

LINDENWOLD BOE-00702670 - 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)	LINDENWOLD BOE-00702670	126	06/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:24 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 06/02/2023 05:24 PM				
	All errors have been updated on the SFA-1 tab.				
Corrective Action History	Flagged by Lea Berry 05/05/2023 03:11 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.				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 06/02/2023 04:51 PM				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LINDENWOLD BOE-00702670	136	06/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:24 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 06/02/2023 04:51 PM				
	As noted above, all F/R/P status fields have been removed from the breakfast rosters in the classrooms.				
Corrective Action History	Flagged by Lea Berry 05/05/2023 07:13 PM				
	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. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits.				
	F and R can not be on the rosters. Nobody at the school should know the students eligibility status.				
	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)	LINDENWOLD NO. 4-1092	317	06/05/2023	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 06/12/2023 12:43 PM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 06/06/2023 08:27 PM The rosters were corrected on Monday May 8, 2023.				
	Corrective Action Plan: Rejected by Lea Berry 06/06/2023 01:20 PM Please provide the date the rosters were corrected.				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:09 PM The breakfast is served to each classroom in a bag with a roster of all children for the teacher to record meals taken. As noted in the review, the F/R/P identification has been removed from this roster.				
	Flagged by Lea Berry 05/05/2023 03:04 PM SFAs are required to protect the identity of students receiving free or reduced meal benefits when breakfasts are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. On day and month of review for the breakfast program the rosters have an F for free and R for reduced. The teachers should not know the identity of the students receiving free or reduced meals. 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)	LINDENWOLD NO. 4-1092	318	06/05/2023	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 Lea Berry 06/12/2023 12:43 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by KATHLEEN HUDER 06/06/2023 08:25 PM</p> <p>The teachers will be retrained on Monday June 12, 2023. The BA and FSD will also follow up with a training for the new school year in September 2023.</p>				
	<p>Corrective Action Plan: Rejected by Lea Berry 06/06/2023 01:19 PM</p> <p>Please add the date of when the teachers were retrained.</p>				
	<p>Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:09 PM</p> <p>The District provides clear instructions to all teaching staff in regard to the Breakfast after the Bell program. Teachers are advised that students must take all components of the meal and the roster must be clearly marked to indicate that a meal was either taken or not taken. The breakfast is served to each classroom in a bag with a roster of all children for the teacher to record this information. As noted in the review, we have added a key at the bottom of the roster to indicate how to clearly mark each student (as meal or no meal) and have also added the current date. The District will also follow up with all building principals and attend a faculty meeting to re-train all staff and remind them of the importance of following the Breakfast program rules and regulations.</p>				
	<p>Flagged by Lea Berry 05/05/2023 03:02 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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>At breakfast on day of review teachers were not enforcing serve only. Under serve only students must take the full breakfast meal pattern. Some classrooms allowed the students to just take one, two or three items and counted it as a breakfast. Maybe it would benefit the school switch to offer vs. serve for breakfast.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>				

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Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	LINDENWOLD NO. 4-1092	320	06/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:10 PM				
	As noted above, all rosters have been updated to include a key (for meal or no meal), current date and student names. These rosters will be collected by the cahiers upon returning them to the kitchen following breakfast. The cashiers will then record all meals taken at the POS based on the daily rosters. The kitchen manager will follow up directly with the teacher in the event a roster is not properly being completed.				
	Flagged by Lea Berry 05/05/2023 03:10 PM				
	Daily breakfast meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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. Fiscal action will be taken. An over claim may be assessed.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	LINDENWOLD NO. 4-1092	325	06/05/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:22 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:10 PM</p> <p>As noted in item 1, we will add a key at the bottom of the roster to indicate how to clearly mark each student (as meal or no meal) and will also add the current date. Training and written instructions will also be provided, including a sample roster that provides clear documentation of a correct roster.</p> <p>Flagged by Lea Berry 05/05/2023 03:09 PM</p> <p>Breakfast 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 breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>The breakfast rosters were not dated. I could not validate that the breakfast claim was correct. It was hard for the me (state agency) to get an accurate count by day. Some teachers were just putting a mark all the way down the page. Roster need a key for teachers to understand to put a check mark for a received reimbursable meal, A for absent and blank for didn't take a meal.</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. Fiscal action will be taken. An over claim may be assessed.</p>				
<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>LINDENWOLD NO. 4-1092</p>	<p>401</p>	<p>06/05/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:21 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:09 PM</p> <p>Moving forward immediately, all student will take the appropriate components of a reimbursable served meal. We will continue to serve lunch at Grade levels K-2 and offer vs serve for Grades 3-4. As stated in the previous CA, all breakfast components will also be taken by every student.</p> <p>Flagged by Lea Berry 05/05/2023 03:04 PM</p> <p>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.</p> <p>At lunch 1 meal was claimed as reimbursable during the k-2 meals where it is serve only without a student taking a milk. Remind/retrain cashiers that they must take all components in their full quantities when Serve Only.</p> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA does not have offer versus serve, students must take all 3 components in the full quantities. Teachers should receive training on how to accurately recognize a reimbursable breakfast.</p> <p>On day of review students were not all taking the entire breakfast. Serve Only is implemented for breakfast and students must take all components in their full quantities.</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>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>LINDENWOLD NO. 4-1092</p>	<p>403</p>	<p>06/05/2023</p>	<p>CAP Accepted</p>

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Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:24 PM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:10 PM This mistake was corrected on the day of the review by adding 1% white milk to the breakfast bags.				
	Flagged by Lea Berry 05/05/2023 03:11 PM A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. 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. 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 will be 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)	LINDENWOLD NO. 4-1092	410	06/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 06/06/2023 01:23 PM CAP Accepted				
	Corrective Action Plan: Submitted by KATHLEEN HUDER 05/22/2023 07:10 PM This mistake was corrected on the day of the review by adding 1% white milk to the breakfast bags.				
	Flagged by Lea Berry 05/05/2023 03:10 PM During the review period for breakfast a choice of milk was not offered. Chocolate milk and a few lactaid milks were available for those in need. You must have a choice of milk.				

Report Selections

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