

Technical Assistance Log

NEWARK PUBLIC SCHOOLS-01303570

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
04/07/2021	2045	Professional Standards (Off-Site Assessment Tool) (1200H)					Erlisa Levin	<input type="checkbox"/>
How Provided	Phone			Comments	Training is required for each staff member. Tracking their training on a monthly basis via a excel worksheet will need to be necessary.			

NEWARK PUBLIC SCHOOLS-01303570 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	NEWARK PUBLIC SCHOOLS-01303570	1208	05/07/2021	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/25/2021 01:21 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tonya Mcgill 04/30/2021 01:57 PM				
	Effective immediately an assigned person in the Office of Food & Nutrition will be responsible for utilizing SNA's Professional Standards Tracking Tool to ensure that all Food Service Employees and Managers have taken the required course to meet the required annual Key Areas/topic associated with his/her title.				
	Flagged by Katie Hunter 04/06/2021 12:59 PM				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ABINGTON AVE	409	05/07/2021	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Katie Hunter 09/03/2020 02:57 PM				
	CAP Removed				
	Flagged by Katie Hunter 09/03/2020 02:28 PM				
	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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	ELLIOT	325	05/07/2021	CAP Accepted

NEWARK PUBLIC SCHOOLS-01303570 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/25/2021 01:21 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tonya Mcgill 04/30/2021 02:16 PM				
	Elliot				
	For 2/24/20 550 students were entered as receiving breakfast. Attached is the Daily Audit report for 2/24/20 for Elliot. In addition, Cashier/FSW will be retrained to ensure that all students receiving a meal has his/her name checked on the breakfast roster at the point of service daily.				
Training with all food service personnel will occur the week of May 3, 2021. The documents will be reviewed by the immediate supervisor and then a third review by their supervisor before submitting for reimbursements to avoid future inaccurate methods of counting and recording of meals					
Flagged by Erlisa Levin 04/06/2021 01:21 PM					
Lunch 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. 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 method counting, combining, and recording of meals for lunch for the review period 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.					
Edit					

NEWARK PUBLIC SCHOOLS-01303570 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Fresh Fruit and Vegetable Program - Review Period	Fresh Fruit and Vegetable Program - Review Period (On-Site Assessment Tool - Site) (1900H)	ELLIOT	1901	05/07/2021	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Janet Celi 08/15/2020 06:00 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tonya McGill 08/14/2020 04:14 PM				
	<p>Corrective Action</p> <p>Reporting Labor:</p> <p>All time sheets will be reviewed by the immediate supervisor and sent to central office for a second review before the data is enter for reimbursement for the FFVP.</p>				
Flagged by Janet Celi 08/12/2020 11:33 AM					
<p>The daily time sheets at Elliot School indicated that 9 hours were worked but the monthly time sheet summary calculated a total of 8 hours. The labor claim for February was 8 hours.</p> <p>Indicate how you will monitor that all time sheets are reviewed by a supervisor. Specify strategies you will implement to insure that FFVP time sheets are reviewed and approved for the FFVP. A supervisor should be assigned to review the hours on a weekly basis and sign the timesheets. The monthly summary of hours claimed for the FFVP should also be checked against the weekly time sheets.</p>					
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	JOHN F KENNEDY	325	05/07/2021	CAP Accepted

NEWARK PUBLIC SCHOOLS-01303570 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/25/2021 01:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tonya Mcgill 04/30/2021 02:29 PM				
	Training with all food service personnel will occur the week of May 3, 2021. The documents will be reviewed by the immediate supervisor and then a third review by their supervisor before submitting for reimbursements to avoid future inaccurate methods of counting and recording of meals.				
Corrective Action History	Flagged by Katie Hunter 04/06/2021 01:16 PM				
	Lunch 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. 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 method counting, combining, and recording of meals for lunch for the review period 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	MT VERNON	409	05/07/2021	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/25/2021 01:21 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tonya Mcgill 04/30/2021 01:56 PM				
	As per the documentation submitted for review on 2/24/20 staff did not offer milk to all students, as a result 13 meals claimed were missing milk. On 2/28/20 845 portions were prepared of the following four components (Fresh Pear, Oatmeal Bar, Yogurt and, Milk) and 749 meals were claimed. However, staff failed to ensure that students took all required components of the meal serving only 730 portions of the fruit. Leaving 19 meals claimed missing a fruit				
Corrective Action History	Staff will be retrained and instructed that students must take three of the four components offered daily. Training will begin immediately and continue monthly. In addition, supervisor will review document (edit checks and productions records) for accuracy.				
	Flagged by Katie Hunter 04/06/2021 01:02 PM				
	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.				

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	N J REG DAY SCH-NEWARK	325	05/07/2021	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 05/25/2021 01:21 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tonya McGill 04/30/2021 02:37 PM				
	Training with all food service personnel will occur the week of May 3, 2021. The documents will be reviewed by the immediate supervisor and then a third review by their supervisor before submitting for reimbursements to avoid future inaccurate methods of counting and recording of meals.				
Corrective Action History	Flagged by Katie Hunter 04/06/2021 01:19 PM				
	Lunch 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. 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 method counting, combining, and recording of meals for lunch for the review period 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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	RIDGE ST	325	05/07/2021	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Katie Hunter 01/20/2021 01:12 PM				
	CAP Removed				
	Flagged by Erlisa Levin 10/06/2020 10:28 AM				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	ROBERTO CLEMENTE	325	05/07/2021	CAP Removed

NEWARK PUBLIC SCHOOLS-01303570 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Removed by Katie Hunter 12/11/2020 03:31 PM				
	CAP Removed				
Corrective Action History	Flagged by Katie Hunter 10/06/2020 01:40 PM				
	Lunch 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. 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 method counting, combining, and recording of meals for lunch for the review period 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ROBERTO CLEMENTE	409	05/07/2021	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Katie Hunter 10/06/2020 10:34 AM				
	CAP Removed				
Corrective Action History	Flagged by Katie Hunter 09/03/2020 02:14 PM				
	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.				

Report Selections

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