

TRENTON BD OF ED-02105210 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	Trenton Central High School - Chambers	409	01/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/29/2020 11:18 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/23/2020 01:42 PM	When menu is being created or changed, SFA will ensure that meal pattern is followed under the USDA requirements. Date of implantation is 1/16/20			
	CAP Rejected Kate Marsh 01/23/2020 08:20 AM	Please Indicate the date of implementation.			
	CAP Submitted Monica Blassino 01/17/2020 12:14 PM	When menu is being created or changed, FSA will ensure that meal pattern is followed under the USDA.			
	Flagged Kate Marsh 12/16/2019 10:01 AM	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. The legume vegetable subgroup was not offered or served during the review week. 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.			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	GRANT	404	01/17/2020	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 01/29/2020 11:17 AM	CAP Accepted
	CAP Submitted Monica Blassino 01/23/2020 01:41 PM	All Schools will have proper signage; explaining that students may take two portions of vegetables' and whole fruit and juice. Signage will be placed on the serving line for easy student view. All employees will receive training to understand the signage and the placement of the signage. Date of implementation 1/06/19
	CAP Rejected Kate Marsh 01/23/2020 08:22 AM	Please clarify if signage posted only refers to vegetables or both vegetables and fruit.
	CAP Submitted Monica Blassino 01/17/2020 12:12 PM	All Schools will have proper signage; explaining that students may take two portions of vegetables'. Signage will be placed on the serving line for easy student view. All employees will receive training to understand the signage and the placement of the signage. Date of implementation 1/06/19
	Flagged Kate Marsh 12/16/2019 09:59 AM	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 and what the students are allowed to take. Posting only a menu does not meet this requirement. Due to the vegetable being served in a half cup portion , there must signage explaining to the students they can take two portions of vegetable if they want. Two students were denied a fruit and juice because their was already five components on their tray. Juice is served daily which means your portion size for fruit is one cup. Students need signage telling them they can take a whole fruit and juice if they want. 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
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	GRANT	401	01/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:20 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:14 PM	<p>All staff members will be re-trained on What Make a Reimbursable Meal; this training will on going through out the school year. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents.</p> <p>Date implemented 12/17/19</p>			
	Flagged Kate Marsh 12/16/2019 10:01 AM	<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.</p> <p>On the day of review two students went through the first lunch period without a fruit or a vegetable on their tray,</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>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	COLUMBUS	409	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:18 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:13 PM	All staff members will be re-trained on What Make a Reimbursable Meal; this training will on going through out the school year. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents. Staff members will also receive training on how to Fill Out a Production Record. 01/06/20			
	Flagged Kate Marsh 12/16/2019 10:01 AM	At breakfast, all required meal components must be offered and served 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. On Wednesday, November 20th, 2019, 177 breakfast meals were claimed for reimbursement. Per the production records only 150 (100 pears and 50 4-oz juice cups) were served. Since fruit or vegetable is a required component for a reimbursable breakfast, 27 meals were lacking the fruit/veg component and therefore disallowed. 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.			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	Trenton Central High School - Chambers	400	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:16 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:13 PM	<p>All staff members will be re-trained on What Make a Reimbursable Meal; this training will on going through out the school year. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents. Staff members will also receive training on how to Fill Out a Production Record.</p> <p>All lines will have all subgroups of the day available; on a daily basis.</p> <p>12/16</p>			
	Flagged Kate Marsh 12/16/2019 10:00 AM	<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 production records must be kept and should be used to plan appropriate quantities of meal components.</p> <p>At the HS, there are 4 service lines. Although vegetables (celery/broccoli/carrots) were available on salad/deli bar line, the highlighted subgroup of the day (corn) was not offered or available on this line.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	Trenton Central High School - Chambers	401	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:16 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:13 PM	<p>All staff members will be re-trained on what makes a reimbursable meal; this training will on going through out the school year. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents.</p> <p>Training will start on 12/16/19</p>			
	Flagged Kate Marsh 12/16/2019 10:00 AM	<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.</p> <p>7 incomplete meals observed</p> <p>-6 meals without a fruit or vegetable</p> <p>-1 meal had 2 full components and nothing else (1 cup fruit, 2 M/MA)</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	GREGORY	404	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:15 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:13 PM	<p>All staff members will be re-trained on reimbursable meal; this training will on going through out the school year. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents.</p> <p>All Schools will have proper signage; explaining that students may take two portions of vegetables'. Signage will be placed on the serving line for easy student view. All employees will receive training to understand the signage and the placement of the signage.</p> <p>Date of implementation 1/06/19</p>			
	Flagged Kate Marsh 12/16/2019 10:00 AM	<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 menu does not meet this requirement.</p> <p>While there was signage identifying students must take 3 of the 5 components, there also must be signage explaining what they can take.</p> <p>Due to the vegetable being served in a half cup portion, there must signage explaining to the students they can take two portions of vegetable if they want.</p> <p>Juice is served daily which means your portion size for fruit is one cup. Students need signage telling them they can take a whole fruit and juice if they want.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	GRANT	500	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:15 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:12 PM	<p>All staff members will be re-trained on reimbursable meal; this training will on going through out the school year. In addition to the trainings there will be a back of the house menu explaining all menu items and the components each item represents.</p> <p>Training will start on 12/16/19</p>			
	Flagged Kate Marsh 12/16/2019 10:00 AM	<p>At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable.</p> <p>Two meals were claimed that did not have a fruit or a vegetable.</p> <p>15 meals were claimed without milk available to the students.</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>			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	GRANT	400	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:14 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:12 PM	<p>All employees will be trained on proper Meal Readiness-which is all items must be ready to serve on the line 15 min. prior to the start of lunch; this training will happen on an on going basis.</p> <p>Date of first training 12/13/19</p>			
	Flagged Kate Marsh 12/16/2019 09:59 AM	<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 production records must be kept and should be used to plan appropriate quantities of meal components.</p> <p>On day of review, the staff did not open the milk cooler for the kindergarten students until the state agency told them. 15 kindergarten students went through without access to milk.</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>			
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	GRANT	318	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/23/2020 08:08 AM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:11 PM	All associates will be re-trained on correct counting and claiming; along with State issued Daily Meal Count Form (Form 144), will be supplied to each cashier. This will be implemented on 12/13/19.			
	Flagged Kate Marsh 12/16/2019 09:59 AM	<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.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>On the day of review three different point of service systems were in use. 52 lunches for kindergarten were checked off on a roster in the morning and handed to the cashier at lunch. The count was based on attendance. The cashier explained that this is how the kindergarten count is taken daily.</p> <p>There was a tally sheet for kids who did not know their pin number and there was also generic tickets that she attempted to use for the kindergarten kids one she realized she could not use the roster.</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. Fiscal action will be taken. An over claim may be assessed.</p>			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	Trenton Central High School - Chambers	411	01/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 01/17/2020 12:46 PM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:16 PM	When menu is being created or changed, FSA will ensure that meal pattern is followed under the USDA. Date implemented 12/16/19			
	Flagged Kate Marsh 12/16/2019 10:01 AM	When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements. On Wednesday, 11/21/19, Baked Vegetarian Beans were listed on the menu as the vegetable of the day. According to the production records, the beans were not served and Crisscut seasoned fries were substituted. Unfortunately this is an unacceptable substitution as legumes were not offered on any other day during the week; therefore the school was deficient in the legumes vegetable subgroup for the week. 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.			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	GRANT	1405	01/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/17/2020 12:46 PM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:13 PM	SFA will contact the City to requests all location receive two safety inspections a school year. Date implemented 01/06/20			
	Flagged Kate Marsh 12/16/2019 10:00 AM	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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards		1213	01/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 01/17/2020 12:45 PM	CAP Accepted			
	CAP Submitted Monica Blassino 01/17/2020 12:13 PM	Out of four Food Service Directors, three have a current ServSafe the fourth director will complete the training in April 2020.			
	Flagged Kate Marsh 12/16/2019 10:00 AM	<p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.theicn.org or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date when the food safety training will be completed.</p>			
Civil Rights	Civil Rights		810	01/17/2020	CAP Removed
Corrective Action History	CAP Removed Kate Marsh 12/12/2019 09:14 AM	CAP Removed			
	Flagged Kate Marsh 12/10/2019 09:12 AM	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement. The statement on the district website must be updated to the most recent version.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>			