

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	101	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:52 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:31 AM Courtney Cavaness - Food Program Manager				
	Flagged by Katie Hunter 01/09/2023 01:33 PM SFA must complete/answer question to be compliant with requirements of SNP. The official(s) designated by the SFA to make eligibility determinations on its behalf for free and reduced price meals must be the same as the person documented on the approved Agreement and Policy Statement in SNEARS. Please list the Determining Official and their position title. Provide the date that the finding was corrected and SNEARS was updated.				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	103	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/17/2023 04:52 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 08:03 AM Students who have not submitted an application for the current school year are notified by phone, email, and hard copy documentation that submissions are available to designate eligibility status. Until application is submitted, student's status after the 30 day carryover period from the official first day of school ends, student is labeled as paid/denied. Weekly school robocalls calls, which include email display of food program information access to submit lunch application is also utilized to inform households.				
	Flagged by Katie Hunter 01/09/2023 01:35 PM SFA must complete/answer question to be compliant with requirements of SNP. A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. 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.				

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status																											
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	109	02/10/2023	CAP Accepted																											
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:49 PM CAP Accepted																															
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:22 AM																															
	<table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 40%;">Name/title of person receiving DC</th> <th style="width: 45%;">Name/title of person issuing</th> </tr> </thead> <tbody> <tr> <td>direct students</td> <td>documents from SA</td> <td>certification benefits to</td> </tr> <tr> <td>SNAP</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> <tr> <td>TANF</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> <tr> <td>FDPIR</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> <tr> <td>Homeless</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> <tr> <td>Migrant</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> <tr> <td>Foster Children</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> <tr> <td>Head Start</td> <td>Courtney Cavaness</td> <td>Courtney Cavaness</td> </tr> </tbody> </table>						Name/title of person receiving DC	Name/title of person issuing	direct students	documents from SA	certification benefits to	SNAP	Courtney Cavaness	Courtney Cavaness	TANF	Courtney Cavaness	Courtney Cavaness	FDPIR	Courtney Cavaness	Courtney Cavaness	Homeless	Courtney Cavaness	Courtney Cavaness	Migrant	Courtney Cavaness	Courtney Cavaness	Foster Children	Courtney Cavaness	Courtney Cavaness	Head Start	Courtney Cavaness	Courtney Cavaness
		Name/title of person receiving DC	Name/title of person issuing																													
direct students	documents from SA	certification benefits to																														
SNAP	Courtney Cavaness	Courtney Cavaness																														
TANF	Courtney Cavaness	Courtney Cavaness																														
FDPIR	Courtney Cavaness	Courtney Cavaness																														
Homeless	Courtney Cavaness	Courtney Cavaness																														
Migrant	Courtney Cavaness	Courtney Cavaness																														
Foster Children	Courtney Cavaness	Courtney Cavaness																														
Head Start	Courtney Cavaness	Courtney Cavaness																														
Flagged by Katie Hunter 01/09/2023 01:32 PM SFA must complete/answer question to be compliant with requirements of SNP.																																
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	111	02/10/2023	CAP Accepted																											
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:51 PM CAP Accepted																															
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:25 AM																															
	Free school meal eligibility is extended to all children within these particular households through review of lunch application with provided documentation of case #, as well as letters stating all students' names who attend the school and are of relation with SNAP, TANF, or FDPIR benefits.																															
	Flagged by Katie Hunter 01/09/2023 01:32 PM SFA must complete/answer question to be compliant with requirements of SNP.																															

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	112	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:51 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:26 AM				
	Yes				
Flagged by Katie Hunter 01/09/2023 01:33 PM					
SFA must complete/answer question to be compliant with requirements of SNP.					
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	113	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:35 AM				
	A. Courtney Cavaness - Food Program Director				
	Karen Cavaness - Principal				
	Mariana Villegas - Business Manager				
Ida Yanogo - Office Assistant					
B. The safeguards put in place to ensure that only authorized individuals have access is through the a locked area the stores all food program resources and documentation.					
Flagged by Katie Hunter 01/09/2023 01:33 PM					
SFA must complete/answer question to be compliant with requirements of SNP.					
Only persons directly connected with the administration or enforcement of the School Nutrition Program may have access to student eligibility information. It is strongly suggested that a SFA representative review the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS in the Training Tab, in order to fully understand the free and priced price application process. 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.					

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	114	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:39 AM				
	Students are placed on a roster lunch sheet, per class, labeled with a coded system created by the Food Program director, that designates whether they are free, reduced, or denied/paid. Swipe cards and tickets have been discarded from use due to COVID prevention methods that have been implemented by school administration. Through this system of how benefits are issued and distributed, food program manager ensures that proper paper, electrical, and verbal documentation are provided to parents throughout the entire school year.				
Flagged by Katie Hunter 01/09/2023 01:33 PM					
SFA must complete/answer question to be compliant with requirements of SNP.					
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	115	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 07:00 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:43 AM				
	Eligibility determinations are transferred to the benefit issuance document through an alphabetical labeling, ex. F-Free, R-Reduced, P-Paid. Documentation is reviewed monthly to ensure of any income or household modifications.				
Flagged by Katie Hunter 01/09/2023 01:33 PM					
SFA must complete/answer question to be compliant with requirements of SNP.					
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	116	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 07:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:48 AM				
	Benefit Issuance documents transfer to the point of service system, through manual class rosters labeled with the F, R, P code system labeled next to each student's name. This labeling ensures that monthly reimbursable meal counts are calculated accurately. POS system is not utilized for meal counts.				
Flagged by Katie Hunter 01/09/2023 01:34 PM					
SFA must complete/answer question to be compliant with requirements of SNP.					

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	117	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 07:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:50 AM				
	Updates are manually inputted on the document, which is a paper class roster. POS system is not utilized at the point of service.				
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:34 PM				
	SFA must complete/answer question to be compliant with requirements of SNP.				
	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 07:05 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:57 AM				
	Updates are made immediately to class roster tally sheets, MEL once SFA is informed by parent/guardian of any household changes (income modification, increase/decrease of household size), completion of verification process. Continued Implementation went into effect 12/1.				
	Flagged by Katie Hunter 01/09/2023 01:34 PM				
	SFA must complete/answer question to be compliant with requirements of SNP.				
Corrective Action History	The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision on a students eligibility status. Changes in eligibility which result in decreased benefit levels must be made as soon as possible, but no later than 10 operating days of the date the SFA makes the final decision on the students' eligibility status. 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	118	02/10/2023	CAP Accepted
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	119	02/10/2023	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 Katie Hunter 02/13/2023 07:06 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 07:02 AM Yes. As of 12/1, continued implementation went into effect to ensure that all updates to student eligibility were distributed with necessary documentation to households and all program records were met with accuracy.				
	Flagged by Katie Hunter 01/09/2023 01:34 PM SFA must complete/answer question to be compliant with requirements of SNP. The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). If any change is made, the determining official must update the benefit issuance document with the new eligibility and date of change. 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.				
	Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	120	02/10/2023

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 Katie Hunter 02/21/2023 07:42 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 07:24 AM A. New students are informed upon the completion of the registration documents completed by the parent guardian. This process is conducted prior to the students first official day of school. MEL list is updated with the entry of new student's name and effective date of submission of lunch application. Class tally roster is updated with labeling of student with F-Free, R-Reduced, or P-Paid/Denied determination. Parents/guardians also receive email of the documents with eligibility status. B. Transfer students follow the same process as new students, they are informed upon the completion of the registration documents completed by the parent guardian. This process is conducted prior to the students first official day of school. MEL list is updated with the entry of new student's name and effective date of submission of lunch application. Class tally roster is updated with labeling of student with F-Free, R-Reduced, or P-Paid/Denied determination. Parents/guardians also receive email of the documents with eligibility status. C. Withdrawn students given documentation upon the completion of the Transfer Request document, detailing the effective date and termination of all educational services including food program service. MEL list is updated with the students eligibility changing status to withdrawn. Class tally roster is updated with removing students name. Parents/guardians also receive email of the documents a secondary form of receipt of termination of educational services including food program services. D. 30 day carryover of prior eligibility is distributed in paper and email format prior to the first official day of school or student's official completion of registration process, informing households that eligibility status will be carried over for 30 days and income verification on lunch application may endure status modification on the first day after the 30 day period is exhausted. Parents/guardians are sent a reminder a week prior to the exhaustion of the 30 day carryover period, requiring any necessary documentation that may need to be submitted to if household experiences an imperative impact to determination of eligibility.				
	Flagged by Katie Hunter 01/09/2023 01:34 PM SFA must complete/answer question to be compliant with requirements of SNP.				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	St Joseph School-01409706	121	02/10/2023	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 Katie Hunter 02/21/2023 07:42 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 07:31 AM Yes. Implementation effective 12/1, all manual documentation is scanned to the food program manager's electronic filing system (computer hard drive). This is the back system to maintain records in the event of manual paper documentation is compromised.				
	Flagged by Katie Hunter 01/09/2023 01:34 PM SFA must complete/answer question to be compliant with requirements of SNP. To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	St Joseph School-01409706	126	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:34 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 08:26 PM Corrective action as of 12/1, will ensure that all applications are completed accurately.				
	Flagged by Katie Hunter 01/09/2023 01:26 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.) The SFA must indicate the date of correction for all application errors. NOTE: The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.				
Verification	Verification (On-Site Assessment Tool) (207H)	St Joseph School-01409706	209	02/10/2023	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 Katie Hunter 02/13/2023 06:35 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 08:56 PM					
	Date of implementation 12/1, all findings will be met according to state and federal regulations. In the future all error prone applications will be included in the verification process.					
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:27 PM					
	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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.					
	Verification	Verification (On-Site Assessment Tool) (207H)	St Joseph School-01409706	214	02/10/2023	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:36 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 08:59 PM						
Implementation as of 12/1, the finding will be corrected with notification to household identifying the missing income information. This error will not reoccur in the future through thorough analyzation of all necessary documents needed for verification process.						
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:28 PM					
	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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..					
	Verification	Verification (On-Site Assessment Tool) (207H)	St Joseph School-01409706	215	02/10/2023	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:37 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 09:04 PM						
Implementation as of 12/1, the finding will be corrected through following the deadline date of verification submission. Should assistance be necessary, contact will be made to SA prior to deadline submission date.						
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:28 PM					
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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.					
	Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	St Joseph School-01409706	801	02/10/2023	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 Katie Hunter 03/03/2023 03:18 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 05:52 PM Attached you will find the public release for the school year being reviewed.				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:26 PM In addition to your submitted corrective action plan, please upload the documentation confirming the School Food Authority published a public release as required for the School Year being reviewed. Documentation uploaded to Q#801 was St. Joseph's non-discrimination statement.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 07:53 AM Yes. See document attached				
	Flagged by Katie Hunter 01/09/2023 01:35 PM SFA must complete/answer question to be compliant with requirements of SNP.				
	Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	St Joseph School-01409706	810	02/10/2023
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:39 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 09:26 PM Corrective action as of 12/1, USDA non-discrimination statement will be applied to all program materials/documents distributed to households or posted on the SFA's website.				
	Flagged by Katie Hunter 01/09/2023 01:29 PM 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 statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf 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.				
SFA On-Site Monitoring	SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)	St Joseph School-01409706	900	02/10/2023	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 Katie Hunter 02/13/2023 07:08 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 08:07 AM				
	<p>Implemented as of 12/1, mandatory monthly on-site accountability reviews are conducted by SFA. Utilizing this method will ensure that all SNP guidelines are in accordance with state and federal regulations. On-Site review was completed on January 18, 2023 in adherence to the Feb. 1 deadline.</p> <p>Flagged by Katie Hunter 01/09/2023 01:36 PM</p> <p>No on-site monitoring forms for current or previous year provided during AR.</p> <p>All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The The NSLP and SBP On-Site Review Form (#142) must be used. 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>All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP and SBP On-Site Review Form (#142) must be used. 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>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	St Joseph School-01409706	1217	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/13/2023 06:41 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 09:54 PM				
	<p>As of 12/1, implementation for corrective action will secure that all trainings will be documented for all employees of the SNP. Findings will be corrected for future instances where documentation will show all participating employees.</p> <p>Flagged by Katie Hunter 01/09/2023 01:29 PM</p> <p>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..</p>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	St Joseph School-01409706	1400	02/10/2023	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 Katie Hunter 02/13/2023 06:42 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:12 PM				
	Implementation as of 12/1, enforces the HACCP Food Safety Plan will be available on site. To avoid reoccurrence in the future, SFA will ensure that the HACCP is updated annually according to state and federal regulations.				
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:29 PM				
	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.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	St Joseph School-01409706	1500	02/10/2023	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 Katie Hunter 03/03/2023 03:16 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 02:27 PM				
	SFA will ensure that temperature logs are submitted on all necessary documents daily. This measure has been implemented as of 12/1 tat all production records have the accurate temperature recording.				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:26 PM				
	In addition to your submitted corrective action plan, please communicate the corrective action plan in reference to the temperature logs. SFAs are required to maintain temperature records on all refrigerators/coolers/freezers. 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 02/10/2023 08:17 AM				
	Effective 12/1, SFA corrected all errors in reference to production records. SFA revisited training videos, webinars, and documents to assist with the compliance of state and federal regulations program requirements. Food employee and food program manager review documents daily to ensure that any modifications are implemented immediately.				
	Flagged by Katie Hunter 01/09/2023 01:36 PM				
	SFA did not provide complete 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. SFAs are required to complete production records accurately and daily for each meal service at each serving area.				
SFAs are required to ensure accurate creditable meal component contribution is carried from the nutritional crediting documentation to the PR. Examples: during RW on 10/24/25 K-8 SBP Graham Crackers states credits for 1 Grain, when SA reviewed documentation it credits for .75 Grain. On 10/25/22 K-8 SBP the WG Muffin Flat states 2 Grain, when SA reviewed documentation it credits for only 1 Grain. On 10/25/22 K-8 NSLP, WG Flour Tortillas states credits for 2 Grain, when SA reviewed documentation it credits for 1.75 Grain. Note Tossed Salad Recipe has inconsistencies within ingredient amounts and totals, unable to verify creditable meal component contribution.					
SFA did not provide temperature logs. SFAs are required to maintain temperature records on all refrigerators/coolers/freezers.					
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, production records, temperature logs, 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.					
School Breakfast and Summer Food Service Program Outreach	School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H)	St Joseph School-01409706	1600	02/10/2023	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 Katie Hunter 02/13/2023 06:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 06:13 AM				
	As of 12/1, implementation has been enforced to adhere to the state and federal policy of the accessibility to Food Program outreach. SFA has begun to the process to provide Nutrition program documentation the school's website with the assistance of an IT.				
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:32 PM				
	No Program Outreach provided to SA during AR. Technical Assistance provided on-site for SFA to be compliant with regulation. Suggested SFA to create a School Nutrition Food Service section on their website to house required information and provide a central location for families to access information.				
	SFAs must inform households of the availability of the School Breakfast Program at the beginning or the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's 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.				
School Breakfast and Summer Food Service Program Outreach	School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H)	St Joseph School-01409706	1601	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/21/2023 07:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:58 AM				
	As of 12/1, implementation has been enforced to provide households with the necessary information for access to meals during the summer months.				
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:32 PM				
	No Program Outreach provided to SA during AR.				
	SFA's must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's website: https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf Explain in detail how the finding was corrected and the measures taken to ensure that it will not occur in the future. Indicate the date of implementation.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	St Josephs School-7959	11	02/10/2023	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 Katie Hunter 02/17/2023 04:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 07:55 AM				
	As of 11/29, only unflavored milk has been implemented for all PreK meals. All PreK staff was informed and will continued to be monitored and trained on the proper food program policies that are in adherence to SNP.				
	Flagged by Katie Hunter 01/09/2023 01:35 PM				
	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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	St Josephs School-7959	318	02/10/2023	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 Katie Hunter 03/17/2023 12:39 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 03/03/2023 09:03 PM				
	Students' names are called by food staff and their names are checked off as they receive a complete reimbursable meal at the point of service. As of 12/1, SFA implemented to food staff that students will only be marked as receiving a reimbursable meal once they have physically taken all components of the meal at the point of service. Students are not deemed as receiving a reimbursable meal when their names are called. SFA will ensure that food staff are trained on a monthly basis and that all point of service guidelines are followed.				
	Corrective Action Plan: Rejected by Katie Hunter 03/03/2023 04:17 PM				
	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 point of service counts are taken during lunch service. The corrective action plan must indicate how St. Joseph Food Service Staff is ensuring that the staff member marks each student at the same time as the meal is determined as reimbursable and served to the student. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 05:05 PM				
	NSLP cafeteria followed proper protocol for point of service meal count. Students are asked in the morning if they will receive school lunch for the day. Students' names are then double-checked as they are called up to collect a reimbursable meal at the point of service. Tally sheets have been modified to incorporate an extra column to show that the student's name have been verified for receiving meal. Implementation as of 12/1 will ensure that the tally sheets show morning meal count and will match lunch count at the point of service as well as the PreK staffers will be observed and trained to ensure that the point of service meal count is accurate.				
Corrective Action History	Corrective Action Plan: Rejected by Katie Hunter 02/17/2023 04:24 PM				
	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 point of service counts are taken during lunch service. The corrective action plan must indicate how St. Joseph Food Service Staff is ensuring that the staff member marks each student at the same time as the meal is determined as reimbursable and served to the student. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:18 PM				
Corrective Action History	NSLP cafeteria followed proper protocol for point of service meal count. Students are asked in the morning if they will receive school lunch for the day. Students' names are then double-checked as they are called up to collect a reimbursable meal at the point of service. Tally sheets have been modified to incorporate an extra column to show that the student's name have been verified for receiving meal. Implementation as of 12/1 will ensure that the tally sheets show morning meal count and will match lunch count at the point of service.				
	Flagged by Katie Hunter 01/09/2023 01:29 PM				
Corrective Action History	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.				

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

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)	St Josephs School-7959	320	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/17/2023 12:39 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 03/03/2023 08:41 PM				
	12/1 implementation will reinforce, the accurate counting of reimbursable meals, matching the category identification for each student. The counting process will ensure the daily and weekly meal count matches the edit check worksheet prior to the submission of monthly reimbursement. Edit check worksheet will be reviewed and all corrections will be monitored by SFA.				
	Corrective Action Plan: Rejected by Katie Hunter 02/17/2023 04:34 PM				
	Outline the steps that St. Joseph Food Service Staff take has taken to streamline the meal counting process and ensure meal counts for monthly reimbursement are accurate and taken directly from the Edit Check worksheet. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:23 PM				
Reimbursable meal count was accurately taken during the specific monthly timeframe. SFA did find an error made that the reviewer and trainees made during their Administrative Review. This error in calculation could have lead to the miscount by SA and trainees. 12/1 implementation will reinforce, the accurate counting of reimbursable meals, matching the category identification for each student.					
Flagged by Katie Hunter 01/09/2023 01:29 PM					
Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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.					
The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and 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.					
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	St Josephs School-7959	321	02/10/2023	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 Katie Hunter 03/17/2023 12:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 03/03/2023 08:45 PM				
	Day of review 11/30, in question low attendance was a determining factor as to why meal count was lower than other daily meal counts. Elevated number of students absent due to flu, COVID, and other medical conditions were found to be the significant component for student absences. As of 12/1, SFA will continue to implement the process of monitoring student absences with assistance from school's medical coordinator.				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:22 PM				
	Provide an explanation on why SFA counts for the day of review are significantly different from the review month. 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 History	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:36 PM				
	Error in calculation by SA and trainees is the finding by SFA, which may explain the miscalculation on SA reports. As of 12/1, implementation will continue to incorporate daily tally sheet counts and proper issuance of benefits by category.				
	Flagged by Katie Hunter 01/09/2023 01:30 PM				
	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. The school's explanation does not describe an acceptable meal counting system for breakfast or lunch. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count. 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)	St Josephs School-7959	325	02/10/2023	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 Katie Hunter 03/17/2023 12:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 03/03/2023 09:29 PM				
	As of 12/1, SFA implemented the meal counting process will be verified during and after the point of service for breakfast/lunch daily. Student eligibility will be reviewed weekly to ensure that the free, reduced and paid categories are resembling accurate meal counts. SFA will review that the edit check worksheet and class roster tally sheets displays the accurate meal count prior to the submission of monthly reimbursement.				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:22 PM				
	Please outline the steps that St. Joseph Food Service Staff has taken to streamline the meal counting process and ensure meal counts for monthly reimbursement are accurate and taken directly from the Edit Check worksheet. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:43 PM				
As of 12/1 implementation for the Reimbursable meal count will ensure that SFA has received assistance/guidance from SA prior to AR and for a daily assurance that calculations are accurate.					
Flagged by Katie Hunter 01/09/2023 01:30 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 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.					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	St Josephs School-7959	401	02/10/2023	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 Katie Hunter 02/21/2023 06:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:50 PM				
	<p>Upon review of the SA findings, food program employee stated student forgot to take the milk with their meal. Students are told daily to take a milk along with their reimbursable meal. As of 12/1 implementation will reinforce that all students are monitored receiving all components of the meal.</p> <p>Flagged by Katie Hunter 01/09/2023 01:30 PM</p> <p>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	St Josephs School-7959	403	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/21/2023 06:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/09/2023 10:45 PM				
	<p>As of 12/1 corrective implementation of choice milk will be met to adhere to state and federal NSP guidelines. Choice of chocolate and white milk will be accessible for students in grades K-8th.</p> <p>Flagged by Katie Hunter 01/09/2023 01:30 PM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the breakfast and 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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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 Joseph School-01409706 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	St Josephs School-7959	404	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/21/2023 06:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 04:55 AM				
	As of 12/1, implementation has taken effect in regards to signage posted displaying the components of a reimbursable breakfast within the PreK classrooms as well as the posting of menus.				
	Justice for all poster was posted in the PreK-4 classroom prior to the AR. Signage may have not been seen clearly by SA; however, poster was hung within this classroom.				
As of 12/1, implementation of menus being posted has been enforced and will continue to follow this policy in the future.					
Flagged by Katie Hunter 01/09/2023 01:30 PM					
Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast. Posting only a monthly menu does not meet this requirement. 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.					
Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a monthly menu does not meet this requirement. 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.					

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	St Josephs School-7959	407	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/21/2023 06:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:00 AM				
	As of 12/1, effective implementation has been enforced to adhere to the policy of substitutions and insuring that the substitutions met the acceptable requirements.				
Corrective Action History	Flagged by Katie Hunter 01/09/2023 01:31 PM				
	When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group 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.				
	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)				
	St Josephs School-7959				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	St Josephs School-7959	409	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/21/2023 06:35 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:08 AM				
	As of 12/1, implementation has been enforced to adhere to the meal compliance policy. Specific starch sub-group requirements will reviewed through utilizing training resources more frequently to prevent reoccurrence.				
	Flagged by Katie Hunter 01/09/2023 01:31 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.				
	Corrective Action Plan: Removed by Katie Hunter 01/06/2023 04:51 PM				
CAP Removed					
Flagged by Katie Hunter 01/06/2023 04:54 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.					

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	St Josephs School-7959	811	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/03/2023 03:19 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 05:57 PM Date of implementation 12/1 "And Justice for All" poster in Prek-4 classroom				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:23 PM Upload copy of the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:09 AM "And Justice for All" poster was posted in the PreK-4 classroom prior to AR. Poster may have been overlooked by SA.				
	Flagged by Katie Hunter 01/09/2023 01:31 PM SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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.				
	SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	St Josephs School-7959	901	02/10/2023

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 Katie Hunter 03/03/2023 03:36 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 06:17 PM Attached you will find the On-Site Review Forms				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:24 PM In addition to your submitted corrective action plan, please upload The NSLP and SBP On-Site Review Forms (#142).				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:17 AM As of 12/1, implementation will be enforced to ensure that the SFA/Sponsor On-Site Monitoring is completed by February 1st. This school year's On-Site was completed by the February 1st deadline.				
	Flagged by Katie Hunter 01/09/2023 01:31 PM All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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.				
	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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 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.				
Water	Water (On-Site Assessment Tool - Site) (1300H)	St Josephs School-7959	1300	02/10/2023	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 Katie Hunter 03/03/2023 03:17 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 02:57 PM Water Signage has been uploaded				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:25 PM In addition to your submitted corrective action plan, please upload the signage of your water bottle policy. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:24 AM Due to prior safety and behavioral negative incidents, water bottles are kept in refrigerator and students were instructed by administrators they must ask a food program employee for water bottle. Signage was not available at the time of AR, which is a requirement and as of 12/1 implementation will be enforced to have water bottle policy displayed and not just enforced verbally. Purchase order documents will confirm the purchase of potable water for the distribution to students.				
	Flagged by Katie Hunter 01/09/2023 01:31 PM Potable water must be available for students at lunch. 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. Potable water must be available for students at breakfast for students served in the cafeteria. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	St Josephs School-7959	1405	02/10/2023	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 Katie Hunter 03/03/2023 03:33 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/25/2023 06:21 PM Attached you will find the completed Food Inspection conducted on 7/13/22				
	Corrective Action Plan: Rejected by Katie Hunter 02/24/2023 07:25 PM In addition to your submitted corrective action plan, please upload the documentation confirming the July food safety inspection was conducted.				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:32 AM Two food safety inspections were conducted for the current school year. Documentation of the 1st inspection, that was conducted in July was mistakenly placed in the Main Office. Also to confirm the inspections were completed for the current school year, an inspection is mandatory for the effective operation of our summer enrichment program. The City of East Orange also mandates for any summer program to operate in the city, as well as participate in the city run Summer Food Program, a food safety inspection must be conducted prior to the start date of particular program. Documentation can be provided to confirm 2 food safety inspections were conducted for the current school year. The second food safety inspection document conducted on 11/17/22 was available to SA for AR. As of 12/1, implementation was enforced to have both inspections secured in the designated food program areas.				
	Flagged by Katie Hunter 01/09/2023 01:31 PM 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. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	St Josephs School-7959	1406	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/17/2023 04:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:44 AM As of 12/1, implementation was enforced to display to all patrons of the cafeteria area, the food safety inspection report.				
	Flagged by Katie Hunter 01/09/2023 01:32 PM Either none or an outdated food safety inspection report was not posted in a publicly visible location. Describe in the CAP how this will be corrected. Indicate date of implementation.				

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	St Josephs School-7959	1409	02/10/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/21/2023 07:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Courtney Cavaness 02/10/2023 05:53 AM				
	As of 12/1, implementation has been enforced to correct the violations of shared bin food storage. Fruits and sandwiches have been separated into their own storage bins and stored at the proper temperature.				
	Flagged by Katie Hunter 01/09/2023 01:32 PM				
	Observations on the day of review indicated storage violations. 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