

HAMILTON TWP BD OF ED-02101950-02101950 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Fresh Fruit and Vegetable Program - Review Period	Fresh Fruit and Vegetable Program - Review Period	GREENWOOD	1901	02/01/2020	CAP Accepted

HAMILTON TWP BD OF ED-02101950-02101950 - Corrective Action Report

Corrective Action History	CAP Accepted Janet Celi 01/31/2020 07:10 AM	CAP Accepted
	CAP Submitted Jamilla Wise 01/30/2020 04:32 PM	<p>Effective Immediately: We will continue to utilize this form to capture and record all labor hours used for the FFVP on a monthly basis.</p> <p>Attached is a copy reflective of labor hours used for September 2019</p> <p>In the future if Administrative Labor is claimed for the FFVP we will have on file the Administrative Labor Certification Form or a Time-sheet to verify the amount and hours claimed.</p>
	CAP Rejected Janet Celi 01/23/2020 07:44 AM	Since Administrative Labor in the amount of \$175 was claimed at Greenwood Ave. for September 2019 you must submit a Time-Sheet for this labor or a completed "Administrative Labor Certification Form". Please upload one of these documents with your resubmitted Corrective Action.
	CAP Submitted Jamilla Wise 01/22/2020 03:15 PM	<p>The program was not offered in September, due to system delays resulting in no Administrative Labor for this month.</p> <p>Moving forward: September 2020, there will be a minimum of 2 service days provided in the month of September , which will generate labor for the program.</p> <p>These items will be conjoined as other months are represented.</p>
	Flagged Janet Celi 01/22/2020 11:53 AM	<p>No Administrative Labor Certification Form or Time-sheets were completed for September 2019. If claiming Administrative Labor you must have the attached form or time-sheets on file to support your voucher. Keep this form on file with your FFVP paperwork.</p> <p>The attached document should be completed a minimum of 2 times per year or whenever claiming Administrative Labor. Please complete the attached form for September and submit with your Corrective Action response.</p>

HAMILTON TWP BD OF ED-02101950-02101950 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	KUSER	1404	01/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:58 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:10 AM	The Aramark HACCP plan that was provided at the time of the AR will be copied, bound and re-distributed to all schools by January 6, 2020.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:17 PM	SFA did have a copy of the written food safety plan available on day of review but did not have it available for each school. 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.			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	GEORGE E. WILSON	1405	01/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:58 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:10 AM	District will request in writing to the Mercer County Board of Health, that two health inspections are to be conducted at all schools per school year. This request shall be submitted yearly prior to the conclusion of the current school year.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:18 PM	Inspection is only conducted once a year. This was a finding from the previous administrative review that was conducted on May 2016. Previous lead reviewer addressed a corrective action needing 2 food safety inspections during current school year. SFA documented corrective action and date implemented on August 31, 2016 that the Health Department will be notified via email to request two inspections per year. The letter was not available until after the local health department was informed. The DOH should be contacted earlier and not on the same day as the administrative review. 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.			
Dietary Specifications and Nutrient Analysis	Dietary Specifications and Nutrient Analysis	GREENWOOD	603	01/03/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:58 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:10 AM	To further limit the condiment portions students take with their meal, 1 oz. paper soufflé cups will be provided at condiment stations beginning January 6, 2020.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:18 PM	<p>Technical assistance for areas of concern for lunch is indicated on the On-Site Dietary Specifications Assessment Tool. Refer to the assessment tool for the specific information.</p> <p>Although, this site was not selected for DSAT - I observed that condiments at the condiment station did not have portion cups, portion control packaging available for the students during breakfast and lunch meal observations. This was addressed to the FSD, she stated that the condiment pump are "portion controlled" for 1 ounce per each pump. She was informed that in order to keep calories, saturated fat and sodium levels within required dietary standard rangers for both meals, condiments should be portion controlled.</p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	KUSER	404	01/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:58 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:10 AM	OVS signage identifying what constitutes reimbursable breakfast and lunch meal were re-posted in the cafeteria at the front of the service line at Kuser Elementary School on November, 19, 2019.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:18 PM	<p>Although signage was not available for both meals, cashier is fully aware of offer versus serve. All components were met during the breakfast and lunch observations.</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 and lunch. Posting only a 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>			
Water	Water	KUSER	1300	01/03/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:57 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:10 AM	A 3 gallon beverage dispenser was purchased on December 4, 2019 with an estimated ship date of December 19, 2019. Upon arrival of the dispenser, it will be delivered to Kuser Elementary School to be utilized to fulfill potable water requirements. Estimated implementation date January 3, 2020.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:19 PM	<p>Potable water must be available for students at breakfast and lunch for students served in the cafeteria. 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 cafeteria is located in the basement. The closest water fountain is on another level. There were no available potable water for the students.</p>			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American		1400	01/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:57 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:10 AM	The Aramark HACCP plan that was provided at the time of the AR will be copied, bound and re-distributed to all schools by January 6, 2020.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:18 PM	A copy of the written HACCP food safety plan must be available at each school. 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.			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	KUSER	502	01/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:56 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:08 AM	OVS signage identifying what constitutes reimbursable breakfast and lunch meal were re-post in the cafeteria at Kuser Elementary School on November, 19, 2019. Staff training on identifying reimbursable meals took place on August, 28, 2019.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:17 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 must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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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Section	Form subsection	Site Name	Question #	Due Date	Status
Group 1: CA Count (3)				01/03/2020	CAP Accepted
Section	Form subsection	Site	Question #		
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	GREENWOOD	1404		
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	LALOR	1404		
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	GEORGE E. WILSON	1404		
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/02/2020 03:57 PM	CAP Accepted			
	CAP Submitted BETTY BRIGHT 01/02/2020 11:12 AM	The Aramark HACCP plan that was provided at the time of the AR will be copied, bound and re-distributed to all schools by January 6, 2020. Aramark conducts monthly Quality Assurance audits at each school location that serves the purpose of monitoring HACCP process compliance.			
	Flagged Corinne Santos-Hernandez 12/04/2019 01:19 PM	SFA did have a copy of the written food safety plan available on day of review, but was not available at each school food preparation site. 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. SFA did not have a copy of the written food safety plan available on day of review. 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.			