

AVON BD OF ED-02500180 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		136	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/16/2021 02:36 PM	CAP Accepted			
	CAP Submitted Beth Sobel 02/16/2021 01:01 PM	<ul style="list-style-type: none"> #136 - The Preschool Lunch Letter with NDS has been uploaded to the Documents tab. 			
	CAP Rejected Gregory Walker 02/04/2021 12:19 PM	As discussed in the Exit conference a letter informing all PreK parents of the availability of Lunch is to be uploaded into the documents Tab.			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> Lunch Orders are collected one week (week prior) in advance with accounts set up to draw from. All families/students have access to the menus and the ordering process. The same process followed for all grades levels in the school. All students are offered the same lunch options. If it appeared to be free, it was because no students pay for lunch at the point of delivery Preschool is the only grade level that eats lunch in their classroom (other grade levels eat lunch three grade levels at a time in the cafetorium. The Preschool Teacher has students eating lunch in the classroom so that our youngest students do not have to transition to the building top floor. If no other student in the Preschool grade elects to order lunch, then there is no option to avoid that child being the only one being served a lunch on that particular day 			
Flagged Gregory Walker 03/06/2020 10:20 AM	<p>Observed a child being served a free meal in pre-K while no other kids have the option to purchase lunch. This process singles out the child in the classroom.</p> <p>Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits. 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>				

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Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review	AVON SCHOOL	317	04/06/2020	CAP Accepted

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Corrective Action History	CAP Accepted Gregory Walker 02/16/2021 02:36 PM	CAP Accepted
	CAP Submitted Beth Sobel 02/16/2021 01:01 PM	<ul style="list-style-type: none"> #317 - The Preschool Lunch Letter with NDS has been uploaded to the Documents tab.
	CAP Rejected Gregory Walker 02/04/2021 11:56 AM	As discussed in the Exit conference a letter informing all PreK parents of the availability of Lunch is to be uploaded into the documents Tab.
	CAP Submitted Beth Sobel 02/03/2021 07:50 PM	<ul style="list-style-type: none"> The district does in fact offer lunch to all students, including preschool students. Rosters are coded in a very anonymous nature, specifically followed by the training instruction and does not list the word free or qualified or any other obvious notation that would single out a student that may be eligible for a free meal. Additionally, meals are delivered without any paperwork or rosters accompanying the delivery. Again, lunches are ordered the week before due to our limited kitchen capabilities. ALL STUDENTS have access to our menus and may order equally the week before
	Flagged Gregory Walker 03/06/2020 10:21 AM	<p>SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by students. 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>A Pre-K student was being served Lunch because the family filled out an application and it was determined free. The school does not offer lunch to all Pre-k students therefore this student was singled out by having a school lunch when all the other children had to bring their own bag lunch.</p> <p>Lunch cannot be offered to only one child in Pre-K, lunch must be available to all Pre-K students. To complete this process you will send a letter to all Pre-K parents informing them of the option to buy their child lunch, remember to include the non discrimination statement in your letter. When the letter is complete and sent out to the households you will upload the generated letter to SOARS.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights		807	04/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Gregory Walker 02/05/2021 03:12 PM	CAP Accepted			
	CAP Submitted Amy Jankowski 02/05/2021 03:11 PM	Amy Jankowski 2/5/2020: Uploaded Form #86 sent by email, on behalf of the SFA.			
	CAP Rejected Gregory Walker 02/04/2021 11:57 AM	Please upload form 86 into the documents tab.			
	CAP Submitted Beth Sobel 02/03/2021 07:50 PM	<ul style="list-style-type: none"> The lunch coordinator (director) will complete the Civil Rights Compliance Form (#86) annually The 2020 Civil Rights Compliance Form will be uploaded 			
Flagged Gregory Walker 03/06/2020 10:21 AM	<p>SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5. 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>Include the date and a uploaded copy of form 86 to SOARS once completed.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	AVON SCHOOL	325	04/06/2020	CAP Accepted
	CAP Accepted Gregory Walker 02/05/2021 03:07 PM	CAP Accepted			

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Corrective Action History	CAP Submitted Beth Sobel 02/05/2021 10:52 AM	<ul style="list-style-type: none">• Our school is very small with extremely narrow budget; adding an automated or digital POS system is not feasible financially at this time, however• The district has developed a homegrown spreadsheet tool as a secondary system to record electronically and double check (backup) daily count recording and documentation
	CAP Rejected Gregory Walker 02/04/2021 12:13 PM	On the day of review the K-2 roster was not provided. 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.
	CAP Submitted Beth Sobel 02/03/2021 07:48 PM	<ul style="list-style-type: none">• As described above, during the review the missing K-2 roster was misplaced by the reviewer when he requested that a copy be made. Ultimately it was located, and the counts for these 15 meals free and 15 meals paid were included and properly accounted for in the January 2020 voucher. Furthermore, our daily meal log and our monthly edit checklist all balance out exactly. Vouchers presented or submitted are accurately calculated and daily attendance is an included factor• Our school is very small with extremely narrow budget; adding an automated or digital POS system is not feasible financially at this time

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		Flagged Gregory Walker 03/06/2020 10:21 AM		The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period was a 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.	
				While reviewing the documents for the review period the roster sheet for grades K-2nd were missing. The missing roster accounted for 15 Free meals and 15 paid meals. It is recommended that the school invest in a POS system to help keep a digital record that can be accessed at any time.	
S-1	S-1	AVON SCHOOL	17	04/06/2020	CAP Removed

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Removed Gregory Walker 02/04/2021 12:08 PM	CAP Removed			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> During the review, the missing K-2 roster was misplaced by the reviewer when he requested that a copy be made. Ultimately it was located, and the counts for these 15 meals free and 15 meals paid were included and properly accounted for in the January 2020 voucher. Furthermore, our daily meal log and our monthly edit checklist all balance out exactly. Vouchers presented or submitted are accurately calculated and daily attendance is an included factor Our school is very small with extremely narrow budget; adding an automated or digital POS system is not feasible financially at this time 			
	Flagged Gregory Walker 03/06/2020 10:21 AM	<p>While conducting the review the roster for K-2nd grade was missing for the week of 1/13/20-1/17/20. This roster accounted for 15 Free meals and 15 Paid meals that were claimed.</p> <p>A point of sale "POS" system is recommended to help keep meal counts organized and easily accessible.</p>			
Professional Standards	Professional Standards		1204	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:44 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> The district is will budget for additional hours per year to ensure that our Lunch Coordinator (Director) will have enough time to can complete the annual training requirement The suggested resource: http://professionalstandards.nal.usda.gov will be reviewed and utilized as a source for training The Lunch Coordinator (Director) will maintain a records log annual training hours The Lunch Coordinator (Director) will complete this years annual training requirement by the end of March 2021 			
	Flagged Gregory Walker 03/06/2020 10:20 AM	<p>Food service directors must complete at least 12 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p> <p>The serve safe training must also be completed as well as additional hours of training to meet 12 hours.</p>			
Professional Standards	Professional Standards		1206	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:44 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> The lunch coordinator (director) will identify annually, any staff with related duties to the National School Lunch Program The lunch coordinator (director) will maintain records (using SafeSchools) of any staff with related duties to the National School Lunch Program and the associated Civil Rights training The lunch coordinator (director) completed annual Civil Rights training for the Review Year (Sept 23, 2019) and the current year (Sep 17, 2020) Staff identified with related duties to the National School Lunch program are assigned Civil Rights training as part of their annual mandatory district training and hardcopy certificates are maintained by the Lunch Coordinator. Available upon request 			
	Flagged Gregory Walker 03/06/2020 10:20 AM	any staff with related duties to the National School Lunch Program must have Civil Rights training.			
Civil Rights	Civil Rights		806	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:43 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> The lunch coordinator (director) will identify annually, any staff with related duties to the National School Lunch Program The lunch coordinator (director) will maintain records (using SafeSchools) of any staff with related duties to the National School Lunch Program and the associated Civil Rights training The lunch coordinator (director) will maintain records of Civil Rights training completion for all frontline staff Two staff members were identified this year as frontline employees and have completed Civil Rights training. Certificates of completion are available upon request. 			
	Flagged Gregory Walker 03/06/2020 10:21 AM	<p>Civil Rights training must be provided on an annual basis to all frontline staff and those employees who supervise frontline staff. "Frontline staff" are defined as all employees who interact with Child Nutrition program applicants or participants.</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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	Meal Counting and Claiming		305	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:41 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> The district has adopted and posted its Offer vs. Serve Policy to the district website: 8508 Lunch Offer vs. Serve (OVS) (March 2020) 			
	Flagged Gregory Walker 03/06/2020 10:21 AM	The school is currently following offer vs. serve, but does not have a offer vs. serve policy posted anywhere on the district website. A policy must be uploaded for all households to have access to at any time. To correct this error upload a offer vs. serve policy to the district's website and respond with the date the policy has been uploaded.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	AVON SCHOOL	1408	04/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:40 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> • Temperature logs were in place and available on the day of review. However, freezer logs were not available as the coordinator was not aware that it was a log requirement. • The lunch coordinator (director) will maintain temperature logs for both warm and cold moving forward • Additionally, the district replaced the freezer and now has a brand new one 			
	Flagged Gregory Walker 03/06/2020 10:21 AM	<p>SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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 temperature logs must be completed daily for the milk fridge and ice cream freezer, once before service and another after service. During lunch service we observed that the logs were not complete daily. We recommend that someone assist the food service director with this task so there is ample time to set up meals and clean after service.</p>			
Local School Wellness	Local School Wellness		1005	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:38 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:49 PM	<ul style="list-style-type: none"> The lunch coordinator (director) will complete the Wellness Assessment annually using the Wellness Policy Assessment Tool The 2020 assessment will be uploaded 			
	Flagged Gregory Walker 03/06/2020 10:21 AM	A copy of the most recent assessment of the implementation of the local school wellness policy was provided. However, the assessment was not completed on an annual basis. The wellness policy must be assessed by the wellness committee, at least once a school year. Please conduct an assessment and upload a copy of form 357 into the documents tab.			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	AVON SCHOOL	501	04/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:38 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:48 PM	<ul style="list-style-type: none"> The Lunch Coordinator (Director) will complete annually Offer vs. Serve training as part of the 12 hour annual training requirement The Lunch Coordinator (Director) will complete Offer vs. Serve this year by the end of March 2021 			
	Flagged Gregory Walker 03/06/2020 10:20 AM	<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>The food service director has only completed civil rights training. The Offer vs. Serve training is highly recommended and can be accessed through SNEARS, under the training tab click on meal pattern and nutritional quality.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards		1219	04/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:37 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:48 PM	<ul style="list-style-type: none"> The Lunch Coordinator (Director) will identify annually any staff member who may work regularly (more than 20 hours) on the National School Lunch program and assign the required 6 hours of annual training The Lunch Coordinator (Director) will identify annually any staff member who may work part time (less than 20 hours) on the National School Lunch program and assign the required 4 hours of annual training The lunch coordinator (director) will maintain hard copy records of any staff member required to complete annual training requirements 			
	Flagged Gregory Walker 03/06/2020 10:20 AM	<p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/. 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>all staff is required to have civil rights training if they have any involvement with the NSLP</p>			
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	AVON SCHOOL	500	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:29 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:48 PM	<ul style="list-style-type: none"> The District sent notification of the meal component minimum size requirement to our food service vendor (shared service agreement through a neighboring district) Since, the food service vendor has corrected their provisions and now include 2.4 oz size bags that are now being supplied to our site each day The District has coordinated with the Food Service Vendor to ensure enough additional component provisions are available each daily for selection 			
	Flagged Gregory Walker 03/06/2020 10:20 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. 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>During Lunch service we observed that only 5 Bags of carrots and 5 cups of corn salad were available to the 16 students receiving meals, if they choose to take an additional vegetable. Each student should have the option of being able to take the carrots or the corn salad therefore the kitchen must provide an equal amount of the same vegetable to each student receiving a meal.</p> <p>The bag of carrots was 1.3oz this size is not equivalent to a half cup. the 2.4oz bags are equal to a half cup.</p>			
Professional Standards	Professional Standards		1213	04/06/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Gregory Walker 02/04/2021 11:27 AM	CAP Accepted			
	CAP Submitted Beth Sobel 02/03/2021 07:48 PM	<ul style="list-style-type: none"> The district will budget for additional hours per year to ensure our lunch coordinator (director) has time to complete the hours associated with this training requirement The lunch coordinator (director) will maintain five year cycle records of the 8 hour Food Safety in Schools training requirement The lunch coordinator (director) will complete the 8 hour Food Safety Training requirement by the end of February 2021 			
	Flagged Gregory Walker 03/06/2020 10:19 AM	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. 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 when the food safety training will be completed.			
Meal Counting and Claiming	Meal Counting and Claiming		314	04/06/2020	CAP Removed
Corrective Action History	CAP Removed Gregory Walker 03/06/2020 10:20 AM	CAP Removed			
	Flagged Gregory Walker 02/26/2020 01:51 PM				