

Technical Assistance Log

St Joseph School-01409706

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
12/01/2022	2658	Other			FSD	Courtney Cavaness	Katie Hunter	<input checked="" type="checkbox"/>
How Provided	Onsite			Comments	TA given on-site, SFA should update their Unpaid Meal Charge Policy to remove the alternate meal language. The SFA must have a student charge policy in place that meets NJ Parent Notification of Debt law. For more information on Unpaid Meal Charges: Go to SNEARS - > Resources-> Unpaid Meal Charges id Meal Charges			
12/01/2022	2657	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)			FSD	Courtney Cavaness	Katie Hunter	<input checked="" type="checkbox"/>
How Provided	Onsite			Comments	SA provided Technical Assistance (TA) on-site regarding rosters; rosters used to obtain reimbursable meal counts can have a Standard Operation Procedure (SOP) printed on the bottom of each roster with instructions on how to fill out the roster accurately and completely as a method to obtain daily meal counts. This way the entire staff is following the same procedure on each meal count roster and using the same check off methods, any teacher or substitute can take the daily meal count roster sheet and easily identify the steps using the SOP to fill it out for the SBP or NSLP meal service.			
12/01/2022	2656	Civil Rights (Off-Site Assessment Tool) (800H)			FSD	Courtney Cavaness	Katie Hunter	<input checked="" type="checkbox"/>
How Provided	Onsite			Comments	SA provided TA on-site in the correct completion of Form #86, and where to sign Form #86. SFA verbalized understanding. The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . .			

St Joseph School-01409706 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	St Joseph School-01409706	1500	02/21/2022	CAP Rejected
Corrective Action History	Corrective Action Plan: Rejected by Dianne Kennedy 05/31/2022 05:22 PM				
	Please upload the most recent week worth of production records (5 days) with the vendor portion and the SFA portion completed. SFAs are required to document that reimbursable meals 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.				
	Corrective Action Plan: Submitted by Courtney Cavaness 05/26/2022 12:49 PM				
	Food Program Director and Kitchen Manager will daily complete production sheets and have submitted accordingly upon request. Following all state regulations is the ultimate priority when participating in state funded food program.				
	Corrective Action Plan: Rejected by Dianne Kennedy 04/18/2022 09:09 AM				
	Production records were incomplete. Please complete the production record.				
	Corrective Action Plan: Submitted by Courtney Cavaness 04/11/2022 05:58 PM				
Food Program manager will continue to keep production records accurately as per agreement with vendor (Driscoll Foods)					
Flagged by Dianne Kennedy 01/21/2022 12:12 PM					
The SFA did not provide production records. SFAs are required to maintain documentation that demonstrates how meals offered to students meet meal pattern requirements. SFAs are required to document that reimbursable meals are offered. 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.					
Group 1: CA Count (4)		St Joseph School-01409706		02/21/2022	CAP Accepted

St Joseph School-01409706 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/22/2022 03:55 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/21/2022 11:19 PM				
	Wellness Policy Assessment Tool was completed on January 24, 2022				
	Local Wellness Policy has been completed and attached to school's website				
	Flagged by Dianne Kennedy 01/21/2022 12:13 PM				
	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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.				
	Flagged by Dianne Kennedy 01/21/2022 12:13 PM				
A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, at least once a school year. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.					
Flagged by Dianne Kennedy 01/21/2022 12:13 PM					
The Local School Wellness Policy must be made available to the public (including parents, students and others in the community). Acceptable methods include disseminating a printed copy or posting a copy on the SFA's school web site. 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.					
Flagged by Dianne Kennedy 01/21/2022 12:13 PM					
The SFA must provide a copy of the current Local School Wellness Policy and/or web address into SOARS. In addition, 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.					
Group 2: CA Count (3)		St Joseph School-01409706		02/21/2022	CAP Rejected

St Joseph School-01409706 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Rejected by Dianne Kennedy 02/22/2022 03:56 PM				
	The food service director did not complete the food safety training. The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.theicn.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/21/2022 10:15 PM				
	Completion of training hours will be incorporated and monitored on a monthly and annual basis.				
	Attached you will find the recorded training hours.				
	Flagged by Dianne Kennedy 01/21/2022 12:14 PM				
	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..				
Flagged by Dianne Kennedy 01/21/2022 12:14 PM					
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: http://professionalstandards.nal.usda.gov/ . 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.					
Flagged by Dianne Kennedy 01/21/2022 12:14 PM					
The food service director did not complete the food safety training. The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.theicn.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.					
Group 3: CA Count (3)		St Joseph School-01409706		02/21/2022	CAP Accepted

St Joseph School-01409706 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/22/2022 03:57 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/21/2022 10:01 PM Three employees Civil Rights Training which was completed on January 24th & January 25th.				
	Flagged by Dianne Kennedy 01/21/2022 12:15 PM See Off-Site question 800: The current USDA non-discrimination statement is not included on all program materials. 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: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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.				
	Flagged by Dianne Kennedy 01/21/2022 12:27 PM Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). Please register for the Civil Rights Training in this link: https://register.gotowebinar.com/recording/8040881783739623938 . The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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.				
	Flagged by Dianne Kennedy 01/21/2022 12:15 PM The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Group 4: CA Count (3)		St Joseph School-01409706		02/21/2022

St Joseph School-01409706 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Flagged by Dianne Kennedy 08/12/2022 02:40 PM				
	At breakfast and lunch production records were missing for the review week as well as for the review month (or previous months when asked). There is no documentation that all required meal components were offered and served in the correct portion size to meet meal pattern requirements for the grade. This is a systemic error. SFAs are required to maintain documentation that demonstrates how meals, offered to students, meet meal pattern requirements for appropriate age/grade grouping. All required meal components must be offered to students daily in the appropriate age/grade grouping. January 18th and 19th the State Agency emailed Nutrition Quality Webinar including slides to educate the SFA about completing production records and supporting documentation to make sure the meals are in compliance with the state regulations. 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.				
	Flagged by Dianne Kennedy 08/12/2022 02:41 PM				
Corrective Action History	At breakfast and lunch production records were missing for the review week as well as for the review month (or previous months when asked). There is no documentation that all required meal components were offered and served in the correct portion size to meet meal pattern requirements for the grade. This is a systemic error. SFAs are required to maintain documentation that demonstrates how meals, offered to students, meet meal pattern requirements for appropriate age/grade grouping. All required meal components must be offered to students daily in the appropriate age/grade grouping. January 18th and 19th the State Agency emailed Nutrition Quality Webinar including slides to educate the SFA about completing production records and supporting documentation to make sure the meals are in compliance with the state regulations. 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.				
	Flagged by Dianne Kennedy 01/21/2022 12:15 PM				
	The SFA is serving K-8 meal pattern to Pre-K not comingled. Acceptable meal pattern grade groups are Pre-K when not comingled and are separated from K-8 students. When there are multiple age groups, the meal pattern does not allow for schools with a grade configuration with one grade above or below the grade grouping (e.g. Grades 8-12) to follow the predominant grade group requirements (as was previously allowable). However, adaptations can be made to menus to accommodate both grade groups in a single school. Describe in the corrective action how this will be corrected.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	St Josephs School-7959	1405	02/21/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/22/2022 03:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 01/26/2022 12:23 PM				
	This is our 2nd Food Safety Inspection which was conducted on 7/2/21.				
Corrective Action History	Flagged by Dianne Kennedy 01/21/2022 12:12 PM				
	SFA did not have two 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.				

St Joseph School-01409706 - Corrective Action Report (Detail)

Report Selections

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