

TRENTON CATHOLIC PREPARATORY ACADEMY-02209839 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	TRENTON CATHOLIC PREPARATORY ACADEMY-02209839	807	07/01/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/27/2022 10:24 AM CAP Accepted				
	Corrective Action Plan: Submitted by SHARON MCLOONE 06/02/2022 09:29 AM				
	Dept of Agr, CN department - Calendar of Events will be used as a reminder of what needs to be addressed and when it is due. September 2022-23 school year Form#5 will be filled in by our staff member by September 30.. (assuming new calendar 22-23 of events still states due date by 9/30.)				
	Flagged by Corinne Santos-Hernandez 06/01/2022 01:34 PM				
	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: www.nj.gov/agriculture/applic/forms/#5 . ** SFA completed Civil Rights Compliance Form (#86) after it was requested from the state agency and uploaded on May 20, 2022 in the documents tab.				
Group 1: CA Count (2)		TRENTON CATHOLIC PREPARATORY ACADEMY-02209839		07/01/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/27/2022 10:24 AM CAP Accepted				
	Corrective Action Plan: Submitted by SHARON MCLOONE 06/02/2022 09:36 AM				
	Important School Nutrition program Dates will be printed once available in Snears for SY 2022-23... we have printed this years Calendar to be better prepared for June as well. Calendar will be distributed to all parties that have access to Snears, as a back up reminder. Calendar alerts will also be added to the internal school calendar for BA, FSD and FSMC.				
	Flagged by Corinne Santos-Hernandez 06/01/2022 01:34 PM				
	All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) and NSLP On-Site Accountability 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. Flagged by Corinne Santos-Hernandez 06/01/2022 01:34 PM All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The State Agency SSO Site Monitoring Form 410 must 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.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Trenton Catholic Preparatory Academy-228549		07/01/2022	CAP Accepted

TRENTON CATHOLIC PREPARATORY ACADEMY-02209839 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/27/2022 10:23 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by SHARON MCLOONE 06/02/2022 09:19 AM					
	Date of Implementation is 6/2/22 - Calendar of Important Events for this school year will be printed and saved. Once the new Calendar is available for school year 22-23, that list will be printed and saved so we do not miss any deadlines or actions that need to be taken. Food service Director will also have the list to keep track as well.. reminders will then be put on internal school calendar with alerts added as another reminder.					
Corrective Action History	Flagged by Corinne Santos-Hernandez 06/01/2022 01:34 PM					
	Self Review of ASP must be completed twice per school year. The first review should be completed within weeks of start of the ASP and the second review should be completed prior to the end of the school year. Form 365 (On-Site Review for After School Snack Program) was completed on March 30, 2022. 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.					
	Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Trenton Catholic Preparatory Academy-228549		07/01/2022	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/27/2022 10:23 AM				
CAP Accepted						
Corrective Action Plan: Submitted by SHARON MCLOONE 06/02/2022 09:19 AM						
Date of Implementation is 6/2/22 - Calendar of Important Events for this school year will be printed and saved. Once the new Calendar is available for school year 22-23, that list will be printed and saved so we do not miss any deadlines or actions that need to be taken. Food service Director will also have the list to keep track as well.. reminders will then be put on internal school calendar with alerts added as another reminder.						
Corrective Action History	Flagged by Corinne Santos-Hernandez 06/01/2022 01:34 PM					
	Self Review of ASP must be completed twice per school year. The first review should be completed within weeks of start of the ASP and the second review should be completed prior to the end of the school year. Form 365 (On-Site Review for After School Snack Program) was completed on March 30, 2022. 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.					
	Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Trenton Catholic Preparatory Academy-228549	325	07/01/2022	CAP Accepted

TRENTON CATHOLIC PREPARATORY ACADEMY-02209839 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/27/2022 10:24 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by SHARON MCLOONE 06/13/2022 03:11 PM</p> <p>New procedure for completing Production records have been put into effect as of May 1. All previous records were doublechecked by cook and manager to make sure keying errors were not detected.</p> <p>New procedure is: Paper copies of records will be kept by cook and computer records will be put in by manager. Cook will verify numbers are exactly as the paper copy states, that was prepared by the cook. Staff will continue to report their production numbers to manager, but paper copies will be used. Paper copies will be stapled to printed computer copy to keep on file and to verify that numbers were input correctly into computer document.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Trenton Catholic Preparatory Academy-228549	410	07/01/2022	CAP Accepted

TRENTON CATHOLIC PREPARATORY ACADEMY-02209839 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/27/2022 10:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by SHARON MCLOONE 06/13/2022 03:14 PM				
	<p>New procedure for completing Production records have been put into effect as of May 1. All previous records were doublechecked by cook and manager to make sure keying errors were not detected.</p> <p>New procedure is: Paper copies of records will be kept by cook and computer records will be put in by manager. Cook will verify numbers are exactly as the paper copy states, that was prepared by the cook. Staff will continue to report their production numbers to manager, but paper copies will be used. Paper copies will be stapled to printed computer copy to keep on file and to verify that numbers were input correctly into computer document.</p> <p>Veggie patch cells on production record were missed by manager filling out the production records. Having the cook verify or person responsible for preparing the veggie patch assortment will double check that records were filled out correctly.</p>				
	Flagged by Corinne Santos-Hernandez 06/01/2022 01:34 PM				
	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Form web site for specific component and minimum quantity requirements. The SFA offered a variety of vegetables daily from the hot entrée and also the vegetable patch. Production Records however, lacks documented information of reimbursable vegetable portions used from the daily vegetable patch. The week of review for lunch from April 4-8th, 2022 did not have number of portions served to students from the vegetable patch on April 5th and 6th. Due to this, the weekly vegetable subgroup is not met because it is missing an additional 1/2 cup to reach "additional weekly of 1 and 1/2 cup of weekly vegetable subgroup." Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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>Review of production records have miscalculations on number of portions served that resulted in overclaims and underclaims and no documentation on vegetable patch that is offered daily. The SFA is using an electronic version of productions records and all calculations from reimbursed meals are entered daily after each meal service. From reviewing the production records, it appears that the errors are non systematic and going forward, the person responsible for entering the final numbers on the PR should double check their work.</p>				

Report Selections

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