

# Glassboro Public Schools-01501730 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Glassboro Public Schools-01501730	126	07/14/2023	CAP Accepted
<div style="background-color: #cccccc; padding: 5px;"><b>Corrective Action History</b></div> <p>Corrective Action Plan: Accepted by Jill Dailey 08/14/2023 11:34 AM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Erin Willams 07/31/2023 12:13 PM</p> <p>Application errors identified in the plan rejection have been updated.</p> <p>SFA-2 has been updated.</p> <hr/> <p>Corrective Action Plan: Rejected by Jill Dailey 07/27/2023 07:32 AM</p> <p>There are two application errors that were not addressed under the SFA-1: ID#14711 and ID#14618. Additionally, the application errors under the SFA-2 need to be addressed.</p> <p>Corrective Action Plan: Submitted by Deneen Molloy 07/11/2023 01:37 PM</p> <p>ID#13331 household size was incorrect. Updated household size on 6/2/23</p> <p>ID#14375 after 6 attempts to contact parent, we were unsuccessful to get correct SNAP number.</p> <p>ID#13334 updated correct SNAP number on 6/5/23</p> <p>ID#13342 SNAP info was corrected along with income for household members updated on 6/5/23</p> <p>ID#14501 Parent correct name and signed application with household income updated on 6/5/23</p> <p>ID#14514 updated correct SNAP number on 6/2/23</p> <p>ID#14579 spoke with case worker and corrected household size on 6/9/23</p> <p>ID# 14711 updated correct SNAP number on 6/5/23</p> <p>ID#14719 updated correct SNAP number on 6/2/23</p> <p>ID#14733 updated correct SNAP number on 6/2/23</p>					

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	<p>Flagged by Jill Dailey 06/14/2023 01:43 PM</p> <p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Application errors include SNAP/TANF case numbers in the incorrect format, missing adult signatures, and missing household members and/or income information.</p> <p><b>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</b></p>				
Certification and Benefit Issuance	<p>Certification and Benefit Issuance (On-Site Assessment Tool) (124H)</p>	<p>Glassboro Public Schools-01501730</p>	<p>141</p>	<p>07/14/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:55 PM</p> <p>CAP Accepted</p>				

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<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Submitted by Erin Willams 07/11/2023 03:50 PM</p> <p>In our initial meeting and document hand-off with Ms. Jill Dailey, from the Department of Agriculture State-wide Review Team, we notified her of an issue we experienced with the direct certification process in December 2022. At the time of our administrative review, all impacted applications had been corrected. Below details the process we utilized after discovering an issue impacting applications <u>six months prior</u> to our administrative review.</p> <p>To begin, our district followed the direct certification process as instructed. Upon receipt of our direct certification file, eligible families were notified of their status. GPSD uses a two-step notification process, families receive their eligibility determination letter via USPS and via email.</p> <p>In December, during a review of our records, one of our staff members noticed a household member was missing from the master eligibility list. This prompted our office to conduct an INTERNAL review of all direct certifications to determine if there were additional households impacted.</p> <p>As we moved through our INTERNAL review, any impacted households were notified of the missing family member, household status was confirmed, adjustments were made to offer those meal benefits, and updated eligibility determination notifications were sent.</p> <p>Additionally, we wanted to understand why this happened to avoid future issues. After gathering details from the families, we noticed an issue with the demographic data utilized by the Office of Social Services. In many cases, while our office had documented the student with their legal name as listed on an official government document, Social Services did not. Based on the information we verified, Social Services permits nicknames, aliases, and often ignore suffixes. In one case the parent and child had different last names, however, the parent's last name was incorrectly listed as the child's last name. We contacted Social Services to discuss our findings, however, we were advised they would not review the information with us citing privacy concerns.</p> <p><b>Any issue associated with a household match had been corrected six months prior to our administrative review. During our exit conference, when Ms. Dailey was reviewing our certification and benefit issuance section, we asked how she was able to determine household matches were missed. Ms. Dailey advised she had not made that determination on her own, rather it was us sharing our experience that led to the corrective action indicator.</b></p> <p><b>We shared our experience and indicated which applications had been impacted with Ms. Daily as we were curious to understand how other districts had navigated this issue. Unfortunately, sharing this experience only created a mark on our corrective actions plan.</b></p> <p>Since this discovery in December 2022, upon receipt of each direct certification file from SNEARS, our office conducts a household search utilizing our student information system. This is done for every newly approved student.</p>
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	<p>Flagged by Jill Dailey 06/14/2023 01:43 PM</p> <p>The SFA must extend free meal benefits to all students living in a household where any member has either been directly certified or has submitted an application with a SNAP or TANF case number.</p> <p>It was determined that household members of students who had been directly certified were not being extended the free meal benefits until several weeks or months following the initial determination.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	Glassboro Public Schools-01501730	207	07/14/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:59 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Lisa Ridgway 07/12/2023 03:34 PM</p> <p>The staff member in charge of reviews has been re-trained on the procedure to handle reviews. Verification was completed but the proper documentation was not retained.</p> <p>Flagged by Jill Dailey 06/14/2023 01:45 PM</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>Although the Verifying Official seems to have completed the Verification Process there was no documentation available during the administrative review to support the steps taken. The Verifying Official did not keep record of income documents, did not complete the Verification Tracker Form #242 for each application, did not keep records of phone conversations and did not keep all letters sent to families.</p> <p>The SA shared the Verification Webinar Training Links, Verification Webinar PowerPoint Slides and the NJDA Forms website to obtain all required Verification forms via email with the Verifying Official.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	Glassboro Public Schools-01501730	208	07/14/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:59 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Lisa Ridgway 07/12/2023 03:33 PM</p> <p>The staff member in charge of reviews has been re-trained on the procedure to handle reviews.</p> <p>Flagged by Jill Dailey 06/14/2023 01:44 PM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</p> <p>The SA was unable to determine if a confirmation review took place by the confirming official. The verifying official did not maintain a Verification Tracker for each application.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	Glassboro Public Schools-01501730	209	07/14/2023	CAP Accepted

# Glassboro Public Schools-01501730 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:58 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Lisa Ridgway 07/12/2023 03:41 PM</p> <p>The staff member in charge of reviews has been re-trained on the procedure to handle reviews. Applications selected for review were generated from the lunch system.</p> <p>Flagged by Jill Dailey 06/14/2023 01:45 PM</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>The SA was not able to determine if the applications selected for Verification were verified correctly because limited documented and communicated between the verifying official and parents/guardians were maintained. Proof of income and dates that verification was complete was not able to be verified by the SA.</p> <p>The SA shared the Verification webinar links and Verification PowerPoint slides with the verifying official.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	Glassboro Public Schools-01501730	213	07/14/2023	CAP Removed
<b>Corrective Action History</b>	<p>Corrective Action Plan: Removed by Jill Dailey 06/05/2023 12:47 PM</p> <p>CAP Removed</p>				
	<p>Flagged by Jill Dailey 06/02/2023 05:36 PM</p> <p>The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	Glassboro Public Schools-01501730	215	07/14/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Lisa Ridgway 07/12/2023 03:36 PM				
	The staff member in charge of reviews has been re-trained on the procedure to handle reviews. The verification was completed by November 15th but was not retained properly.				
	Flagged by Jill Dailey 06/14/2023 01:45 PM				
<b>Corrective Action History</b>	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	There was no copies or documentation that Form 244 was sent to the verified households.				
	Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.				
	<b>Indicate the date of implementation.</b>				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	Glassboro Public Schools-01501730	305	07/14/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:52 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 07:07 PM				
	The Meal Charge Policy will be updated at the August 2023 Board Meeting for the first reading with final approval at September 2023 Board Meeting.				
	Flagged by Jill Dailey 06/14/2023 01:45 PM				
<b>Corrective Action History</b>	The SFA's Meal Charge Policy was last updated in October 2021. Per the NJ Hunger-Free Students' Bill of Rights Act, a school district cannot publicly identify or stigmatize a student who cannot pay for a school meal which includes serving a student an alternative meal. The Meal Charge Policy must be revised to remove this language.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	Glassboro Public Schools-01501730	807	07/14/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:53 PM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Erin Willams 07/11/2023 03:49 PM</p> <p>GPSD was unaware that form # 86 was to be completed on a school by school basis.</p> <p>On 06/14/2023 a form was completed for each school.</p> <p>The initial form with SFA totals was removed from our records and replaced with each school form.</p> <p>Moving forward, each school will have a form completed instead of a district form.</p>				
	<p>Flagged by Jill Dailey 06/14/2023 01:41 PM</p> <p>SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>.</p> <p>The SFA provided 1 Civil Rights Compliance Form #86 for the entire SFA. The SFA must complete a separate Civil Rights Compliance Form for each school/site within the district.</p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Glassboro Public Schools-01501730	1218	07/14/2023	CAP Accepted



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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:51 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 05:53 PM</p> <p>Weekly Trainings will resume beginning August 2023. All employees will be trained in August 2023 on Civil Rights and Offer vs Serve before school begins for the year?</p> <p>Flagged by Jill Dailey 06/14/2023 01:41 PM</p> <p>All employees, including newly hired employees, must meet annual training requirements. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a></p> <p>All employees must meet annual training requirements. At the time of the on-site review, employees had completed the following trainings, Civil Rights, Hand Washing and OVS. It is unclear if staff received training prior to the change in FSMCs mid-school year.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>DOROTHY BULLOCK ELEM-1475</p>	<p>318</p>	<p>07/14/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 08/03/2023 01:18 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kathleen Colbert 08/03/2023 01:15 PM				
	The SOP was updated and provided to staff in June 2023 and training will be conducted on August 22,2023. September 5, 2023, will be the start of the implementation of the new SOP.				
	Corrective Action Plan: Rejected by Jill Dailey 08/03/2023 12:58 PM				
	Please revise the CAP to include the date of implementation and training timeline below.				
	Corrective Action Plan: Submitted by Kathleen Colbert 07/27/2023 08:03 AM				
	On 6/20, n SOP for proper procedures for counting and claiming has been given to each teacher and verbally explained. Training will also be given to the teachers during their in service days on August 22,2023 by Nutri Serve.				
Corrective Action Plan: Rejected by Jill Dailey 07/27/2023 06:53 AM					
Please provide the date of implementation.					
Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 06:19 PM					
An SOP for proper procedures for counting and claiming has been given to each teacher and verbally explained. Training will be also be given to the teachers during thier in service days in August 2023 by Nutri Serve.					
Flagged by Jill Dailey 06/14/2023 01:44 PM					
An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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.					
On the day of review at breakfast, it was observed for breakfast in the classroom that teachers were not taking meal counts after it has been determined that the student received a complete reimbursable meal. Teachers were marking students as having received a meal as the students were entering the classroom.					
The State Agency has determined that the inaccurate counting of meals observed at breakfast 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.					
<b>Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</b>					

# Glassboro Public Schools-01501730 - 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)	DOROTHY BULLOCK ELEM-1475	320	07/14/2023	CAP Accepted
<div style="background-color: #cccccc; padding: 5px;"><b>Corrective Action History</b></div> <p>Corrective Action Plan: Accepted by Jill Dailey 08/03/2023 01:18 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Kathleen Colbert 08/03/2023 01:16 PM</p> <p>Beginning September 5, 2023, the teachers and staff will be retrained on proper procedures for completing the rosters and providing a reimbursable meal. The Food Service Director will check the rosters daily, weekly and monthly going forward. A SOP for teachers, support staff and Nutri Serve has been created along with new rosters for SY 23-24.</p> <p>Corrective Action Plan: Rejected by Jill Dailey 08/03/2023 12:59 PM</p> <p>Please revise the CAP below to include the correct date of implementation.</p> <p>Corrective Action Plan: Submitted by Kathleen Colbert 07/27/2023 08:02 AM</p> <p>Beginning September 7, 2023, the teachers and staff will be retrained on proper procedures for completing the rosters and providing a reimbursable meal. The Food Service Director will check the rosters daily, weekly and monthly going forward. A SOP for teachers, support staff and Nutri Serve has been created along with new rosters for SY 23-24.</p> <p>Corrective Action Plan: Rejected by Jill Dailey 07/27/2023 06:50 AM</p> <p>Please indicate the date of implementation.</p> <p>Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 07:09 PM</p> <p>Beginning September 2023, the teachers and staff will be retrained on proper procedures for completing the rosters and providing a reimbursable meal. The Food Service Director will check the rosters daily, weekly and monthly going forward. A SOP for teachers, support staff and Nutri Serve has been created along with new rosters for SY 23-24.</p>					

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	<p>Flagged by Jill Dailey 06/14/2023 01:44 PM</p> <p>Daily breakfast 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.</p> <p>On the day of review at breakfast, daily rosters from 31 classrooms are manually entered into the POS by food service staff. After the food service staff entered into the POS which students received a meal per the rosters, the SA counted the rosters and was 10 meals short from what the SFA obtained. It was determined that the SFA entered breakfast meal counts into the POS from a classroom from 6/1 and not from their 6/2 counts. This roster sheet was found and the SA totaled 317 from the 31 total classrooms. The food service staff made sure to correct their error and remove the 10 meals from 6/1 and add the breakfast meal counts from 6/2 to obtain the correct count, but there are problems within the counting and claiming of breakfast meals.</p> <p>Teachers must take counts at the POS, teachers should all have the same type of roster sheets with the correct week/dates at the top (some teachers have 1 sheet per day, while others have 1 sheet per week) and the food service staff needs to be diligent when entering meal counts from the student rosters.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast is an ongoing systemic problem. The system of counting meals, must be corrected.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Fiscal action will be taken. An over claim may be assessed.</p> <p><b>Indicate the date of implementation.</b></p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	DOROTHY BULLOCK ELEM-1475	325	07/14/2023	CAP Accepted

# Glassboro Public Schools-01501730 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Dailey 08/03/2023 09:05 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 08/01/2023 10:54 AM</p> <p>Beginning September 5,2023, the teachers and staff will be retrained on proper procedures for completing the rosters and providing a reimbursable meal. The Food Service Director will check the rosters daily, weekly and monthly going forward. A SOP for teachers, support staff and Nutri Serve has been created along with new rosters for SY 23-24.</p>				
	<p>Corrective Action Plan: Rejected by Jill Dailey 07/27/2023 12:39 PM</p> <p>Please indicate the date of implementation.</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 06:03 PM</p> <p>Beginning September 2023, the teachers and staff will be retrained on proper procedures for completing the rosters and providing a reimbursable meal. The Food Service Director will check the rosters daily, weekly and monthly going forward. A SOP for teachers, support staff and Nutri Serve has been created along with new rosters for SY 23-24.</p>				
	<p>Flagged by Jill Dailey 06/14/2023 01:42 PM</p>				
	<p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>For the month of review, the difference between the SFAs counts and SA counts shows the SFA may be underclaiming. The student rosters for breakfast are not being accurately entered into the POS. The food service staff are missing students and/or have entered meal counts from previous days. The rosters are confusing with multiple columns as teachers are taking breakfast counts and lunch orders, but the lunch counts are currently not being used by the food service staff. Additionally, the rosters are different per classroom with some teachers having a different roster per day and some teachers have weekly rosters.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</b></p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	DOROTHY BULLOCK ELEM-1475	403	07/14/2023	CAP Accepted

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<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/27/2023 06:54 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 06:17 PM</p> <p>The breakfast staff has been retrained on putting a chocolate milk in the breakfast bag and adding extra white milks to the classroom tote bag for students to trade out if they like. This training will take place again in August 2023 during our employee meetings.</p>				
	<p>Flagged by Jill Dailey 06/14/2023 01:43 PM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the breakfast 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.</p> <p>Breakfast is served in the classroom to grades 1-5. Cooler bags are delivered to each classroom with pre-bagged breakfast meals containing cereal, graham crackers, 4oz juice, raisins and chocolate milk. Observation of breakfast in the classroom showed that no additional milk options were available to students. Food service staff was made aware and began bringing low-fat non-flavored milk to classrooms. However, some students had already received their breakfast meals and it is unclear if all 31 classrooms received the additional milk option.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>DOROTHY BULLOCK ELEM-1475</p>	<p>410</p>	<p>07/14/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:52 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 06:14 PM</p> <p>We will be implementing Primero Edge beginning August 2023. The program will track the meal components for compliance. The Director and Cook have been retrained on production records, changing vegetables to be in the same sub-group and following the menu. The Operations Manager will oversee all aspects of production and procedures weekly.</p> <p>Flagged by Jill Dailey 06/14/2023 01:43 PM</p> <p>At lunch and breakfast, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p>For the week of review at lunch, only 1/4 C dark green vegetables were offered to students. The side salad served on 5/26 only credits 1/4C to the dark green vegetable sub-group when the meal pattern for K-5 requires they are offered 1/2 C dark green vegetables.</p> <p>For the week of review at breakfast, on Friday 5/26, students were only served a 1/2 C fruit in the form of a juice box. An additional 1/2 C fruit was not served. For serve only at breakfast, students must be serve 1C fruit.</p> <p><b>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</b></p> <p><b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</b></p> <p><b>Indicate the date of implementation.</b></p>				
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>DOROTHY BULLOCK ELEM-1475</p>	<p>411</p>	<p>07/14/2023</p>	<p>CAP Accepted</p>

# Glassboro Public Schools-01501730 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/27/2023 06:51 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 06/19/2023 06:21 PM</p> <p>The cook and Director have been retrained on sub-groups and substitutions on June 5, 2023. This training will take place again at our August 2023 meetings.</p> <p>Flagged by Jill Dailey 06/14/2023 01:44 PM</p> <p>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.</p> <p>For the week of review, on Thursday, May 25th broccoli bites were on the menu, but according to the production records were substituted for carrots. This resulted in insufficient quantities for the week of review for the dark green vegetable sub-group.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
<p>SFA/Sponsor On-Site Monitoring</p>	<p>SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)</p>	<p>DOROTHY BULLOCK ELEM-1475</p>	<p>901</p>	<p>07/14/2023</p>	<p>CAP Accepted</p>



# Glassboro Public Schools-01501730 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Jill Dailey 07/25/2023 01:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kathleen Colbert 06/15/2023 12:20 PM</p> <p>The On Site reviews will be completed before February 1st every year going forward and completed with the SFA.</p>				
	<p>Flagged by Jill Dailey 06/14/2023 01:40 PM</p> <p>All SFAs must conduct an on-site accountability review of lunch and 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.</p> <p>The on-site monitoring forms for both breakfast and lunch were completed in April 2023. The on-site monitoring was completed by FSMC employees and must be completed by an SFA employee.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				

**Report Selections**

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