

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Grace Hall I Shelter	409	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 08:00 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:54 PM	Date of implementation 08/02/19  Cycle menus have been revised as advised.			
	Flagged Katie Hunter 08/09/2019 10:16 AM	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. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Grace Hall I Shelter	402	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:59 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:51 PM	Date of Implementation 08/02/19  cycle menus have been revised as advised			
	Flagged Katie Hunter 08/09/2019 10:16 AM	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. 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.			

## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	Grace Hall I Shelter	501	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:59 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:51 PM	Date of implementation 07/26/19 All staff have been trained in Offer VS Serve			
	Flagged Katie Hunter 08/09/2019 10:15 AM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	Grace Hall I Shelter	901	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:59 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:49 PM	Date of implementation 08/05/19 We had a meeting with staff and this process will be completed as advised.			
	Flagged Katie Hunter 08/09/2019 10:15 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.  All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee.  The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review.  Explain in detail, how the findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Grace Hall I Shelter	1404	09/09/2019	CAP Accepted

## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:59 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:49 PM	Date of Implementation 0/7/26/19  Food service staff are using the copy obtained from the Institute of Child and Nutrition. We will be using the obtained copy as a guide to write our own HACCP, as not all our Residential Child Care Institutions are not a type 3 under Chapter 24.			
	Flagged Katie Hunter 08/09/2019 10:15 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Grace Hall I Shelter	1405	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:58 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:49 PM	Date of Implementation 07/26/19  We have informed the Health Department that two yearly inspections are required.			
	Flagged Katie Hunter 08/09/2019 10:15 AM	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. Indicate date of implementation.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Grace Hall I Shelter	1406	09/09/2019	CAP Accepted

## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:58 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:49 PM	Date of Implementation 07/26/19  We have informed the Health Department that two yearly inspections are required.			
	Flagged Katie Hunter 08/09/2019 10:15 AM	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe how this will be corrected. Indicate date of implementation.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Grace Hall I Shelter	1407	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:58 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:48 PM	Date of Implementation 0/7/26/19  Food service staff are using the copy obtained from the Institute of Child and Nutrition. We will be using the obtained copy as a guide to write our own HACCP, as not all our Residential Child Care Institutions are not a type 3 under Chapter 24.			
	Flagged Katie Hunter 08/09/2019 10:14 AM	SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. . SFA has a written food safety plan, but was not available at each school food preparation site and/or documented standard operating procedures (SOPs) were either not developed or were not 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.			
On-Site Assessment Tool - Site	Afterschool Snack Program	Grace Hall I Shelter	1700	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:58 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:48 PM	Date of implementation 08/01/19  All current staff have been trained and we have a controlled system in place. The units supervisors will be responsible for the ASSP roster count during the point of service and kitchen staff will complete the daily ASSP production records.			
	Flagged Katie Hunter 08/09/2019 10:14 AM	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	HOLLEY CHILD CARE	402	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:57 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:48 PM	Date of implementation 08/02/19  Cycle menus have been revised as advised			
	Flagged Katie Hunter 08/09/2019 10:14 AM	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. 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	Grace Hall I Shelter	320	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:57 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:48 PM	Date of Implementation 07/26/19  All staff responsible for the daily meal count have been trained in the point of service and offer vs serve.			
	Flagged Katie Hunter 08/09/2019 10:16 AM	The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	Grace Hall I Shelter	318	09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:57 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:45 PM	Date of implantation 07/26/19  All staff responsible for documenting the daily meal counts have been trained in the Point of Service and Offer VS Serve.			
	Flagged Katie Hunter 08/09/2019 10:16 AM	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. 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. 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. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	HOLLEY CHILD CARE	403	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:57 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:43 PM	Date of Implementation 07/26/19  All milk served during breakfast, lunch and after school snack meet the requirements.			
	Flagged Katie Hunter 08/09/2019 10:17 AM	A minimum of two varieties of fluid milk must be offered throughout the lunch 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. 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.			

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1214	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:57 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 08/16/2019 01:38 PM		Date of Implementation 07/26/19  All required training will be obtained by using online USDA training webinars, Institute of Child and Nutrition; and other credible continuing education online training.		
	Flagged Katie Hunter 08/09/2019 10:17 AM		School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	HOLLEY CHILD CARE	409	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:56 AM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 08/16/2019 01:38 PM		Date of implementation 08/05/19  Food Service staff have been trained as advised.		
	Flagged Katie Hunter 08/09/2019 10:14 AM		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.  At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.  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.		

## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	HOLLEY CHILD CARE	410	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:56 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:38 PM	Date of implementation 08/02/19  Cycle Menus have been revised as advised.			
	Flagged Katie Hunter 08/09/2019 10:14 AM	At breakfast and 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. 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.  At breakfast and 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. 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.			
On-Site Assessment Tool	Professional Standards		1215	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:56 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:36 PM	Date of Implementation 07/26/19  All current managers have obtained the required training.			
	Flagged Katie Hunter 08/09/2019 10:17 AM	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Professional Standards		1217	09/09/2019	CAP Accepted



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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:56 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 08/16/2019 01:36 PM				Date of implementation 07/26/19  We have signing sheets of all current obtained training. We will use the training trackers as advised.
	Flagged Katie Hunter 08/09/2019 10:17 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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
On-Site Assessment Tool	Professional Standards		1219	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:55 AM				CAP Accepted
	CAP Submitted GLORIA MILIAN 08/16/2019 01:36 PM				Date of Implementation 07/26/19  All current staff have been trained and we will continue providing staff with the required training.
	Flagged Katie Hunter 08/09/2019 10:17 AM				Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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..
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/23/2019 07:55 AM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:36 PM	Date of Implementation 07/26/19  Food service staff are using the copy obtained from the Institute of Child and Nutrition. We will be using the obtained copy as a guide to write our own HACCP, as not all our Residential Child Care Institutions are not a type 3 under Chapter 24.			
	Flagged Katie Hunter 08/09/2019 10:16 AM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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. A copy of the written HACCP food safety plan must be available at each school. 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.			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	HOLLEY CHILD CARE	501	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:55 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:35 PM	Date of implementation 07/26/19  All current staff have been trained in Offer VS Serve.			
	Flagged Katie Hunter 08/09/2019 10:14 AM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	HOLLEY CHILD CARE	1404	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:55 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:35 PM	Date of Implementation 07/26/19  Food service staff are using the copy obtained from the Institute of Child and Nutrition. We will be using the obtained copy as a guide to write our own HACCP, as not all our Residential Child Care Institutions are not a type 3 under Chapter 24.			
	Flagged Katie Hunter 08/09/2019 10:13 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.			

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	HOLLEY CHILD CARE	1406	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:55 PM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 08/16/2019 01:35 PM		Date of Implementation 07/26/19  We have informed the Health Department that two inspections are required a year.		
	Flagged Katie Hunter 08/09/2019 10:13 AM		Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.		
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	HOLLEY CHILD CARE	1411	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:55 PM		CAP Accepted		
	CAP Submitted GLORIA MILIAN 08/16/2019 01:34 PM		Date of implementation 08/05/19  We have spoken to our vendors.		
	Flagged Katie Hunter 08/09/2019 10:13 AM		Buy American provision violations observed during on-site review. Explain in detail how this finding will be corrected, indicate date of implementation.		
Afterschool Snack Program	Afterschool Snack Program	Grace Hall I Shelter		09/09/2019	CAP Accepted

## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:40 PM				CAP Accepted
	CAP Submitted GLORIA MILIAN 08/16/2019 01:34 PM				Date of implementation 08/01/19  All current staff have been trained and we have a controlled system in place. The units supervisors will be responsible for the ASSP roster count during the point of service and kitchen staff will complete the daily ASSP production records.
	Flagged Katie Hunter 08/09/2019 10:12 AM				Documentation must be maintained of Free/Reduced price eligibility for each student that receives a free or reduced price snack. Point-of-service snack counts by student/benefit category must be maintained.  Snack counts must be properly counted and claimed.  As discussed at the exit conference findings were found in these areas. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Reporting and Recordkeeping		1500	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:39 PM				CAP Accepted
	CAP Submitted GLORIA MILIAN 08/16/2019 01:34 PM				Date of Implementation 08/08/19  We have address the below listed findings with current staff operating the SNEAR's system.
	Flagged Katie Hunter 08/09/2019 10:16 AM				SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) 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.
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	HOLLEY CHILD CARE	318	09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:39 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:34 PM	Date of Implementation 07/26/19  All current staff responsible for the meal service have been trained in the Point of Service/ Offer VS Serve			
	Flagged Katie Hunter 08/09/2019 10:14 AM	An accurate count of reimbursable meals served, 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. 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.  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. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	HOLLEY CHILD CARE	1405	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:39 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:33 PM	Date of Implementation 07/26/19  We have informed the Health Department that we need two inspections yearly.			
	Flagged Katie Hunter 08/09/2019 10:13 AM	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. Indicate date of implementation.			
Afterschool Snack Program	Afterschool Snack Program	HOLLEY CHILD CARE		09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:38 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:32 PM	Date of implementation 08/01/19  All current staff have been trained and we have a controlled system in place. The units supervisors will be responsible for the ASSP roster count during the point of service and kitchen staff will complete the daily ASSP production records.			
	Flagged Katie Hunter 08/09/2019 10:12 AM	Documentation must be maintained of Free/Reduced price eligibility for each student that receives a free or reduced price snack. Point-of-service snack counts by student/benefit category must be maintained. Snack counts must be properly counted and claimed. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review.  As discussed at the exit conference findings were found in these areas. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Meal Counting and Claiming		302	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:38 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:31 PM	Date of implementation 08/01/19  Yes, we use a the paper roster .			
	Flagged Katie Hunter 08/09/2019 10:12 AM	The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Grace Hall I Shelter	410	09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:38 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:31 PM	Date of implementation 07/26/19  Food service staff have been trained as advised.			
	Flagged Katie Hunter 08/09/2019 10:15 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. 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.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	HOLLEY CHILD CARE	901	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:37 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:28 PM	Date of implementation 08/05/19  We had a meeting with current staff operating the SNEAR's system. We will complete this process before the deadline, as advised.			
	Flagged Katie Hunter 08/09/2019 10:13 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee.  The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	HOLLEY CHILD CARE	1407	09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:35 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:28 PM	Date of Implementation 0/7/26/19  Food service staff are using the copy obtained from the Institute of Child and Nutrition. We will be using the obtained copy as a guide to write our own HACCP, as not all our Residential Child Care Institutions are not a type 3 under Chapter 24.			
	Flagged Katie Hunter 08/09/2019 10:13 AM	SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.			
Afterschool Snack Program	Afterschool Snack Program	Grace Hall I Shelter		09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:35 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:27 PM	Date of implementation 08/01/19  All current staff have been trained and we have a controlled system in place. The units supervisors will be responsible for the ASSP roster count during the point of service and kitchen staff will complete the daily ASSP production records.			
	Flagged Katie Hunter 08/09/2019 10:12 AM	Production records must be completed daily and maintained for a minimum of three years. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern requirements. Snacks claimed for reimbursement must meet the 2 component per student requirements. The program must be monitored within the first 4 weeks of operation each year.  As discussed at the exit conference findings were found in these areas. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Meal Counting and Claiming		303	09/09/2019	CAP Accepted



## YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:35 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:27 PM	Date of Implementation 07/ 26/19. All current staff have been trained on ( Offer VS Serve). Shift supervisor's / Residential Assistance Staff have been trained on correctly counting reimbursable meals for Breakfast, Lunch and Afternoon Snack. I have posted the Offer VS Serve policy and posters with the required information, so that staff can use as a reference during meal service.			
	Flagged Katie Hunter 08/09/2019 10:11 AM	In order to ensure cashiers and substitute cashiers accurately count and claim meals, training is required. Staff must understand the importance of correctly counting every student who receives a meal and ensuring that the student has selected a reimbursable meal. 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.			
On-Site Assessment Tool - Site	Afterschool Snack Program	HOLLEY CHILD CARE	1700	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:34 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:27 PM	Date of implementation 08/01/19  All current staff have been trained and we have a controlled system in place. The units supervisors will be responsible for the ASSP roster count during the point of service and kitchen staff will complete the daily ASSP production records.			
	Flagged Katie Hunter 08/09/2019 10:12 AM	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Afterschool Snack Program	Afterschool Snack Program	HOLLEY CHILD CARE		09/09/2019	CAP Accepted

# YOUTH CONSULTATION-RES-11409570 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:34 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:27 PM	Date of implementation 08/01/19  All staff have been trained in completing the ASSP production records following the correct meal patters and portion sizes.			
	Flagged Katie Hunter 08/09/2019 10:12 AM	Production records must be completed daily and maintained for a minimum of three years. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements Snacks claimed for reimbursement must meet the 2 component per student requirements. The program must be monitored within the first 4 weeks of operation each year.  As discussed at the exit conference findings were found in these areas. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Civil Rights		810	09/09/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 08/22/2019 02:33 PM	CAP Accepted			
	CAP Submitted GLORIA MILIAN 08/16/2019 01:26 PM	Date of Implementation 07/26/19  As advised all current statement has been included on our cycle menus and documents.			
	Flagged Katie Hunter 08/09/2019 10:17 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 statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a> . 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.			