

CPC BEHAVIORAL HEALTHCARE-02609675 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	CPC BEHAVIORAL HEALTHCARE-02609675	1219	06/19/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 06/21/2023 06:33 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Elizabeth Seydell 05/26/2023 02:18 PM</p> <p>Staff will receive Offer vs Serve (OVS) training on June 5, 2023. Staff will receive a refresher OVS training and Civil Rights Training for the 23-24 school year on September 5, 2023. Training will be an in person presentation/workshop.</p> <p>Flagged by Lauren Renn 05/18/2023 08:57 AM</p> <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: https://theicn.org/.</p> <p>During the on site review it was observed that 13 classrooms with teachers were involved in the distribution of SBP and NSLP meals. These teachers need to meet the professional standards training requirements. It is recommended that these teachers review offer versus serve training located in SNEARS--trainings.</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 (On-Site Assessment Tool - Site) (317H)	HIGH POINT SCHOOL-3143	318	06/19/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Lauren Renn 07/05/2023 11:24 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Mary Laudano 06/29/2023 01:45 PM</p> <p>The full implementation of the meal counting and claiming system will be implemented on Sept.6, 2023. Only those teachers and teaching assistants working during the extended school year (July 5th thru August 8th) will be using tally sheets for meal counting. On Sept. 6, 2023 all classrooms will be using tally sheets. These sheets will be in the catering bags that contain the breakfast meals. At the end of meal service each day the catering bags, including the tally sheets, are collected by staff and returned to the food service director. The food service director then enters the accumulated total on the production record. The food service director will follow up with any classroom that misplaces or returns an incomplete document.</p>				

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Corrective Action History	<p>Corrective Action Plan: Rejected by Lauren Renn 06/26/2023 01:30 PM</p> <p>Please always include a date of implementation in final CAP response. Please explain the process of meal counting and claiming (tally, roster,etc) and how the POS Staff (teachers) relay counts to Food service manager.</p>
	<p>Corrective Action Plan: Submitted by Mary Laudano 06/21/2023 07:28 PM</p> <p>Classroom staff are in the process of being trained to count ONLY meals that contain the required components in order to qualify for reimbursement. Since we are a school with a CEP contract meals are reimbursed at fixed percentages at either the Free Rate or Paid Rate. Classroom staff need only count the total number of meals offered that are comprised of 3 meal components.</p> <p>All lunches prepared by our Commercial Vendor will contain the required meal components offered in divided meal containers. Breakfast POS counts will be submitted by classroom staff and confirmed by the Food Service Manager before counts are entered in the production records.</p> <p>The classroom staff working in 7 classrooms during the extended school year (July 5th thru August 8th) are being trained individually in the classrooms during meal service times. The entire educational staff (all 12 classrooms) will be trained in a group training session scheduled for August 31st. School reopens for students on September 6th.</p>
	<p>Corrective Action Plan: Rejected by Lauren Renn 06/21/2023 06:42 PM</p> <p>In addition to explaining the new offer vs serve process, please also explain in detail how the SFA will correct the issue of taking a POS count and accurately counting reimbursable meals served. Indicate a date of implementation.</p>
	<p>Corrective Action Plan: Submitted by Elizabeth Seydell 05/26/2023 04:56 PM</p> <p>We changed our Agreement #02609675 to an "Offer" distribution policy for both the SBP and NSLP meals and discontinued using the "Serve" meal component policy. The classroom staff are being trained to recognize when a meal taken by a student qualifies for reimbursement. This is especially important during breakfast. Lunches will continue to be offered in a partitioned container that includes at least 3 meal components required for a reimbursable meal. This went into effect as of May 22, 2023. By changing our policy we have insured that the required meal components will be met at the point of service for both breakfast and lunch.</p> <p>Staff responsible for the administration of the SBP and NSLP will watch the "CEP Back to School" webinar when available on SNEARS.</p>

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	<p>Flagged by Lauren Renn 05/19/2023 04:54 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and 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>On the day of review for breakfast and lunch it was observed that no POS count was being taken. SBP and NSLP are served in the classroom by teachers and day of review count is determined at the end of the day based off of leftovers and daily attendance.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast and lunch is an ongoing systemic problem. The meal counting system must be corrected. Please look out for new trainings coming in the fall of 2023 such as the "CEP Back to School" webinar. It is recommended that the SFA attend this webinar to be trained in proper counting and claiming procedures for CEP.</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 - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HIGH POINT SCHOOL-3143	404	06/19/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 06/21/2023 06:33 PM CAP Accepted				
	Corrective Action Plan: Submitted by Elizabeth Seydell 05/26/2023 02:20 PM All OVS signage "What makes a School Breakfast?" and "What makes a school Lunch?" will be posted in every classroom as of June 1, 2023. Flagged by Lauren Renn 05/18/2023 08:56 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 breakfast and lunch. Posting only a monthly menu does not meet this requirement. Examples of OVS signage SBP: https://www.nj.gov/agriculture/applic/forms/Form%20185%20OVS%20Breakfast%20Signage%2004.2020.pdf NSLP: https://www.nj.gov/agriculture/applic/forms/Form%20300%20OVS%20Lunch%20Signage%2004.2020.pdf 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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HIGH POINT SCHOOL-3143	409	06/19/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 06/21/2023 06:43 PM CAP Accepted				
	Corrective Action Plan: Submitted by Elizabeth Seydell 05/26/2023 04:57 PM Menus have been adjusted so that the vegetable offered with hot lunch is from the same sub group category as with the vegetable offered with the cold lunch as of May 22, 2023. Flagged by Lauren Renn 05/18/2023 08:58 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. During the review week not all students had access to the vegetable subgroup served on a given day. For example on 4/27 baked beans were served with the hot lunch but broccoli was served with the cold lunch and on 4/26 carrots were served with the hot lunch and broccoli was served with the cold lunch. In order to meet the weekly vegetable subgroups all students must have access to the vegetable subgroup of the day. 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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HIGH POINT SCHOOL-3143	410	06/19/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 06/21/2023 06:43 PM CAP Accepted				
	Corrective Action Plan: Submitted by Elizabeth Seydell 05/26/2023 04:57 PM Staff will be diligent in assuring that breakfast meets the one ounce grain eq requirement as well as insuring the 3/4 cup vegetable requirement for k-8 and will be offered to k-8 students at lunch effective May 22, 2023. Flagged by Lauren Renn 05/18/2023 08:57 AM At breakfast and 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's Form web site for specific component and minimum quantity requirements. Production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. On 4/24 of the review week for breakfast the cereal bar served does not meet the 1oz grain eq requirement. This strawberry breakfast bar is 37 grams and credits as .5 oz eq grain under Group E of the bread and grain chart (form #33). 58 breakfasts were served and claimed this day. On 4/25 of the review week for lunch only 1/2 cup of vegetable (cucumbers) was served to k-8 students. This did not meet the meal pattern requirement of 3/4 cup vegetable. 5 meals were served and claimed for k-8 lunch this day. 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.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	HIGH POINT SCHOOL-3143	901	06/19/2023	CAP Removed

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Removed by Lauren Renn 05/18/2023 12:41 PM				
	CAP Removed				
Corrective Action History	Flagged by Lauren Renn 05/17/2023 06:19 PM				
	<p>All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.</p> <p>While an on site review of the SBP was provided (conducted 01/26/23) no on site review of NSLP was provided.</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>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	HIGH POINT SCHOOL-3143	1405	06/19/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 06/21/2023 06:32 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Mary Laudano 05/24/2023 06:33 PM				
	<p>A letter was sent to Anthony Migliore, Inspecting Official, at Monmouth County Department of Health requesting a second sanitation inspection of our meal prep area. This letter was sent on May 24, 2023.</p> <p>Flagged by Lauren Renn 05/18/2023 08:56 AM</p> <p>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.</p> <p>Describe in the corrective action how this will be corrected. Indicate a date of implementation.</p>				
Special Provisions Options	Special Provisions Options (On-Site Assessment Tool - Site) (2113H)	HIGH POINT SCHOOL-3143	2115	06/19/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 06/26/2023 01:25 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Mary Laudano 06/21/2023 07:33 PM				
	As directed meal reimbursement claims for September 2022 thru April 2023 were resubmitted June 15, 2023. Administrative staff will be more diligent in insuring the total number of students qualifying as Directly Certified and HMRF students will be qualified in writing.				
	Corrective Action Plan: Rejected by Lauren Renn 06/21/2023 06:44 PM				
	Please indicate a date of implementation. Explain in detail not only how the issue was resolved but also how the SFA will ensure the error will not reoccur in the future.				
	Corrective Action Plan: Submitted by Mary Laudano 06/21/2023 02:41 PM				
The reimbursement claims for Sept.'22 thru April '23 have been revised to reflect the lower ISP for CEP reimbursement					
Flagged by Lauren Renn 05/18/2023 08:58 AM					
Data as of June 30, 2020 (time of CEP application):					
85 DC + 2 HMRF = 87, Enrollment = 170					
ISP: 87/170 = 51.18% X 1.6 = 81.89% Free, 18.11% Paid					
Data verified on Administrative Review:					
81 DC + 1 HMRF = 82, Enrollment = 174					
ISP: 82/174 = 47.13% X 1.6 = 75.41% Free, 24.59% Paid					
The Identified Student Percentages (ISP) and claiming procedures at the time of latest CEP approval could not be validated on site. CEP application will be amended to reflect correct verified data. SFA will be contacted in the near future so that reimbursement vouchers beginning with September 2022 can be revised. <u>Please do not revise vouchers until notified by State Agency to do so.</u> Moving forward, all data to validate and replicate the approved CEP application must be kept on file. This includes maintaining actual DC data (removing duplicate students and those that leave the district <i>prior</i> to April 1st and/or those that never attended the district), migrant, homeless, runaway lists, and enrollment data.					
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.					

Report Selections

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