

## MONROE TWP BD OF ED-01503280 - 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)	MONROE TWP BD OF ED-01503280	126	01/05/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 01/11/2024 09:44 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Vanessa Parone 12/07/2023 07:34 AM				
	Verify all case #'s included on applications are in correct NJ format as required. Check to ensure household members total is accurate to household members listed on paper and online meal applications.				
Flagged by Jill Dailey 12/06/2023 11:48 AM					
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 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.					
2 Applications were found with incorrect case numbers and 1 application was incorrectly determined as free.					
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	MONROE TWP BD OF ED-01503280	806	01/05/2024	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 01/11/2024 09:45 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Vanessa Parone 01/05/2024 07:12 AM</p> <p>Provide teachers/paraprofessionals access to the Civil Rights Self-Study Guide or Civil Rights Webinar as part of on-boarding training during in-service each year in order to meet the annual training requirements in addition to the annual required hours of district training received via GCN Staff Training platform during various teacher in-service days. Document participation of training via sign-in sheets of participating teachers/paraprofessionals who interact with program participants or applicants.</p> <p>In-service 9/1 and/or 9/2 of each school year for those who do not have the training, or provided at on-boarding with printed self study guide and sign-off sheet to document reading and understanding.</p> <p>Flagged by Jill Dailey 12/06/2023 11:46 AM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p>Teachers/Paraprofessionals who interact with program participants in the classroom must receive annual civil rights training. There was no documentation on file to confirm that this training was received.</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>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	MONROE TWP BD OF ED-01503280	1005	01/05/2024	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 01/11/2024 09:44 AM CAP Accepted				
	Corrective Action Plan: Submitted by Vanessa Parone 12/06/2023 02:30 PM Form 357 was provided to the Federal Lunch Program Facilitator and forwarded to our District Nurse who heads our Wellness Committee. While she was aware of the form and did provide this form to our building principals last year during our annual end of year committee meeting, it was not completed by all and subsequently not posted publicly. Moving forward, during one of our district meetings, the form will be completed by each SFA's principal and forwarded to the building nurse who will provide the completed forms to the Federal Lunch Program Facilitator for posting on the Food Service page of the district website alongside the District's Wellness Policy.				
	Flagged by Jill Dailey 12/06/2023 11:41 AM A copy of the most recent assessment, Form 357, of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. The completed assessments must be made available to the public.				
	<b>Describe in the corrective action how this will be corrected.</b>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	MONROE TWP BD OF ED-01503280	1219	01/05/2024	CAP Accepted

# MONROE TWP BD OF ED-01503280 - 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 01/11/2024 09:44 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Vanessa Parone 01/05/2024 07:10 AM</p> <p>Administrative, office, and other school staff will be provided the required hours of training each year during the in-service/on-boarding during new hire process. Documentation will be kept for those administrative, office, and other school staff members including teachers/paraprofessionals who regularly work on NSLP or SBP related school activities throughout the year.</p> <p>In-service training occurs on the first working day of September allowable by contract typically 9/1 and/or 9/2 of each school year. For those who are hired during/after the year begins, trainings will be offered as on-boarding in the form of prerecorded webinars and meetings, online courses.</p>				
	<p>Flagged by Jill Dailey 12/06/2023 11:46 AM</p> <p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a>.</p> <p>Teachers/Paraprofessionals serving and claiming meals in the classroom must received at least 4 hours of annual training specifically related to their jobs duties. There was no documentation on file to confirm that the training was received.</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>Group 1: CA Count (2)</p>				
		MONROE TWP BD OF ED-01503280		01/05/2024	CAP Accepted
	<p>Corrective Action Plan: Accepted by Jill Dailey 01/11/2024 09:47 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Accepted by Jill Dailey 01/11/2024 09:47 AM</p> <p>CAP Accepted</p>				

# MONROE TWP BD OF ED-01503280 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/05/2024 01:10 PM</p> <p>I have always waited for the Department of Health to come from past practice which had been pretty consistent with fall and spring inspections. I am aware now so moving forward I will ensure to reach out, through email, to my department of health to request to get that second inspection completed.</p>
	<p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/05/2024 01:10 PM</p> <p>I have always waited for the Department of Health to come from past practice which had been pretty consistent with fall and spring inspections. I am aware now so moving forward I will ensure to reach out, through email, to my department of health to request to get that second inspection completed.</p>
	<p>Flagged by Jill Dailey 12/06/2023 11:40 AM</p> <p>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.</p> <p>Both Radix and Oak Knoll received 1 food safety inspection for 2023-2024. There was no documentation to show that the SFA requested 2 inspections for this current school year. Additionally, each site only received 1 inspection for the 2022-2023 school year.</p> <p><b>Describe in the corrective action how this will be corrected.</b></p>

# MONROE TWP BD OF ED-01503280 - Corrective Action Report (Detail)

	<p>Flagged by Jill Dailey 12/06/2023 11:40 AM</p> <p>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 inspection.</p> <p>Both Radix and Oak Knoll received 1 food safety inspection for 2023-2024. There was no documentation to show that the SFA requested 2 inspections for this current school year. Additionally, each site only received 1 inspection for the 2022-2023 school year.</p> <p><b>Describe in the corrective action how this will be corrected.</b></p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	OAK KNOLL ELEM-2576	401	01/05/2024	CAP Accepted
	<p>Corrective Action Plan: Accepted by Jill Dailey 01/16/2024 02:06 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/16/2024 02:02 PM</p> <p>Date of review with associates was 12/20/23</p> <p>Corrective Action Plan: Rejected by Jill Dailey 01/16/2024 01:08 PM</p> <p>Please indicate the date of implementation for the initial corrective action plan submitted on 1/5/2024. Also, please do not remove a breakfast meal from Oak Knoll Breakfast claim on 1/5/2024.</p> <p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/11/2024 09:57 AM</p> <p>One breakfast will be removed from the claimed Oak Knoll breakfast totals on 1/5/2023 due to the error of the cashier in not catching all required components for breakfast for the one student.</p> <p>Retrained on counting and claiming and keeping the line controlled in order to carefully check all trays at the POS during all meal service.</p> <p>Corrective Action Plan: Rejected by Jill Dailey 01/11/2024 09:46 AM</p> <p>Please indicate the date of implementation.</p>				

# MONROE TWP BD OF ED-01503280 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/05/2024 12:07 PM</p> <p>Cashiers have been instructed through further counting and claiming training that all necessary components that constitute a reimbursable meal must be present on the tray prior to passing. All cashiers must concentrate while keeping there serving line orderly while still being pleasant and helpful to our students. Focusing during this time is key to accurately identifying the correct students along with the proper components for proper reimbursement..</p>				
	<p>Flagged by Jill Dailey 12/06/2023 11:47 AM</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.</p> <p>At Oak Knoll on the day of review at breakfast, 1 student went through the line without a fruit. Student had LF Chocolate Milk. Apple Cinnamon Cheerios, danimals yogurt and graham crackers. Under OVS all students must take at least a 1/2C portion of either fruit or vegetable. 1 meal taken back.</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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RADIX ELEM-1487	400	01/05/2024	CAP Accepted

# MONROE TWP BD OF ED-01503280 - 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 01/11/2024 09:45 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/05/2024 12:06 PM</p> <p>12/20/2023 Formally at our Cook/Lead Meeting will discussed the Administrative Review results and provide the steps daily, by the Cafe Lead and Cook, to ensure the line has all the components that the production record states for set up and served before meals begin for the day.</p> <p>12/7/2023- Informal discussion with school staff at the reviewed schools took place about the food service corrective actions during AR. Importance of checking the line for all components prior to any meal service.</p> <p>Checklist being developed to ensure all menu item are available at the start of each meal service..</p> <p>Flagged by Jill Dailey 12/06/2023 11:42 AM</p> <p>All 5 required meal components in the required quantities for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components.</p> <p>At Radix on the day of review at lunch, Kindergarten students only had access to 1/2C portion of French fries as the bean salad was missing from the beginning of the line. SA staff informed food service workers who quickly resolved the issue and brought out the already prepared marinated bean salad. Students in grades K-5 must have access to at least 3/4C vegetable per meal pattern requirements under OVS.</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>RADIX ELEM-1487</p>	<p>410</p>	<p>01/05/2024</p>	<p>CAP Accepted</p>



# MONROE TWP BD OF ED-01503280 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Dailey 01/16/2024 01:01 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/11/2024 10:13 AM</p> <p>Menu/Checklist is provided to each school weekly to post for student during lunch periods. Cafe leads will use this menu posting to ensure that all items are prepared and placed on the serving line prior to each meal period. This menu posting was implemented the end of November 2023, to inform all students of what was for that meal period. Now it will also be utilized as a checklist to ensure the menu matches all the items that should on the line at each meal period. Attached is an example. Formally Effective 1/2/24. Attached sample.</p>
	<p>Corrective Action Plan: Rejected by Jill Dailey 01/11/2024 09:48 AM</p> <p>Please indicate the date of implementation.</p>
	<p>Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/05/2024 12:09 PM</p> <p>All blank computer-generated production records will be checked prior to leaving the food service office to ensure the proper portion sizes have been chosen for each component. If substitutions occur in advance, it will be notated from the FS office. IF it happens once in the field effective communication will be sent to ensure the substituted item is properly sized to take the place of that item. Although the item of bean salad had been served at a 3/4 c it was written in and notated on the record at 1/2 c. Careful review needed when adjusting items.</p>
	<p>Also, as reflected in a previous action, all cafe leads and cooks will review the production record daily at the commencement of the meal to accurately provide the count utilized during that meal service. This way all counts are recorded and checked by a second person in order to catch any errors.</p>

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	<p>Flagged by Jill Dailey 12/06/2023 11:46 AM</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. At lunch, 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>At Radix for the review period, students did not have access to the full 3/4C portion of vegetables on 11/15 and 11/16 at lunch per the production records.</p> <p>Per the production records, on 11/15, students has access to a 1/2C portion of marinated bean salad and on 11/16 students had access to 1/2C portion of fresh grape tomatoes. If operating under OVS students are only required to selected a 1/2C portion of fruit and/or vegetable, but must be offered the required 3/4C portion of vegetables per the meal pattern.</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>				
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	RADIX ELEM-1487	1105	01/05/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 01/11/2024 09:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by NANCY FALLON-RODRIGUEZ 01/05/2024 12:10 PM  All cafe leads have been provided the proper smart snack information that is being purchased for our program. Cafe leads must carefully check in their orders so if an item is substituted, they must call the food service office so we can check the product prior to service. If the item is known not to be a qualified smart snack it should be return immediately.				
	Flagged by Jill Dailey 12/06/2023 11:49 AM  All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.  Cheetos Puffs available to students did not meet smart snack requirements. Per the Smart Snack Calculator, the Cheetos Puffs exceeded sodium limit requirements and calories from total fat. Once noticed by SA staff, the FSD quickly removed the items from the line.  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>				

**Report Selections**

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