

## MIDDLETOWN TWP BD OF ED-02503160 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	11/15/2019	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 11/14/2019 01:24 PM	CAP Accepted			
	CAP Submitted DENISE DEROSA 11/14/2019 12:39 PM	Going forward the District will properly complete the Non Program Food Revenue Tool annually. We will ensure that the Non Program Food Revenue Tool will match the figures to our Exhibit B-5 and include all of its non food program revenues and costs in its calculation. The SFAs revenue ratio via the tool will equal or exceed the SFAs food cost ratio. We will increase revenues on adult prices to be sufficient to cover the cost. Per the School Business Administrator, this will be monitored by Denise DeRosa, Assistant School Business Administrator effective immediately.			
	Flagged Lisa Garland 11/13/2019 01:32 PM	<p><b>Finding: Revenue from Non-program Foods</b></p> <p>The NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position &amp; did NOT include all of its nonprogram revenues and costs in its calculation.</p> <p>In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p> <p><b>A Corrective Action Plan is required</b></p>			
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/20/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 02/27/2019 09:37 AM	CAP Accepted			
	CAP Submitted DENISE DEROSA 02/21/2019 04:12 PM	Households were contacted on 2/12/19. Social Security numbers were updated on the applications.			
	Flagged Corinne Santos-Hernandez 02/20/2019 03:46 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	OCEAN AVENUE	404		CAP Removed
<b>Corrective Action History</b>	CAP Removed Corinne Santos-Hernandez 02/18/2019 07:34 PM	CAP Removed			
	Flagged Corinne Santos-Hernandez 02/15/2019 11:38 AM	<p>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 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.</p> <p>Ocean Elementary did not have offer versus serve signage for both meal services. Bayview School only had breakfast signage displayed.</p> <p>A copy of Form 300 and 185 (Offer versus Serve) signage was provided during the exit conference. 2/15/19</p>			
Group 1: CA Count (2)				03/20/2019	CAP Accepted

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	<b>Section</b>	<b>Form subsection</b>	<b>Site</b>	<b>Question #</b>	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	BAYVIEW	404	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	BAYVIEW	502	
<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 02/27/2019 09:38 AM	CAP Accepted			
	CAP Submitted JESSICA RITZ 02/25/2019 07:57 AM	Offer versus Serve lunch signage was posted behind the serving line. We will ensure the signage is still posted as well as utilize the new signage provided at the exit conference.			
	Flagged Corinne Santos-Hernandez 02/20/2019 03:52 PM	<p>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 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.</p> <p>Bayview School only had breakfast signage displayed.</p> <p>A copy of Form 300 and 185 (Offer versus Serve) signage was provided during the exit conference. 2/15/19</p>			