

MILLVILLE BD OF ED-01103230 - 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)	MILLVILLE BD OF ED-01103230	126	04/17/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 04/06/2023 07:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Joseph Rowland 03/24/2023 01:22 PM				
	Upon electronic application module notification that a new application has been submitted, Determining Official, Kim Robinson will review the completeness and accuracy of information.				
	Hard copy applications submitted to the Determining Official are date stamped and entered into the electronic system for processing. All required information is entered and reviewed by the Determining Official, Kim Robinson. Once determined the applications are provided to the Confirming Official, Joseph Rowland for review for completeness and accuracy prior to approval/denial.				
	If an application is incomplete, inconsistent and/or unclear information is provided, Millville BOE will try to obtain or clarify the application information first by phone, email and/or letter prior to denial. When the household cannot be reached for clarification within 10 operating days of receipt, the application will be denied, and eligibility determination notification will be sent to the household.				
	All communication is noted on the application in a different color ink than what the household used. Notes are initialed and dated.				
Confirming Official, Joseph Rowland signs and dates all approved/denied hard copy applications. Approval/denial letters are generated through the electronic POS system on the same day the application is processed (electronic or manual submission), and letters are sent home within two days.					
To further aide the determining and confirming officials, an Eligibility Guidance Check List will be created and implemented prior to the start of the next School Year. Completion date: 03/23/2023. Copy attached.					
Flagged by Lea Berry 03/15/2023 12:50 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.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	CHILD FAMILY CENTER-564	409	04/17/2023	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lea Berry 04/06/2023 07:53 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Joseph Rowland 03/24/2023 01:20 PM</p> <p>CFC recipes for Bagged Fun Lunches have been updated to include different daily vegetable subgroups through out the week. Therefore, each day of the week will offer a different vegetable. Production records will indicate the new 'Pre-K' Fun Lunch recipe numbers. New Pre-K recipes Completed and distributed on 3/22/2020.</p> <p>Flagged by Lea Berry 03/15/2023 12:52 PM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>For the week of menu documentation the production records did not show that the fun lunch bags are offered all the vegetable subgroups. Make sure to update recipes and production records to make sure all vegetable subgroups are offered for all meals. No lunches were missing meal components.</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>Group 1: CA Count (4)</p>			<p>MILLVILLE BD OF ED-01103230</p>	<p>04/17/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Lea Berry 04/06/2023 07:51 AM</p> <p>CAP Accepted</p>				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Joseph Rowland 03/27/2023 08:49 AM</p> <p>Question # 4: Lunch Service Option - Teacher's/classroom aides will be instructed to serve each child all five lunch meal components at the required portion size (meat/meat alternate-1.5 oz., grain-1/2 oz., vegetable-1/4 cup, fruit-1/4 cup & milk-8 oz.) Appropriate portioning scoops/spoons were provided to each classroom.</p> <p>CFC classroom teachers and aides were provided with training documents and a video outlining the service procedures. Kelli and I are willing to train the CFC school staff utilizing the Pre-School Meal Pattern Training and video.</p> <p>Date of implementation - 3/22/2023.</p> <p>Question # 11: If 100% juice is offered at breakfast it will not be on the lunch or snack menu for that day. Kelli will forward the CFC breakfast and lunch menu to me for review and approval. Date of implementation - 3/23/2023.</p> <p>Prior to the start of SY 23-24 Kelli Risdon-Friebel will be trained on using the Mosaic Back of House Menu Program. The program has compliance features that will assist Kelli in creating compliant monthly menus and alert her if they are out of compliance. Date of implementation - 08/28/2023.</p> <p>Question # 12: The Food Service Department will only order and provide LF 1% white milk. Date of implementation - 3/22/2023.</p> <p>Question # 13: Due to the sugar limitation, all breakfast cereals choices will be restricted to Cheerio's 1 gram, Cheerio's Multigrain 6 grams, Rice Krispies 3 grams, Rice Chex 2 grams, Cinnamon Rice Chex 6 grams & Frosted Mini Wheats 6 grams. Date of implementation - 3/23/2023.</p>
	<p>Flagged by Lea Berry 03/15/2023 12:52 PM</p> <p>At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components. 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>
	<p>Flagged by Lea Berry 03/15/2023 12:52 PM</p> <p>Juice can only served once per day (including snack). 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>
	<p>Flagged by Lea Berry 03/15/2023 12:52 PM</p> <p>Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. 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>
	<p>Flagged by Lea Berry 03/15/2023 12:52 PM</p> <p>Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce. 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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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	SILVER RUN ROAD-569	318	04/17/2023	CAP Accepted
<p>Corrective Action Plan: Accepted by Lea Berry 04/06/2023 08:06 AM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Joseph Rowland 04/06/2023 08:03 AM</p> <p>Starting on March 16, 2023 a weekly POS Classroom Roster for the in school suspension class will be printed on and available on the first day of each school week. The classroom teacher will be provided with this roster each day when they come down for the students meals. They will return to the classroom with the roster and indicated who received a meal by checking of the students name after the meal is placed in front of them. The teacher will send back the completed roster daily when the soiled trays are returned to the cafeteria kitchen. At this point the cafeteria staff may enter the meals in the POS. The classroom Roster will be maintained along with all other accountability documents for 7 years.</p> <p>If an additional student is added to the class after the roster is printed, the teacher will be responsible for writing in the students name/information and recording a meal on the appropriate day.</p> <p>This procedure will also apply to classrooms who pre-seat their students at the lunch tables in the cafeteria and deliver the meals to them at the table. UPDATE- The two special needs classes are now brining their students through the line. The students or a classroom aide are entering the PIN # at the point of service.</p> <hr/> <p>Corrective Action Plan: Rejected by Lea Berry 04/06/2023 07:52 AM</p> <p>Please provide the date the corrective action started.</p> <p>Thank you!</p>					

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Corrective Action History	<p>Corrective Action Plan: Submitted by Joseph Rowland 03/24/2023 02:23 PM</p> <p>A weekly POS Classroom Roster for the in school suspension class will be printed on and available on the first day of each school week. The classroom teacher will be provided with this roster each day when they come down for the students meals. They will return to the classroom with the roster and indicated who received a meal by checking of the students name after the meal is placed in front of them. The teacher will send back the completed roster daily when the soiled trays are returned to the cafeteria kitchen. At this point the cafeteria staff may enter the meals in the POS. The classroom Roster will be maintained along with all other accountability documents for 7 years.</p> <p>If an additional student is added to the class after the roster is printed, the teacher will be responsible for writing in the students name/information and recording a meal on the appropriate day.</p> <p>This procedure will also apply to classrooms who pre-seat their students at the lunch tables in the cafeteria and deliver the meals to them at the table. UPDATE- The two special needs classes are now brining their students through the line. The students or a classroom aide are entering the PIN # at the point of service.</p>
	<p>Flagged by Lea Berry 03/15/2023 12:52 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>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem.</p> <p>On day of review:</p> <p>2 in school suspension students were put into the system in the morning when the lunches were ordered.</p> <p>1 student's lunch was picked up by a teacher and put into the system.</p> <p>In order to count meals picked up by an aid or teacher, the aid/teacher must take a roster with them and then they would give the student the lunch and check them off after providing the student the meal.</p> <p>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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Report Selections

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