

## HOBOKEN BD OF ED-01702210 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (Off-Site Assessment Tool) (200H)	HOBOKEN BD OF ED-01702210	202	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/19/2023 05:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>The district business administrator, who is not a determining official, will act as the confirming official beginning by September 1, 2023. All applications selected for verification by the electronic system will be confirmed prior to notifying households of the verification process.</p> <p>Date of Implementation will be September 1, 2023.</p>				
<b>Corrective Action History</b>	Flagged by Erlisa Levin 05/12/2023 09:00 PM				
	<p>The confirming official must be an individual who did not make the original eligibility determination on the applications. 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>A confirmation review was not conducted. Each application selected for verification must have a confirmation review to ensure the initial determination was correct prior to notifying households. 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>				
	Verification (On-Site Assessment Tool) (207H)				
	HOBOKEN BD OF ED-01702210				
Verification	Verification (On-Site Assessment Tool) (207H)	HOBOKEN BD OF ED-01702210	208	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/25/2023 12:52 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>The Confirming Official (School Business Administrator) will conduct a review of applications chosen for verification and will use the Verification Tracker to record the date of this review.</p> <p>Date of Implementation will be September 1, 2023.</p>				
<b>Corrective Action History</b>	Flagged by Erlisa Levin 05/12/2023 09:03 PM				
	<p>The Confirming Official must record on the Verification Tracker the date of the confirmation 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.</p>				
	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)				
	HOBOKEN BD OF ED-01702210				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	HOBOKEN BD OF ED-01702210	709	01/08/2024	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 Lisa Garland 01/22/2024 01:28 PM CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 01/22/2024 12:30 PM  <b>Corrective Action:</b> The district will increase the price for the non-program foods beginning with fiscal year 2023/2024 and will monitor the non-program food sales and revenue monthly.  <b>Method of Implementation:</b> Increase cost of non-program foods  <b>Person Responsible for Implementation:</b> Business Administrator & Asst. Business Administrator  <b>Date of Implementation:</b> January 2024				
	Flagged by Lisa Garland 12/20/2023 01:46 PM  FINDING: Non-Program Food Revenue Tool.  Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply  Please submit a required Corrective Action Plan  Thank You				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	HOBOKEN BD OF ED-01702210	807	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/25/2023 12:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>The district's software system, PaySchools, now provides the racial/ethnic data as required to complete the Civil Rights Compliance Form (#86), this report will be completed and filed each year by no later than October 15th.</p> <p>Date of Implementation will be September 1, 2023.</p>				
<b>Corrective Action History</b>	Flagged by Erlisa Levin 05/12/2023 09:03 PM				
	<p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>. 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>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>. 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>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	HOBOKEN BD OF ED-01702210	1005	05/30/2023	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 Erlisa Levin 07/19/2023 05:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>The SFA will work with the district's Board Wellness Committee to assess its Wellness Policy on at least an annual basis. The Wellness Committee and Business Administrator will oversee the formation of a stakeholder group to discuss Food Service and the Wellness Policy. The Wellness Policy Assessment Tool Form 357 will be utilized as a tool to guide the assessment process. The current policy will be assessed by no later than October 15, 2023.</p> <p>Date of Implementation will be September 1, 2023.</p>				
	Flagged by Erlisa Levin 05/12/2023 09:06 PM				
	<p>A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.</p> <p>Form #357 needs to be filled out</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	HOBOKEN BD OF ED-01702210	1215	05/30/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/19/2023 05:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>All Board office staff who deal with the NSLP (including determining officials and hearing officer) will complete the required Civil Rights training annually by no later than September 30th each year.</p> <p>Date of Implementation will be September 1, 2023.</p>				
<b>Corrective Action History</b>	Flagged by Erlisa Levin 05/12/2023 09:03 PM				
	<p>School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a>. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>				
	Civil Rights training is annual and required by all staff that deal with the NSLP.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	HOBOKEN BD OF ED-01702210	1501	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/25/2023 12:52 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>As indicated and required, the district already does and will continue to maintain a minimum of 3 years of records in the Office of the Business Administrator.</p>				
<b>Corrective Action History</b>	Flagged by Erlisa Levin 05/12/2023 09:02 PM				
	<p>SFA must retain program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings. 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>				
Group 1: CA Count (2)		HOBOKEN BD OF ED-01702210		05/30/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Erlisa Levin 07/19/2023 05:48 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Odir Pacheco 05/25/2023 06:17 PM</p> <p>The attached Offer vs Serve signage has been downloaded from the NJDA website and posted in all schools in the serving area.</p>				
	<p>Flagged by Erlisa Levin 05/12/2023 09:06 PM</p> <p>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.</p> <p>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.</p>				
	<p>Flagged by Erlisa Levin 05/12/2023 09:06 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>				

## HOBOKEN BD OF ED-01702210 - 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)	Hoboken Middle School-12081	318	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/19/2023 05:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Odir Pacheco 05/25/2023 06:25 PM				
	<p>As mentioned in a different corrective action plan, certain items on the serving line will be relocated to better facilitate students' selection of a reimbursable meal. Additional signage will also be used to better facilitate selection of a reimbursable meal. Further, a training plan will be implemented to ensure that cashiers have a better understanding of reimbursable meal requirements to ensure that meals are counted and claimed correctly at both breakfast and lunch at the point of service. If a student refuses to take the necessary components needed for the meal to be reimbursable, students will be charged the a la carte price in accordance with the district's meal charge policy. Meals that do not contain the necessary components will not be counted by the cashier as a reimbursable meal.</p>				
<b>Corrective Action History</b>	Flagged by Erlisa Levin 05/12/2023 09:02 PM				
	<p>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.</p>				
	<p>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. 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>The State Agency has determined</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Hoboken Middle School-12081	400	05/30/2023	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 Erlisa Levin 07/25/2023 12:51 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Odir Pacheco 05/25/2023 06:12 PM				
	<p>In order to better situate the serving line and encourage students to take complete reimbursable meals, the daily juice offering will be relocated to the cooler at the beginning of the serving line that contains the cold fruit and vegetable offerings in 1/2 cup portions. Signage will be placed above the cooler with the cold fruits, vegetables and juices reminding student that they must take a 1/2 cup fruit or vegetable in order to complete their meal. In addition, the free 8oz water bottles and milk cartons will be moved in the serving line to be located prior to reaching the cashier so that he/she can properly identify whether or not each student has selected 3 components including a 1/2 cup fruit or vegetable.</p> <p>A district-wide associate training will be held on offer vs serve annually during the back to school meeting each year. In addition, a monthly in-service will be held for cashiers to review offer vs serve using real-world examples from the menu until it is clear that staff have a good understanding of the information.</p>				
	Flagged by Erlisa Levin 05/12/2023 09:00 PM				
	<p>All 5 required meal components 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 produc</p> <p>All 5 required meal components 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</p>				



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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)	Hoboken Middle School-12081	402	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/25/2023 12:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Odir Pacheco 05/25/2023 06:37 PM				
	An in-service will be held for Chartwells staff to review reading production records and recipes to determine proper serving utensils needed for reimbursable meal components. Further, Chartwells menu planning standards and meal service counting standards will be reviewed with staff. Chartwells does not plan menus to use small portions of vegetable to credit toward the meal pattern. For example, small amounts of lettuce, pico de gallo or tomatoes offered with menu items such as tacos and sandwiches are considered toppings and not utilized to meet meal pattern requirements for the week and are not intended to be counted as a vegetable serving that day. Chartwells uses a 1/2 cup standard serving size for all fruits and vegetable sides utilized toward meeting meal pattern requirements to ensure that sufficient amount of vegetable is offered over the course fo the week and to make counting and claiming easier for cashiers.				
Flagged by Erlisa Levin 05/12/2023 09:01 PM					
Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulatio					
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Hoboken Middle School-12081	502	05/30/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 07/19/2023 05:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Odir Pacheco 05/25/2023 05:54 PM				
	The attached Offer vs Serve signage has been downloaded from the NJDA website and posted in all schools in the serving area.				
Flagged by Erlisa Levin 05/12/2023 09:00 PM					
Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers					
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Hoboken Middle School-12081	901	05/30/2023	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 Erlisa Levin 07/19/2023 05:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Lopez 07/19/2023 11:06 AM				
	<p>The SFA will conduct on-site monitoring at each school location for both Breakfast and Lunch service prior to February 1st of each year, utilizing the NSLP and SBP On-Site Review Form.</p> <p>Date of Implementation will be September 1, 2023.</p>				
Flagged by Erlisa Levin 05/12/2023 09:03 PM					
<p>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.</p> <p>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.</p>					

**Report Selections**

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