

Technical Assistance Log

GUTTENBERG BD OF ED-01701850

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
12/20/2021	2473	Civil Rights (Off-Site Assessment Tool) (800H)	Civil Rights	807		Karen (alt Certifier)	Amy Martin	<input checked="" type="checkbox"/>
How Provided				Comments	form 86 Civil Rights Compliance form uploaded. Technical Assistance provided for the completion of the form. Ethnicity must equal enrollment Race must equal or be greater than enrollment. Examples provided.			

GUTTENBERG BD OF ED-01701850 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	GUTTENBERG BD OF ED-01701850	805	01/27/2022	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 01/28/2022 09:24 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Richelle SARRO 01/27/2022 07:20 AM</p> <p>Students with special dietary needs are provided safe substitute meals once a physician completes the required medical form.</p> <p>This correction was wrongly answered by the SFA and should have been answered by the FSMC. The date of this implementation will tentatively be 1/31/2022</p>				
<p>Flagged by Amy Martin 12/21/2021 10:00 AM</p> <p>The National School Lunch Program (NSLP) and School Breakfast Program (SBP) aim to provide all participating children, regardless of background, with the nutritious meals they need to be healthy. In order to operate the Programs, school food authorities (SFAs) must enter into an agreement with their respective State agency. As part of this agreement, SFAs must comply with the United States Department of Agriculture (USDA) regulation Non Discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance [7 CFR 15b]. This includes ensuring children with disabilities have an equal opportunity to participate in and benefit from the NSLP and SBP. Federal law and Program regulations, SP 59-2016 requires SFAs to make reasonable modifications to accommodate children with disabilities. This includes providing special meals, at no extra charge, to children with a disability which restricts their diet.. Each SFA must have procedures in place to accommodate students with disabilities. Staff must be trained on these procedure. Please refer to the USDA Accommodating Children with Disabilities in the School Meal Programs found on either the NJDA Forms page, USDA website, or at https://www.fns.usda.gov/cn/2017-edition-accommodating-children-disabilities-school-meal-programs.</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. Indicate the date of implementation.</p>					
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	GUTTENBERG BD OF ED-01701850	806	01/27/2022	CAP Accepted

GUTTENBERG BD OF ED-01701850 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 01/28/2022 09:27 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Richelle SARRO 01/27/2022 06:59 AM</p> <p>All civil rights training is provided to all employees no later than September 1st. All employees are expected to complete the Civil Rights Trainings and will be diligent in doing so moving forward. A scheduled deadline will be provided to all staff moving forward. No staff, except new staff, will complete any Civil Rights Trainings past the deadline dates. All Civil Rights Trainings will be re-reviewed with Staff to ensure all staff is correctly trained and review of certificates will be done as necessary.</p>				
	<p>Flagged by Amy Martin 12/21/2021 10:01 AM</p> <p>Civil Rights training must be provided on an annual basis by September 30, 2021 to all frontline staff and those employees who supervise frontline staff. This was outlined in the NJ Back to School Reminders for School Year 2021-2022 Memo dated September 13, 2021 as well as Certified as part of the Annual Application packet (SNP Attestations). "Frontline staff" are defined as all employees who interact with Child Nutrition program applicants or participants. Acceptable training methods include the recently updated Civil Rights for School Nutrition Program Professionals webinar and the Civil Rights Self-Study Guide found in SNEARS. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.</p> <p>Training was completed in November 2021 for all frontline staff.</p> <p>Explain, in detail, the measures taken to ensure that training will be completed prior to the deadline in subsequent years.</p>				
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>ANNA L KLEIN-1548</p>	<p>409</p>	<p>01/27/2022</p>	<p>CAP Accepted</p>

GUTTENBERG BD OF ED-01701850 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 01/28/2022 11:30 AM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Richelle SARRO 01/27/2022 06:45 AM</p> <p>Due to offsite reviews, all items offered versus what was on the PRs and what was uploaded was not accurate. In addition, a weekly theme bar PR was uploaded and provided with fruit offerings. Review of PRs have taken place, in addition to trainings and weekly PR audits. All items offered must be clearly written on the PRs</p> <p>The district is virtual since December, therefore the date of tentative implementation is 1/31/2022</p>				
<p>Flagged by Amy Martin 12/21/2021 10:00 AM</p> <p>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. On Wednesday (11/17/21) and Friday (11/19/21), the PR does not indicate that any fruit component was offered or served to students. Since fruit is a required part of the meal pattern, 1183 meals are disallowed (616 + 567).</p> <p>In addition on Tuesday 11/16/21, per the PR, the cold sandwiches (Italian sub, turkey sandwich, and cheese sandwich) were not offered the vegetable component; which again is a required component; therefore those meals are disallowed (43)</p> <p>1183 + 43 = 1226 total disallowed meals</p> <p>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.</p>					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ANNA L KLEIN-1548	410	01/27/2022	CAP Accepted

GUTTENBERG BD OF ED-01701850 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 01/28/2022 09:23 AM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Richelle SARRO 01/27/2022 06:40 AM</p> <p>At Breakfast and Lunch, we will be sure that all that we offer is written on the Production Record. Should we need an additional PR, we will utilize our Weekly Theme Bars PRs.</p> <p>At Breakfast, we will be utilizing the Production Record that states the proper contribution to the meat pattern requirements.</p> <p>After review with the staff and proper trainings had, providing 3/4 cups or more of the daily vegetables will be done. Vegetable Subgroups were reviewed and corrections were made.</p> <p>Weekly review of offered items and Production records cross reference will be had. The ALK School in Guttenberg is currently virtual and has been since December. The date of implementation is tentatively 1/31/2022, pending their reopening. Regardless, trainings have taken place with the all employees.</p>
	<p>Flagged by Amy Martin 12/21/2021 10:00 AM</p> <p>At breakfast and 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 website for specific components and minimum quantity requirements.</p> <p>At breakfast, production records (PR) must document that both daily and weekly minimum quantities for each component are offered. In addition, the PR must show how the meals offered contribute to the required food components and food quantities for each age/grade group everyday. 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>Breakfast production records (PR) show that only 1/2 fruit was offered for breakfast three out of the five meal service days (Tues, Wed, Fri). Since the required fruit component at breakfast is 1 cup for the k-8 age/grade grouping, the daily requirement is not met. In addition, per the PRs, the only fruit offered was juice, therefore the juice offerings exceed 50% of the weekly fruit allowance, which is not allowed. Lastly, the PR used does not indicate how the items contribute to the meal pattern requirements.</p> <p>At lunch, although the main entrée was offered a variety of vegetables from the vegetable subgroups, those that selected the cold entrees (bagel bag w/yogurt & cheese, Italian sub, turkey sandwich, and cheese sandwich) were only offered carrots daily. Per the bagel bag w/yogurt & cheese recipe-1/2 cup carrots were provided daily in the bag. The other remaining cold sandwiches were only offered 1/2 cup carrots total per day. This does not meet the required 3/4 cup minimum daily vegetable requirement for the K-8 meal pattern. In addition, since only carrots were offered, the weekly vegetable subgroup requirements were not met. The Meal Pattern Flexibility Waiver is available for SFAs experiencing issues meeting the Meal Pattern requirements.</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 findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	ANNA L KLEIN-1548	902	01/27/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/28/2022 09:24 AM CAP Accepted				
	Corrective Action Plan: Submitted by Richelle SARRO 01/27/2022 06:48 AM Prior to the Administrative Review, all staff received Civil Rights training, therefore no further corrective action is required. - Have all personnel involved in the program received all necessary trainings? - The question was answered yes. All trainings are documented as well as uploaded.				
	Flagged by Amy Martin 12/21/2021 10:01 AM Although the SFA completed the Seamless Summer Option (SSO) Site Monitoring form for both breakfast and lunch on November 8, 2021 and it was identified that no corrective action was required. It should be noted that Question #25 was answered incorrectly on both forms and should have prompted corrective action with follow up by the SFA. Prior to the Administrative Review, all staff received Civil Rights training, therefore no further corrective action is required.				
	Group 1: CA Count (2)				
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/28/2022 12:10 PM CAP Accepted				
	Corrective Action Plan: Submitted by Richelle SARRO 01/28/2022 12:02 PM As of 1/28/22, the User Management has been updated to reflect the proper FSD as Barbara Feinstein.				
	Corrective Action Plan: Rejected by Amy Martin 01/28/2022 09:33 AM Per you CA, Barbara Feinstein should be listed as the FSD. Please update the SNEARS User Management to reflect Barbara Feinstein as FSD.				
	GUTTENBERG BD OF ED-01701850				
				01/27/2022	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Submitted by Richelle SARRO 01/27/2022 07:17 AM</p> <p>The FSD listed is myself, but should be Barbara Feinstein. As the FSD listed, I have scheduled my ServSafe re-Certification. All staff as well, has scheduled their Certification Test for ServSafe.</p> <p>The Time frame for this matter is a deadline date of March 1, 2022. All staff will be re-scheduled within their five year window, prior to expiration, to complete the ServSafe. In addition, all professional standards have always, and will continue to be reviewed each each. All hours obtained from the trainings will be properly logged for the Professional Standards.</p>
	<p>Flagged by Amy Martin 12/21/2021 10:01 AM</p>
	<p>Flagged by Amy Martin 12/21/2021 10:01 AM</p> <p>The Professional Standards Final Rule established the requirement for all Food Service Directors (FSD) hired after July 1, 2015 to receive food safety certification in the five years previous to hire or within 30 days after the date of hire. It also gave the State Agency the discretion to require current SFA directors to obtain food safety certification every five years. In New Jersey, all Food Service Directors, regardless of the date of hire and size of district, must have completed at least eight hours of food safety training within the last five years. Although food safety training can be obtained through a variety of sources, a free, online food safety course is available from the Institute of Child Nutrition to assist Food Service Directors in fulfilling this important requirement to ensure the safety of all food provided to New Jersey students. The hours obtained from the food safety training can be allotted to the Professional Standards training hours for Food Service Directors.</p> <p>According to the Schedule A, Richele Sarro, is listed as the FSD. Richele's food safety certification was completed 8/31/2016; therefore exceeds five years.</p> <p>The SFA must indicate in the corrective action the specific steps and time frames for the food service director to complete the food safety training.</p>

Report Selections

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