

# Technical Assistance Log

ST BENEDICTS/ST MARYS-01409548

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
03/02/2022	2518	Civil Rights (Off-Site Assessment Tool) (800H)	Civil Rights	807	Assistant BA	Ulla Golden	Corinne Santos-Hernandez	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone, Email			<b>Comments</b>	SFA completed the Civil Rights form #86 but completed the form on January 31, 2022. Provided TA on this to complete by the deadline of October 15th every year.			
04/01/2021	2516	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)			Area Supervisor	Kevin Dyal	Corinne Santos-Hernandez	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone, Email			<b>Comments</b>	January 14, 2022 had a miscalculation on the production record for orange juice served that day for lunch for the 9-12th graders. The correct calculation should be 100 portion planned with 12 leftover. The reimbursable should be 88 not 78.			

# ST BENEDICTS/ST MARYS-01409548 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	ST BENEDICTS/ST MARYS-01409548	314	04/04/2022	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/14/2022 11:59 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Ulla Golden 03/10/2022 12:41 PM				
	<p>We will make sure that in the next school year all the sites details are approved in a timely manner.</p> <p>The site details are certified now. The reason this happened is changes were discussed for the beginning of January 2022 since the school schedule changed due to a rise in COVID numbers. This is an exception and should not happen again.</p>				
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 03/02/2022 11:32 AM				
	<p>The SFA must have an approved Application Packet in SNEARS for the current school year. The Site Details section must be revised, certified and approved to reflect the the SFA's Program Participation Details. 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>				

# ST BENEDICTS/ST MARYS-01409548 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	ST BENEDICTS/ST MARYS-01409548	806	04/04/2022	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/14/2022 11:58 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by KEVIN DYAL 03/04/2022 10:12 AM</p> <p>Starting 3.4.2022, and going forward for the 2022-2023 school year and beyond, the Civil Rights Training will be apart of the staff's onboard school year training to complete the Civil Rights training before the first two weeks of school are completed. Each employee will print out their training as confirmation that it has been completed.</p> <p>Flagged by Corinne Santos-Hernandez 03/02/2022 11:32 AM</p> <p>Civil Rights training must be provided on an annual basis by September 30, 2021 to all frontline staff and those employees who supervise frontline staff. This was outlined in the NJ Back to School Reminders for School Year 2021-2022 Memo dated September 13, 2021 as well as Certified as part of the Annual Application packet (SNP Attestations). "Frontline staff" are defined as all employees who interact with Child Nutrition program applicants or participants. Acceptable training methods include the recently updated Civil Rights for School Nutrition Program Professionals webinar and the Civil Rights Self-Study Guide found in SNEARS. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.</p> <p>Training was completed in November 8, 2021 for all frontline staff.</p> <p>Explain, in detail, the measures taken to ensure that training will be completed prior to the deadline in subsequent years.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	ST BENEDICTS/ST MARYS-01409548	807		CAP Removed
<b>Corrective Action History</b>	<p>Corrective Action Plan: Removed by Corinne Santos-Hernandez 03/02/2022 11:33 AM</p> <p>CAP Removed</p>				
	<p>Flagged by Corinne Santos-Hernandez 02/24/2022 10:47 AM</p> <p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</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.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	ST BENEDICTS-1429	324	04/04/2022	CAP Removed

# ST BENEDICTS/ST MARYS-01409548 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Removed by Corinne Santos-Hernandez 03/09/2022 10:22 AM</p> <p>CAP Removed</p>
	<p>Flagged by Corinne Santos-Hernandez 03/09/2022 10:25 AM</p> <p>*** March 9, 2022 - This CA was removed because the tally sheets were used in conjunction with the deposit reconciliation (POS). The total numbers for the day matched for breakfast and lunch. - Corinne Santos-Hernandez</p> <p>When conducting edit checks, if questionable patterns in the free, reduced price, or paid counts appear at breakfast and lunch, an explanation must be provided. The system for counting breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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>There were overclaims for breakfast and lunch for the review month of January 2022.</p> <p>They are as follows: BREAKFAST</p> <p>1/24/22 - overclaim of 82 meals</p> <p>1/25/22 - overclaim of 124 meals</p> <p>1/26/22 - overclaim of 138 meals</p> <p>1/27/22 - overclaim of 143 meals</p> <p>1/31/22 - overclaim of 101 meals</p> <p>LUNCH:</p> <p>1/24/22 - overclaim of 341 meals</p> <p>1/25/22 - overclaim of 353 meals</p>

# ST BENEDICTS/ST MARYS-01409548 - Corrective Action Report (Detail)

	<p>1/26/22 - overclaim of 348 meals</p> <p>1/27/22 - overclaim of 443 meals</p> <p>1/31/22 - overclaim of 350 meals</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	ST BENEDICTS-1429	325	04/04/2022	CAP Removed
<b>Corrective Action History</b>	<p>Corrective Action Plan: Removed by Corinne Santos-Hernandez 03/09/2022 10:22 AM</p> <p>CAP Removed</p> <hr/> <p>Flagged by Corinne Santos-Hernandez 03/09/2022 10:25 AM</p>  <p>*** March 9, 2022 - This CA was removed because the tally sheets were used in conjunction with the deposit reconciliation (POS). The total numbers for the day matched for breakfast and lunch. - Corinne Santos-Hernandez</p>  <p>Breakfast and 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and 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.</p> <p>There were overclaims for breakfast and lunch for the review month of January 2022.</p> <p>They are as follows: BREAKFAST</p> <p>1/24/22 - overclaim of 82 meals</p> <p>1/25/22 - overclaim of 124 meals</p> <p>1/26/22 - overclaim of 138 meals</p> <p>1/27/22 - overclaim of 143 meals</p>				

# ST BENEDICTS/ST MARYS-01409548 - Corrective Action Report (Detail)

	1/31/22 - overclaim of 101 meals
	LUNCH:
	1/24/22 - overclaim of 341 meals
	1/25/22 - overclaim of 353 meals
	1/26/22 - overclaim of 348 meals
	1/27/22 - overclaim of 443 meals
	1/31/22 - overclaim of 350 meals

**Report Selections**

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