	03/07/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MICHAEL CATALANO 02/05/2024 12:45 PM				
	Application #2404 -- A verification notice was sent to the family on 2/1/24 giving them notice that their meal status will be changed from free to paid effective 10 days from the date of the letter.				
	Flagged by Amy Martin 02/05/2024 08:22 AM				
	The SFA must update student eligibility status on both the Master Eligibility List (MEL) and point of sale system (cash registers) when there are changes in eligibility due to verification results.				
	Although the MEL and the Verification documentation stated that the status was to be updated on 12/18/23 to Paid due to no response, the cash register/POS still has both students listed as Free.				
	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.				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	HADDONFIELD BD OF ED-00701900	810	03/07/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MICHAEL CATALANO 02/05/2024 12:49 PM				
	Effective 2/1/24, the current USDA non-discrimination statement is included on all program materials/documents distributed to households and posted on the district website. In the future, the district will check SNEARS for up to date forms before notices are released.				
Corrective Action History	Flagged by Amy Martin 02/05/2024 08:27 AM				
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf				
	The Letter to Notify the Household of Eligibility Status contains the incorrect nondiscrimination statement (most recently used Jan 2024).				
	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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	HADDONFIELD BD OF ED-00701900	1217	03/07/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Barbara Holmes 02/05/2024 09:29 AM				
	Moving forward, the completed training hours for all staff will be logged in on the USDA tracker. The completed hours that were in the binder are actively being reported and recorded on the USDA tracker. The exercise was started on February 2, 2024. Any additional Friday Tool Box Trainings will continue to be placed in binder with the additional step of adding them on to the USDA tracker.				
Corrective Action History	Flagged by Amy Martin 02/05/2024 08:22 AM				
	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.				
	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..				

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Group 1: CA Count (2)		HADDONFIELD BD OF ED-00701900		03/07/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:14 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by MICHAEL CATALANO 02/05/2024 12:56 PM</p> <p>For the remainder of current year, the determining official, verification official, confirming official and hearing official will remain the same. Effective with the FY25 (7/1/24), the district will assign the Superintendent of Schools as the hearing official.</p> <p>Flagged by Amy Martin 02/05/2024 08:40 AM</p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications.</p> <p>Determining Official (DO)-the person who makes the original determination of the applications/eligibility status.</p> <p>Verification Official (VO)-the person response for sending out and collecting the verification documentation from the households. Many times, this is the same person as the DO, but does not have to be.</p> <p>Confirming Official (CO)-in the verification process, this is the person who double checks the DO's original determination and error-prone (EP) status of those applications selected for verification. If the applications selected for verification are not EP, they must check the MEL to ensure that no EP applications should have been selected instead. This person can not be part of the original determination process (can not be the DO).</p> <p>Hearing Officer (HO)- the person who would handle an appeal. They can not be part of the original determination or verification process. Their contact information must be listed on any eligibility documentation that a household receives.</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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	<p>Flagged by Amy Martin 02/05/2024 08:40 AM</p> <p>The hearing official can not be a person involved with the application approval or the verification process.</p> <p>As a recap, the four "officials" named are:</p> <p>Determining Official (DO)-the person who makes the original determination of the applications/eligibility status.</p> <p>Verification Official (VO)-the person response for sending out and collecting the verification documentation from the households. Many times, this is the same person as the DO, but does not have to be.</p> <p>Confirming Official (CO)-in the verification process, this is the person who double checks the DO's original determination and error-prone (EP) status of those applications selected for verification. If the applications selected for verification are not EP, they must check the MEL to ensure that no EP applications should have been selected instead. This person can not be part of the original determination process (can not be the DO).</p> <p>Hearing Officer (HO)- the person who would handle an appeal. They can not be part of the original determination or verification process. Their contact information must be listed on any eligibility documentation that a household receives.</p> <p>Explain, in detail, how the finding was corrected and the measures take to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	MIDDLE-1086	19	03/07/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:12 PM CAP Accepted				
	Corrective Action Plan: Submitted by Barbara Holmes 02/05/2024 09:33 AM Moving forward, All new employees will have additional training to follow the recipes that were available in the kitchen at each station as it was her first day in this kitchen. The Food Service Manager will be reviewing daily plans during the breakfast huddle to ensure all employees have a good grasp on the verbal and written expectations beginning on February 2, 2024. Flagged by Amy Martin 02/05/2024 08:27 AM In order to ensure a consistent portion size, yield and quality, standardized lunch recipes should be followed exactly. Ingredients should be weighed or measured using standardized weight or measuring utensils. On the day of observation, the grilled cheese recipe was not being followed. The recipe calls for 2oz cheese, however the staff was putting 1.5oz on each sandwich. Although this meets the 1oz equivalent meat/meat alternate component, if this was daily offering it would not meet the weekly requirement of 9-10oz. Explain, in detail, how this finding was corrected and steps to ensure it will not reoccur again in the future. Indicate the date or implementation.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	MIDDLE-1086	321	03/07/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:13 PM CAP Accepted				
	Corrective Action Plan: Submitted by Barbara Holmes 02/05/2024 09:42 AM The meal counts were lower on the day of review due to the cashiers being nervous to remind the students to take a fruit and vegetable. They will continue on a daily basis to kindly suggest that the students make their entree a meal by taking the fruit and/or vegetable without unnecessary force. This will be reiterated on Friday, February 9th when we go over as part of our continuing education, Offer vs. Serve. All staff will sign in to confirm the training completion and will count towards their professional standards.				
	Flagged by Amy Martin 02/05/2024 08:30 AM Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals, entrée -only meals, and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	MIDDLE-1086	501	03/07/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/05/2024 03:13 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Barbara Holmes 02/05/2024 09:35 AM				
	<p>Moving forward, the staff will have a refresher on Friday, February 9th to review the offer vs Serve policy within the District as part of their continuing education.</p> <p>This training will entered into the professional standards binder and will appear on the USDA tracker.</p>				
	Flagged by Amy Martin 02/05/2024 08:22 AM				
	<p>Although the food service staff had training on offer versus serve in August 2023, it would be beneficial for them to have a refresher course.</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>				

Report Selections

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