

ASBURY PARK BD OF ED-02500100 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program	BRADLEY ELEM	1700	01/13/2020	CAP Removed
Corrective Action History	CAP Removed Corinne Santos-Hernandez 12/12/2019 01:36 PM	CAP Removed			
	Flagged Corinne Santos-Hernandez 12/11/2019 09:38 PM	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. Tally sheets or rosters should be used in conjunction with production records to document claims for student who receive an after school snack.			
Group 5: CA Count (2)				01/13/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	BRADLEY ELEM	401	
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	BRADLEY ELEM	404	

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 02/11/2020 08:44 PM	CAP Accepted			
	CAP Submitted IVY BROWN 01/28/2020 02:23 PM	The signage in the classrooms were implemented December 23rd.			
	CAP Rejected Corinne Santos-Hernandez 01/23/2020 12:14 PM	Please provide date of implementation.			
	CAP Submitted IVY BROWN 01/03/2020 03:38 PM	Signage for breakfast has been placed in every classroom.			
	Flagged Corinne Santos-Hernandez 12/12/2019 01:38 PM	<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. 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> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item 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 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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 4: CA Count (2)				01/13/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	BRADLEY ELEM	324	
	Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	BRADLEY ELEM	325	

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 01/23/2020 12:13 PM	CAP Accepted			
	CAP Submitted IVY BROWN 01/08/2020 02:28 PM	As per the other attachments, we have given each class a roster to ensure the proper claiming of meals given also attached is the meeting that was held at the school.			
	Flagged Corinne Santos-Hernandez 12/12/2019 01:38 PM	<p>Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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 state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period 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>The system for counting breakfast meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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>Rosters are used for the breakfast meals in the classrooms as documentation for meal counting and claiming. The rosters were not completed correctly to document that the student received a complete meal. The total number of meals that were claimed was 1,182. These were left blank on the rosters and the student's name was not checked off to indicate that he/she received a meal.</p>			
Group 3: CA Count (2)				01/13/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	BRADLEY ELEM	318	
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	BRADLEY ELEM	320	

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 02/11/2020 08:43 PM	CAP Accepted
	CAP Submitted IVY BROWN 01/28/2020 02:22 PM	The rosters were implemented on December 16th.
	CAP Rejected Corinne Santos-Hernandez 01/23/2020 12:13 PM	Please provide date of implementation.
	CAP Submitted IVY BROWN 01/08/2020 10:50 AM	Teachers were given roster sheets with numbers instead of names and are given a bag with all the components necessary for a student to receive for breakfast.
	Flagged Corinne Santos-Hernandez 12/12/2019 01:37 PM	<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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. 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 State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system 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>Today's breakfast observation was a delayed opening at the school due to a school administration meeting. The students' breakfast did not start until 10 am. We were advised that we needed to be escorted to the classrooms prior to observing the breakfast meals. The assistant principal and food service director accompanied the both of us. By the time we started observing breakfast in the classrooms, majority of the students have already received their meals. We did observe the whole breakfast meal service. There is a systemic problem with breakfast meal counting and claiming. The teachers who provide the breakfast meals in the classrooms are not trained or knowledgeable of what offer versus serve is and what constitutes as a reimbursable meal. Rosters are used in the classroom to check of the student who received a meal. While observing breakfast today on December 11, 2019 - we observed that teachers were checking off students who did not yet receive a complete meal, students name's were checked off regardless if they received a complete meal and teachers were using the rosters like an attendance sheet. The leftover items remaining from breakfast are placed in the carts and picked up by the food service workers. There were plenty of muffins, graham crackers and fruits that were not eaten. We reviewed the rosters and compared the unused food items that were returned, The rosters did not match the students names checked off and the food items that were returned from the classrooms. Today's menu included WG banana loaf with graham crackers, choice of fresh fruit (pear or apple), juice and choice of milk. Teachers did not know that students must receive the full 3 components before they can check off the student's name. Some students only received a muffin and was claimed.</p> <p>Daily breakfast meal totals, by category, must be correctly counted, combined and</p>

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	<p>recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast 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>				
Group 2: CA Count (3)				01/13/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	BRADLEY ELEM	321	
	Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	BRADLEY ELEM	500	
	Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	BRADLEY ELEM	501	

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 02/11/2020 08:43 PM	CAP Accepted			
	CAP Submitted IVY BROWN 01/28/2020 02:19 PM	The breakfast bags were implemented on December 16th			
	CAP Rejected Corinne Santos-Hernandez 01/23/2020 12:12 PM	Please provide date of implementation when the breakfast in the bags started.			
	CAP Submitted IVY BROWN 01/03/2020 03:24 PM	Teachers are now given breakfast in a bag. All components are in the bag when given to the student to ensure that they are receiving all components and we are not over or under claiming.			
	Flagged Corinne Santos-Hernandez 12/12/2019 01:37 PM	<p>At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. 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>Teachers who are provide the breakfast meals for the students in the classrooms should be trained for offer versus serve. Training is also mandatory for proper meal counting and claiming to document the rosters or tally sheets properly.</p> <p>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>Cafeteria staff are trained but not the teachers who distribute the meals for breakfast in the classrooms.</p>			
Group 1: CA Count (2)				01/13/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Certification and Benefit Issuance	Certification and Benefit Issuance			
	Meal Counting and Claiming	Meal Counting and Claiming		316	

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Corrective Action History	CAP Accepted Corinne Santos-Hernandez 02/11/2020 08:43 PM		CAP Accepted		
	CAP Submitted IVY BROWN 01/28/2020 02:17 PM		We implemented the roster sheet on December 16th and the tally sheet, per your recommendation, on January 3rd.		
	CAP Rejected Corinne Santos-Hernandez 01/23/2020 12:07 PM		The 2 documents attached are acceptable for the corrective action plan submitted. However, please provide the date that these were implemented. Thank you.		
	CAP Submitted IVY BROWN 01/08/2020 10:46 AM		Teachers were given tally sheets, rosters are no longer being used. Please see attached rosters.		
	Flagged Corinne Santos-Hernandez 12/12/2019 01:36 PM		Review claims for breakfast in the classrooms are not compliant with meal counting and claiming. Rosters are used for each classroom for the breakfast. Teachers should be trained to properly complete the daily roster by checking off the students who received a breakfast meal. There are rosters from some classrooms that are not complete to verify the students who received a meal. As per the food service director, Tyria; she stated that the lead person contacts the teacher before it is entered in the POS system if the roster is not completed.		