

JUVENILE JUSTICE COMM-22209567-22209567 - Corrective Action Report

| Section | Form subsection | Site Name | Question # | Due Date | Status |
|----------------------------------|---|---|------------|------------|--------------|
| On-Site Assessment Tool - Site | Reporting and Recordkeeping | COSTELLO PREP | 1502 | 08/09/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:59 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:45 AM | <p>Date of implementation: 6/19/19</p> <p>Production records will be completed on daily basis starting 6/19/19 for breakfast, lunch, and snack meals and document the daily reimbursable meals for that day.</p> <p>NJJC RCCI will retain program records for 3 years or until resolution of any audit findings. I will designate a person/s (head cook/ITI) at each of the sites and provide how to fill out production records and file it for future reference. I will create a separate binder to maintain records. We serve a fresh fruit (1/2 c. of fruit) and 1/2 cup 100% juice (another 1/2 c. of fruit) for both breakfast and Lunch meals. With production record training, full one cup of fruit and proper portion sizes will be documented for veg/veg sub groups will documented.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:22 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> <p>6/18/19 - Production records are incomplete and did not document the daily reimbursable meals for that day. Review month did not document the full one cup for fruit on the production records. Portion sizes are not correct for vegetables an vegetable sub groups.</p> | | | |
| On-Site Assessment Tool - Site | Food Safety, Storage and Buy American | COSTELLO PREP | 1404 | 08/09/2019 | CAP Accepted |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:58 PM | | | | CAP Accepted |
| | CAP Submitted KEYA PATEL 07/31/2019 09:45 AM | | | | Date of implementation: 8/1/19 HACCP- Based Standard Operating Procedure trainings will be completed and put in a binder for future reference at each facility. This will ensure all food service staff will prepare and serve meals that complies with HACCP principles. |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:25 PM | | | | 6/18/19 - A copy of the safety plan was available for review but it is outdated. There are no signed operating procedures or recent training that was documented. Advised the RD that SOPS should be completed and put in a binder for each location. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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. |
| On-Site Assessment Tool | Reporting and Recordkeeping | | 1500 | 08/09/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:58 PM | | | | CAP Accepted |
| | CAP Submitted KEYA PATEL 07/31/2019 09:46 AM | | | | Date of implementation: 8/1/19 RD will conduct production record trainings at all sites with Regional food service supervisors, head cooks, institutional trade instructor (ITI), and food handlers. This will ensure accurately completed production sheets for meal counting, claiming, and record keeping. |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:26 PM | | | | 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, 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. Production records for the chosen sites are either not available or completed accurately for meal counting and claiming. |
| Off-Site Assessment Tool | Professional Standards | | 1208 | 08/09/2019 | CAP Accepted |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:57 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:47 AM | <p>Date of implementation: 9/9/19</p> <p>Annual Professional Training Standards for school year 2019-2020 for all School Nutrition Program Employees will be established/tracked on SOARS for each School nutrition program employee.</p> <p>All Directors will be required to finish at least 8 hours of annual continuing education/training.</p> <p>All Managers will be required to finish at least 6 hours of annual continuing education/training.</p> <p>All other staff will be required to finish at least 4 hours of annual continuing education/training.</p> <p>All part-time staff will be required to finish at least 4 hours of annual continuing education/training, regardless of the number of PT hours worked.</p> <p>RD to assist, select, and search for training that meet learning needs for a school nutrition staff.</p> <p>RD will create a separate sign in sheet for all employees with their names, school, training title, topics/objectives, training source, dates, and total training hours to demonstrate training completion.</p> <p>Key areas and key topics for professional standards learning objectives are: Nutrition, Operations, Administration, and Communications/Marketing.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:30 PM | SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) 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. | | | |
| On-Site Assessment Tool - Site | SFA/Sponsor On-Site Monitoring | OCEAN RGC | 901 | 08/09/2019 | CAP Accepted |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:57 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:47 AM | <p>Implementation Date: 10/1/19</p> <p>All NJJC RCCI sites will have On-site Review After school Snack program (ASSP) form # 365 will be completed by end of first quarter budget.</p> <p>Implementation date: May 2020</p> <p>All NJJC RCCI sites will have On-site Review After school snack program (ASSP) form # 365 will be completed by end of third quarter budget.</p> <p>Implementation Date: 1/31/2020</p> <p>RD to conduct an on-site accountability review of breakfast. The SBP On- site Accountability review form (#324) will be used.</p> <p>Implementation Date: 1/31/2020</p> <p>RD to conduct an on-site accountability review of Lunch. The NSLP On-site Accountability review form (#324) will be used.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:31 PM | All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) 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. | | | |

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| On-Site Assessment Tool - Site | Dietary Specifications and Nutrient Analysis | VALENTINE/DOVES | 605 | 08/09/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:56 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:48 AM | Date of implementation: 6/5/19 | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:32 PM | Reviewed/Reinforced with food service staff to purchase/offer low fat/light/reduced fat/fat-free mayonnaise from going forward. Heavy Mayonnaise was an accidental purchase and was discarded the same day it was brought to our attention at the time of the audit. | | | |
| On-Site Assessment Tool | Professional Standards | | 1219 | 08/09/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:55 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:49 AM | Date of Implementation: 8/1/2019 | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:33 PM | Professional standards will be recorded at each site on a separate sign-in sheet for each administrative, office and/or other school nutrition staff who is serving and/or counting meals who regularly work on NSL/SBP based on professional standard training requirements of a FT/PT employees. | | | |
| On-Site Assessment Tool | Professional Standards | | 1217 | 08/09/2019 | CAP Accepted |
| Corrective Action History | Flagged Corinne Santos-Hernandez 07/09/2019 02:33 PM | 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. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. 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: http://professionalstandards.nal.usda.gov/ . 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.. | | | |

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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:55 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:49 AM | <p>Date of Implementation : 8/1/2019</p> <p>A separate excel sign in sheet will be kept as a tracking tool for documenting training hours completed annually by all employees.</p> <p>Date of Implementation: 9/1/2019</p> <p>NJJC Health Care and safety service department will be implementing a training/refresher training program to Serve Safe certify all the on-site daily ITI/Cooks/head cooks who prepares the meals for the residents.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:33 PM | <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> <p>Training hours are not being tracked annually. Staff are not meeting the training requirements required for the duties related to School Nutrition Programs. Serve Safe Certification for each site is not for the on-site daily manager who prepares the meals for the residents. Costello Prep's Serve Safe was outdated from the year 2006/2007.</p> | | | |
| On-Site Assessment Tool | Food Safety, Storage and Buy American | | 1403 | 08/09/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:55 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:50 AM | <p>Date of Implementation: 7/1/2019</p> <p>Developed purchasing guidelines (training provided in each site) to ensure purchased agricultural food components are produced or manufactured in the U.S.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:34 PM | <p>Exemption documentation was not available for foods that did not meet the Buy American provision. 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 can of mashed potato from Canada was observed stored at the Doves location.</p> | | | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | VALENTINE/DOVES | 411 | 08/09/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:54 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:51 AM | <p>Date of Implementation: 7/1/19</p> <p>When making substitutions to the planned Breakfast menu, RD will make sure the substitution is appropriate and will still provide a reimbursable meal with 3 components; 4oz. 100% juice (1/2 fruit), 1 fresh fruit (1/2 c. fruit), 2oz. eq. whole grains breads/cereals/bread products, and 1 cup 1% low fat milk or fat free chocolate meal.</p> <p>When making substitutions to the planned Lunch menu, RD will make sure the substitution is appropriate and will still provide a reimbursable meal with 5 components; 4oz. 100% juice, 1 fresh fruit, 1 cup low fat milk or 1 cup fat free chocolate milk, 2 oz. eq. meat, 2 oz. eq. grains (Wg breads/bread products/pasta/rice), and 1 cup vegetables (keeping in mind the weekly requirements of the vegetable sub-groups).</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:34 PM | <p>When making substitutions to the planned breakfast menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. On Wed 5/7 at breakfast, according to the production records, diced potatoes were substituted for waffles. Since these items are from different meal components it is not an acceptable substitution.</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> | | | |
| On-Site Assessment Tool - Site | Food Safety, Storage and Buy American | VALENTINE/DOVES | 1411 | 08/09/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:53 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:52 AM | <p>Date of implementation: 7/1/19</p> <p>Developed purchasing guidelines to ensure purchased agriculture food components are produced or manufactured in the U.S.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:35 PM | Mashed Potato was observed in the storage area and is a product from Canada. | | | |
| On-Site Assessment Tool - Site | SFA/Sponsor On-Site Monitoring | VALENTINE/DOVES | 901 | 08/09/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 01:53 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:52 AM | <p>Date of implementation: 6/6/19</p> <p>On-site accountability review form (#292) of Breakfast and Lunch counting and claiming procedure will be completed for each site prior to February 1st of each year.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:36 PM | <p>All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) 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> | | | |
| On-Site Assessment Tool - Site | Food Safety, Storage and Buy American | VALENTINE/DOVES | 1405 | | CAP Removed |
| Corrective Action History | CAP Removed Corinne Santos-Hernandez 07/09/2019 11:23 AM | CAP Removed | | | |
| | Flagged Corinne Santos-Hernandez 06/05/2019 02:47 PM | <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. 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.</p> | | | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | VALENTINE/DOVES | 409 | | CAP Removed |
| | CAP Removed Amy Martin 06/05/2019 03:12 PM | CAP Removed | | | |
| | Flagged Amy Martin 06/05/2019 03:05 PM | <p>At breakfast and 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. In addition, when planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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 and properly completed to make sure menus are in compliance with the meal pattern.</p> <p>Review week: LUNCH</p> <p>Mon 5/6: Although all five meat components were offered, the meatballs were pre-made</p> | | | |

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and did not have a Product Formulation Statement (PFS) or Child Nutrition (CN) label; therefore, we know there is meat/meat alternate in the product, but cannot decipher if the 2oz meat/meat alternate is met.

Tues 5/7: Baked chicken and macaroni and cheese were on the menu. The recipe supplied by the RD was not utilized at the site to make these recipes. The chicken did not have a descriptive label, PFS, or CN label; therefore, we were unable to determine how much meat/meat alternate was provided. In addition, the macaroni and cheese was a frozen pre-made product. No CN label or PFS was available, so the amount of grains and meat/meat alternate components could not be validated. Lastly the "house salad" listed does not have a recipe. According to the staff they either use bagged salad mix or cut up "whatever" lettuce they have on hand. Lettuce is generally served in a "6oz bowl" per the staff.

Wed 5/8: Diced BBQ Beef was on the menu and served. There is no recipe for this menu item, therefore the SA is unable to determine how this meal credits as part of the NSLP.

Thurs 5/9: Turkey and cheese on a bun was served. No PFS or CN label was provided for the turkey and no label for the cheese, therefore it is unable to determine how these products contribute to the meat/meat alternate component.

Fri 5/10: Processed Minute steaks were served, but again no PFS or CN label was provided, so we are unable to determine how much meat/meat alternate is met.

Vegetable subgroups: Deficient in ¼ c Red/Orange for the 7 Day Lunch Meal Pattern

WGR requirements NOT met.

BREAKFAST:

Monday: chicken links need a PFS or CN label.

Tues: Only .75 oz eq of grain was provided. In addition, chicken links were offered, but since was no PFS/CN label provided, we are unable to determine how they credit to the meat/meat alternate component. In addition, the first 1 oz eq must come from grain; there meals were deficient in the grain component.

Wed: Turkey sausage patties did not have a PFS or CN label.

Thurs: According to the menu, on ½ c. of juice was planned. The production states ½ c. juice and orange, however there were no planned, served, or leftover oranges per the production record, so only ½ cup fruit was offered for the day.

Fri: Turkey ham did not have a PFS or CN label.

WGR requirements NOT met.

Explain in detail, how the finding was corrected and the measures taken to ensure that it

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| | will not reoccur in the future. Indicate the date of implementation. | | | |
| Off-Site Assessment Tool | Meal Counting and Claiming | | 302 | CAP Removed |
| Corrective Action History | CAP Removed Corinne Santos-Hernandez 05/30/2019 02:53 PM | CAP Removed | | |
| | Flagged KEYA PATEL 03/29/2019 11:02 AM | | | |
| Group 9: CA Count (2) | | | 08/09/2019 | CAP Accepted |
| | Section | Form subsection | Site | Question # |
| | Afterschool Snack Program | Afterschool Snack Program | OCEAN RGC | |
| | Afterschool Snack Program | Afterschool Snack Program | VALENTINE/DOVES | |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:03 PM | CAP Accepted | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:55 AM | <p>Date of Implementation: 6/20/19</p> <p>We will monitor the program by completing onsite review for after school snack program by the end of first quarter budget (with the first 4 weeks of operation each school year).</p> | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:42 PM | <p>The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> | | |
| Group 8: CA Count (2) | | | 08/09/2019 | CAP Accepted |
| | Section | Form subsection | Site | Question # |
| | On-Site Assessment Tool - Site | Afterschool Snack Program | COSTELLO PREP | 1700 |
| | On-Site Assessment Tool - Site | Afterschool Snack Program | VALENTINE/DOVES | 1700 |

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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:03 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:55 AM | <p>Date of implementation: 6/20/19</p> <p>We will put in place a system for documentation to count and claim meal reimbursements based on production records. We will train all food service staff learn on how to accurately fill out production records and not use daily census rosters for claiming meal reimbursements. We will maintain production records for at least 3 years on file for review.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:42 PM | <p>As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Documentation for meal counting and claiming was not available for review. These include production records and daily rosters.</p> | | | |
| Group 7: CA Count (2) | | | | 08/09/2019 | CAP Accepted |
| | Section | Form subsection | Site | Question # | |
| | On-Site Assessment Tool - Site | Meal Components and Quantities - Day of Review | OCEAN RGC | 403 | |
| | On-Site Assessment Tool - Site | Meal Components and Quantities - Day of Review | VALENTINE/DOVES | 403 | |

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| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:03 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:54 AM | <p>Date of Implementation: 6/6/19</p> <p>We will offer a minimum of two varieties of fluid milk (flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose free milk) at all meal service lines/serving areas. Residents will only choose from those offerings. None of other kinds of fluid milks (such as vanilla almond milk or 2% or whole milk) will be considered for reimbursement. This was reinforced to all head cooks who are responsible at all sites at NJJC for food purchasing and ordering on a weekly basis.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:42 PM | <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. 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>For breakfast that was observed on 6/5/19. 2% white milk was served with fat-free chocolate milk. The cook explained that the milk delivered that morning was the wrong type of milk. (Corinne-Lead Reviewer)</p> <p>7/8/19 - 1% white milk and fat free chocolate milk was available for the residents to choose from for their lunch meal.</p> <p>Vanilla flavored almond milk was offered in addition to white, chocolate, and lactose free milk. Schools choosing to offer a milk substitute as part of reimbursable meals for nondisabled students must provide products that meet USDA nutrition standards for fluid milk substitutes. Refer to FNS Memo SP-07-2010, Q and As: Milk substitutions for Children with Medical or Special Dietary Needs available under Resources in SNEARS. 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 6: CA Count (2) | | | | 08/09/2019 | CAP Accepted |

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| | Section | Form subsection | Site | Question # | |
| | On-Site Assessment Tool - Site | Meal Counting and Claiming - Day of Review | COSTELLO PREP | | 320 |
| | On-Site Assessment Tool - Site | Meal Counting and Claiming - Day of Review | OCEAN RGC | | 320 |

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| Corrective Action History | <p>CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:02 PM</p> | <p>CAP Accepted</p> |
| | <p>CAP Submitted KEYA PATEL 07/31/2019 09:54 AM</p> | <p>Date of Implementation: 6/20/19</p> <p>I will account any food service staff (cook/IIT) who are all going to be well trained on how to keep production record keeping going forward should also be responsible for counting meals and filling out the edit checks for meal reimbursement. It will be followed through out all NJJC sites.</p> <p>We will only count the residents who come through the line for a full 3-5 component meal plan are only eligible for meal reimbursement counting. Production records will match number of reimbursable meals to CN meal count edit check worksheets. If residents, are not going to eat on grounds, then we will not consider them for reimbursable meal counting. We corrected our edit check lists from June 2019 and claimed 'zero' for 6/4/19 lunch meal as residents went for a baseball tournament.</p> |
| | <p>Flagged Corinne Santos-Hernandez 07/09/2019 02:41 PM</p> | <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for 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.</p> <p>A total of 13 residents were observed eating in the dining room area. Residents were absent during the lunch period because they were not feeling well and still in bed. During the meal counting and claiming, the staff member responsible for the daily intake documentation automatically added the 2 residents to the 13 residents that ate at the dining room area. Advised the staff member that only residents who received their meal should be counted and documented. The 2 residents later came down after 35 minutes to receive their meal. It was then that the total correct number of residents should be 15.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for 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.</p> <p>Breakfast was observed on 6/4/19. Lunch was rescheduled to 6/19/19 because residents attended a baseball game and did not eat lunch at the site. When edit checks from June 2019 was checked, residents were claimed on 6/4/19 for lunch. Advised the staff that the lunch meals for 6/4/19 will be taken back. There is a total of 5 residents that day that should not be claimed.</p> |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
|----------------------------------|---|---|------------|------------|--------------|
| Group 5: CA Count (3) | | | | 08/09/2019 | CAP Accepted |
| Section | Form subsection | Site | Question # | | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | COSTELLO PREP | 410 | | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | OCEAN RGC | 410 | | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | VALENTINE/DOVES | 410 | | |
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:02 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:54 AM | <p>Date of implementation: 6/6/19</p> <p>Review week: LUNCH: Cycle 1 Menu</p> <p>Based on the recommendations provided on the day of the review, I implemented portion sizes on the menu for each component to meet both daily and weekly requirements for 9-12 grade as follows:</p> <p>5/6/19: Meatball portion size - see attached meat ball PFS to details.</p> <p>5/7/19: Ready to baked chicken fillets - Please see attached recipe. And 4oz. ready to heat and serve Mac and cheese entrée was used hence, no recipe followed. Please see PFS for each item for details.</p> <p>5/8/19: 6oz. of House salad was replaced with 8 oz. of chopped Romaine lettuce salad with fat free dressing. No cook/No recipe used.</p> <p>5/9/19: 4oz. BBQ Beef. Please see attached recipe that will be followed and PFS for 100% all Beef steaks.</p> <p>5/10/19: 4oz. of Minute steak will be served, portion size on the menu and production sheets will match from the date of implementation. Please see PFS of 100% all Beef steaks.</p> <p>6. Please see PFS for 4oz. Boneless fully cooked chicken breast fillets will be on the menu.</p> <p>7. Liquids on the production sheet and menus will be documented in ounces as portion size. Solid foods/Vegetables will be documented in cups as portion size.</p> <p>8. 1/2 cup of baked beans will be incorporated in the menu when hot dog or 3 bean salad when French bread pizza served in a 7 day cycle menu.</p> | | | |

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| | <p>Note: 1/4 cup red peppers from (re/orange veg subgroup) were incorporated to the cycle 1 menu. Please see attached new menu.</p> <p>WGR requirements will be met across all sites of NJJC.</p> <p>Review week: Breakfast : Cycle 1 Menu</p> <p>Mon: I am in process to obtain PFS for chicken links. Prior multiple attempts to request is unsuccessful.</p> <p>Tues: We will serve two boxes of cereal if the serving per box of cereal less than 1oz.</p> <p>Wed: Please refer to PFS for turkey sausage.</p> <p>Thurs: We will serve both 4oz. 100% juice and a piece of fresh fruit with each breakfast and both Menu and production sheet will reflect the same.</p> <p>Fri: I have requested PFS for Turkey ham.</p> <p>WGR will be met throughout all sites at NJJC</p> <p>MILK will offer two varieties of milk: fat-free chocolate milk and 1% white milk with each meal. Resident may choose either or kind of milk.</p> |
| Flagged Corinne Santos-Hernandez 07/09/2019 02:40 PM | <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 Breakfast and Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. 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>Review week: LUNCH</p> <p>Mon 5/6: 3oz of meatballs (per the production record) only provide 1.75 oz of meat/meat alternate; therefore the required 2oz equivalent for the 9-12 grade grouping is not met.</p> <p>Tues 5/7: Baked chicken and macaroni and cheese were on the menu. The recipe supplied by the RD was not utilized at the site to make these recipes. The chicken did not have a descriptive label, Product Formulation Statement (PFS) or Child Nutrition (CN) label; therefore, we were unable to determine how much meat/meat alternate was</p> |

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provided. In addition, the macaroni and cheese was a frozen pre-made product (Elardi brand). A spec sheet was provided showing the ingredients, however no CN label or PFS was available, so the amount of grains and meat/meat alternate components could not be validated. Lastly the "house salad" listed does not have a recipe. According to the staff they either use bagged salad mix or cut up "whatever" lettuce they have on hand. Lettuce is generally served in a "6oz bowl" per the staff.

Wed 5/8: Diced BBQ Beef was on the menu and served. There is no recipe for this menu item, therefore the SA is unable to determine how this meal credits as part of the NSLP.

Thurs 5/9: Turkey and cheese on a bun was served. No PFS or CN label was provided for the turkey and no label for the cheese, therefore it is unable to determine how these products contribute to the meat/meat alternate component.

Fri 5/10: Processed Minute steaks were served, but the portion size of the PFS is inconsistent with the spec sheet as well as the production record, so we are unable to determine how much meat/meat alternate is creditable.

5/11: Boneless chicken-a spec sheet was provided although a PFS statement with authorized representative signature was not provided. In addition the serving size indicated 4 oz. fillet on spec sheet and 3 oz. on production record.

Vegetable subgroups: Deficient in ¼ c Red/Orange for the 7 Day Lunch Meal Pattern

WGR requirements NOT met.

BREAKFAST:

Monday: chicken links need a PFS or CN label.

Tues: Only .75 oz eq of grain was provided. In addition, chicken links were offered, but since was no PFS/CN label provided, we are unable to determine how they credit to the meat/meat alternate component. In addition, the first 1 oz eq must come from grain; there meals were deficient in the grain component.

Wed: Turkey sausage patties did not have a PFS or CN label.

Thurs: According to the menu, on ½ c. of juice was planned. The production states ½ c. juice and orange, however there were no planned, served, or leftover oranges per the production record, so only ½ cup fruit was offered for the day.

Fri: Turkey ham did not have a PFS or CN label.

WGR requirements NOT met.

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.

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At breakfast and 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. 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.

For breakfast & lunch- did not offer full cup of fruit on any day. It was documented on the production record but there were no counts.

On May 12, 2019- bean salad was not served. This did not meet the weekly vegetable subgroup and is a repeat violation.

Vegetable are not properly documented on the production records. For example: lettuce was documented as 8 oz instead of 1 cup.

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. Therefore, the amount of creditable M/MA or Grains for the 7 Day Lunch Meal Pattern cannot be determined because documentation was not provided for the following items:

5/6: Meatballs
 5/7: Buffalo Baked Chicken, Macaroni and Cheese
 5/9: LS Turkey, Swiss cheese (no label)
 5/10: Minute Steak

Vegetable Subgroup: Insufficient quantity of Red/Orange by 1/4 cup.
 WGR requirements NOT met.

BREAKFAST:

The following items had no documentation and/or were insufficient in quantity:

5/6: chicken links (no CN label or PFS) if crediting M/MA towards grain component
 5/7: Only .75 oz eq of grain was provided from cereal. Scrambled eggs were served but schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains only after the minimum daily grains requirement is met. Therefore, grain component is insufficient.
 5/8: Turkey sausage patty (no CN label or PFS) if crediting M/MA towards grain component
 5/9: Only 1/2 cup fruit was served (juice)
 5/10: Turkey ham (no CN label or PFS) if crediting M/MA towards grain component
 WGR requirements NOT met.

One milk type served for breakfast during review week.

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| | | 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. | | |
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| Group 4: CA Count (2) | | | | 08/09/2019 CAP Accepted |
| Section | Form subsection | Site | Question # | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | COSTELLO PREP | 409 | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period | OCEAN RGC | 409 | |
| CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:01 PM | | CAP Accepted | | |
| CAP Submitted KEYA PATEL 07/31/2019 09:53 AM | | <p>Date of Implementation 6/20/19</p> <p>At breakfast and Lunch, all required meal components will be offered to all residents daily. RD to plan menus ensuring 3-5 respective components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and CN labels/manufacturer product formulation statements will be used to make sure menus are in compliance with the meal pattern.</p> <p>We will serve 1/2 cup of 100% juice and a fresh fruit with each Breakfast and Lunch meals to in all offer a full 1 cup of fruit on any day. It will be documented on the production record with appropriate head counts for claiming reimbursement.</p> <p>We will serve, at least 1/2 cup of beans/legumes in vegetable sub-category at least once a week in a 7-day menu cycle.</p> <p>We will document in ounces if it is a liquid product and in cups if it is a solid product on the production records.</p> | | |
| Corrective Action History | | | | |

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| | <p>Flagged Corinne Santos-Hernandez 07/09/2019 02:40 PM</p> <p>At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.</p> <p>For breakfast & lunch- did not offer full cup of fruit on any day. It was documented on the production record but there were no counts.</p> <p>On May 12, 2019- bean salad was not served. This did not meet the weekly vegetable subgroup and is a repeat violation.</p> <p>Vegetable are not properly documented on the production records. For example: lettuce was documented as 8 oz instead of 1 cup.</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. 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 3: CA Count (3) | | 08/09/2019 | CAP Accepted | |
| | Section | Form subsection | Site | Question # |
| | On-Site Assessment Tool - Site | Meal Components and Quantities - Day of Review | COSTELLO PREP | 402 |
| | On-Site Assessment Tool - Site | Meal Components and Quantities - Day of Review | OCEAN RGC | 402 |
| | On-Site Assessment Tool - Site | Meal Components and Quantities - Day of Review | VALENTINE/DOVES | 402 |
| | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:00 PM | | CAP Accepted | |

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| | <p>CAP Submitted KEYA PATEL 07/31/2019 09:53 AM</p> | <p>Date of Implementation: 7/1/2019</p> <p>When planning menus, I will refer to the Lunch Meal Pattern Charts and refer to the manufacturers Product Formulation Statements to offer appropriate portion sizes offered for each required lunch component to meet daily and weekly minimum requirements for 9-12 grade group.</p> <p>I replaced whole wheat breads and other bread products to 100% whole grain breads/products on our menus based on the recommendation since the Breakfast/Lunch review. Please refer to the Formulation Statement by Rockland Bakery for crediting standards based on grains of credible grains.</p> |
| <p>Corrective Action History</p> | <p>Flagged Corinne Santos-Hernandez 07/09/2019 02:39 PM</p> | <p>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 Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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>6/19/19- 2 slices of whole wheat bread was served with the terriyaki chicken but did not meet the whole grain requirements.</p> <p>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 Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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 required meal components were available on the day of breakfast review. The menu did not include the WG bread but was offered to the residents that day. The production record was not updated to reflect the WG bread was served. Observed the residents took 2 slices of WG bread in addition to their pancakes which met the WG requirements for the breakfast menu.</p> |

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| | | <p>All required meal components were on the tray for the residents. The bread was changed to WG since the breakfast review. Lunch was observed on 7/8/19 but nutritional labels for the rolls served with the meatballs was available for review.</p> <p>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 Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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>Bread that was used for lunch was not whole grain bread. It is whole wheat.</p> |
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| Group 2: CA Count (2) | | | | 08/09/2019 | CAP Accepted |
| | Section | Form subsection | Site | Question # | |
| | On-Site Assessment Tool - Site | Food Safety, Storage and Buy American | COSTELLO PREP | 1405 | |
| | On-Site Assessment Tool - Site | Food Safety, Storage and Buy American | COSTELLO PREP | 1406 | |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
|----------------------------------|---|--|---------------|-------------------|--------------|
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:00 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:53 AM | <p>Date of Implementation: 6/19/19</p> <p>NJJJC pays for 2 food safety inspections every year for each facility per school year. We will file both detailed reports and obtain satisfactory safety inspection certificates. We will visibly post those certificates near vicinity of the kitchen for the public to view.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:38 PM | <p>2 food safety inspections were completed this current school year. The report was available for review but the safety inspection certificate was not. Advised to contact the local board of health to request the sanitation certificate and should be posted visibly for the public to view. Describe in the corrective action how this will be corrected. Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.</p> | | | |
| Group 1: CA Count (2) | | | | 08/09/2019 | CAP Accepted |
| | Section | Form subsection | Site | Question # | |
| | Afterschool Snack Program | Afterschool Snack Program | COSTELLO PREP | | |
| | Afterschool Snack Program | Afterschool Snack Program | COSTELLO PREP | | |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
|---------------------------|---|--|------------|----------|--------|
| Corrective Action History | CAP Accepted Corinne Santos-Hernandez 08/02/2019 02:00 PM | CAP Accepted | | | |
| | CAP Submitted KEYA PATEL 07/31/2019 09:53 AM | <p>Date of Implementation 6/19/19</p> <p>Snack counts will be properly counted via maintaining 7 day weekly snack production sheets on records for 3 years.</p> <p>We will maintain On-site review for after school snack program to be completed end of third quarter budget in May.</p> <p>We will maintain On-site review for after school snack program to be completed in first 4 weeks of the operation each year. End of first quarter budget.</p> | | | |
| | Flagged Corinne Santos-Hernandez 07/09/2019 02:37 PM | <p>Documentation must be maintained that the site is located at a school, or in the attendance area of a school, in which 50% or more of the enrolled students are certified eligible for free/reduced meals. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Production records must be completed daily and maintained for a minimum of three years. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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 program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> | | | |