

WINSLOW TWP BD OF ED-00705820 - 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)	WINSLOW TWP BD OF ED-00705820	136	04/12/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 04/17/2023 10:14 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Tyra Mccoy Boyle 04/06/2023 12:51 PM</p> <p>Upon notice of the incident which had occurred in School 1, the building principal was immediately contacted and reminded that names of students who participate in the free and reduced price meals are to be maintained in strict confidence. Lists of students names and determination status should not be created and distributed.</p> <p>On April 3, 2023 an email was sent to all building principals, Administrators, Directors, including the Director of Food Service program, as a reminder of the fact that this information is confidential and is not to be shared. See the attached email.</p> <p>As an added precaution to ensure that this situation does not occur in the future, the ability to generate a roster which discloses determination status was disabled in our Student Information System.</p> <p>Flagged by Amy Martin 03/10/2023 10:16 AM</p> <p>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.</p> <p>In one of the pre-K classrooms at School 1, a list of students eligible for free and reduced-priced meal benefits was with the roster paperwork. This information must remain confidential and must not be shared with anyone except those responsible for determining eligibility status.</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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	WINSLOW TWP SCHOOL 1-1131	410	04/12/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 04/17/2023 10:13 AM</p> <p>CAP Accepted</p>				

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Corrective Action Plan: Submitted by Tyra Mccoy Boyle 04/06/2023 12:20 PM

On March 16, 2023, management had a meeting with our Leads regarding the production records and Primero Edge. We re-trained them on how to fill out the production records completely. We placed emphasis on the state production records being accurate as they are our primary records. We then reviewed Primero Edge and how to fill in the Technician's worksheet and the post-production screen. We stressed the importance of taking their time transferring the information from the state production records to Primero Edge and to verify their numbers to make sure all 3 steps are all the same.

As of March 20, 2023, we changed our hot vegetable serving from 1/2 cup to 3/4 cup to meet both the daily and weekly minimum guidelines for nutritional standards for K-8 and from 3/4 cup to 1 cup of hot vegetable at the high school level. We will continue to offer the 1/2 cup cold vegetable as an option; however, the offering would just be extra credits toward the vegetable requirements.

Also as of March 20, 2023, all state production records are sent to the food service office daily. The management team will review to ensure the correct amounts of daily and weekly serving sizes are being offered in all component categories. We will initial and send back to the Leads with any corrective actions.

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Flagged by Amy Martin 03/10/2023 10:16 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. At lunch, 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.

Per the NJ state production records (PR), Technician's worksheets, and PE PR, at lunch on February 8, 2023, only 1/2 cup of glazed carrots were offered and served to the K-3 students. Since the required daily amount of vegetables for the k-5 age/grade grouping is 3/4 cup, an insufficient quantity of the vegetable component was offered.

In addition, as mentioned above, there are multiple PRs and forms to document meal service. When the SFA's process involves several different forms and multiple transfers of information from one document/computer to another and/or many different sub processes within the main process, there is more likelihood of errors occurring. The documentation process must be streamlined and consistently provide accurate information. If electing to use all of three different forms, they must all contain correct and accurate data. This was not the case and was discussed thoroughly with the FSMC.

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.

Report Selections

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