

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	FARMINGDALE BD OF ED-02501490	806	04/11/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/25/2022 03:55 PM CAP Accepted				
	Corrective Action Plan: Submitted by Christina Moskal 04/20/2022 12:11 PM Civil Rights training will be completed via the Powerpoint and a sign-off sheet. This will take place with a deadline of April 29, 2022.				
	Corrective Action Plan: Rejected by Dianne Kennedy 04/13/2022 11:25 AM Civil Rights Training is required to be conducted by September 30 of the current school year. Civil Rights Training must be completed as soon as possible. Below is the link for the Civil Rights Webinar and slides are in the Document Tabs. https://register.gotowebinar.com/recording/8040881783739623938				
	Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 11:00 AM Civil Rights Training has not taken place. We will work with the Superintendent on scheduling training ASAP during PLC time if at all possible. If not possible, we will pay staff to stay late to complete training. We will be utilizing our current platform that we receive through NJSIG, Vector Solutions, for our staff. This is a video format. We will be doing this prior to 6/30/22.				
	Corrective Action Plan: Rejected by Dianne Kennedy 04/08/2022 09:21 AM Please enter a date.				
	Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 08:44 AM Civil Rights Training has not taken place. We will work with the Superintendent on scheduling training ASAP during PLC time if at all possible. If not possible, we will pay staff to stay late to complete training. We will be utilizing our current platform that we receive through NJSIG, Vector Solutions, for our staff. This is a video format.				
	Flagged by Dianne Kennedy 03/10/2022 11:02 AM Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). Civil Rights training is due by September 30 of each year. 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.				
	Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	FARMINGDALE BD OF ED-02501490	807	

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Removed by Dianne Kennedy 03/08/2022 04:27 PM CAP Removed				
	Flagged by Dianne Kennedy 03/07/2022 02:34 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/applc/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.				
Group 1: CA Count (8)		FARMINGDALE BD OF ED-02501490		04/11/2022	CAP Accepted
	Corrective Action Plan: Accepted by Dianne Kennedy 04/25/2022 03:55 PM CAP Accepted				
	Corrective Action Plan: Submitted by Christina Moskal 04/20/2022 12:08 PM The Business Administrator will assume responsibilities of the Food Service Director, effective immediately, 4/20/22. The Business Administrator will complete the required training including 8 hours of Food Safety Training every 5 years and 12 hours of annual training.				
	Corrective Action Plan: Rejected by Dianne Kennedy 04/13/2022 11:04 AM The SFA must have an individual to oversees the daily operation of the food service to ensure the program is complaint with the state regulations as soon as possible. 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.				

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 11:03 AM</p> <p>The Farmingdale School District is developing a plan to hire a School Nutrition Program Director. Unfortunately we are faced with State Aid cuts. We faced a 16% decrease in State Aid from last school year. With decreasing funding and limited resources this will be a challenge for us. We are hoping to find someone to work part-time to fill this position. However, this may put our Food Service program in a deficit. The date of hire would be 7/1/22.</p> <p>Training will be scheduled for this new hire ASAP upon their start in Farmingdale. We will also utilize our calendar system (Google Calendar) to ensure that annual required training is taking place. For example, we can set a recurring calendar event for certain required training hours.</p> <p>The goal date of implementation is July 1, 2022.</p> <p>The Farmingdale School District is developing a plan to hire a School Nutrition Program Director. Unfortunately we are faced with State Aid cuts. We faced a 16% decrease in State Aid from last school year. With decreasing funding and limited resources this will be a challenge for us. We are hoping to find someone to work part-time to fill this position. However, this may put our Food Service program in a deficit.</p> <p>Training will be scheduled for this new hire ASAP upon their start in Farmingdale. We will also utilize our calendar system to ensure that annual required training is taking place. For example, we can set a recurring calendar event for certain required training hours.</p> <p>The goal date of implementation is July 1, 2022.</p>
	<p>Corrective Action Plan: Rejected by Dianne Kennedy 04/08/2022 09:23 AM</p> <p>Please enter a date.</p>

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 08:46 AM

The Farmingdale School District is developing a plan to hire a School Nutrition Program Director. Unfortunately we are faced with State Aid cuts. We faced a 16% decrease in State Aid from last school year. With decreasing funding and limited resources this will be a challenge for us. We are hoping to find someone to work part-time to fill this position. However, this may put our Food Service program in a deficit.

Training will be scheduled for this new hire ASAP upon their start in Farmingdale. We will also utilize our calendar system (Google Calendar) to ensure that annual required training is taking place. For example, we can set a recurring calendar event for certain required training hours.

The goal date of implementation is July 1, 2022.

Flagged by Dianne Kennedy 03/10/2022 11:04 AM

Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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 Dianne Kennedy 03/10/2022 11:04 AM

Required professional standards apply to all school nutrition employees, whether the SFA operates the school nutrition program or contracts with a food service management company. 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.

Flagged by Dianne Kennedy 03/10/2022 11:04 AM

The FSD in SNEARS no longer is employed by the SFA. Food Service Directors must be assigned and are required to complete at least 12 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 annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.

Flagged by Dianne Kennedy 03/10/2022 11:04 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.

Flagged by Dianne Kennedy 03/10/2022 11:04 AM

School food authorities that operate the National School Lunch Program, or the School Breakfast Program must establish school nutrition program directors and/or managers, and staff.

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.

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

	<p>Flagged by Dianne Kennedy 03/10/2022 11:04 AM</p> <p>The FSD in SNEARS no longer is employed by the SFA. Food Service Directors must be assigned and 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>Flagged by Dianne Kennedy 03/10/2022 11:04 AM</p> <p>Office, administrative or other staff who work on school nutrition program related activities regularly throughout the school year are required to meet annual training requirements. Staff working 20 or more hours per week must complete 6 hours of annual training that is relevant to their job duties. Teachers or staff serving breakfast/lunch in the classroom must complete 4 hours of training. 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>Flagged by Dianne Kennedy 03/10/2022 11:04 AM</p> <p>SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) 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.</p>			
Group 2: CA Count (2)		FARMINGDALE BD OF ED-02501490	04/11/2022	CAP Accepted
	<p>Corrective Action Plan: Accepted by Dianne Kennedy 04/13/2022 11:06 AM</p>			
	<p>CAP Accepted</p>			

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Corrective Action History

Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 11:06 AM

The required meal components were not offered to all students. For example, on Monday, February 7, 2022 the hot lunch option was Grilled Cheese Ciabatta and Steamed Corn. The cold lunch option was Turkey and Cheese Sandwich and Fresh Fruit. For the hot lunch option, the District should have offered Grilled Cheese Ciabatta, Steamed Corn, and Fresh Fruit. For the cold lunch option the District should have offered Turkey and Cheese Sandwich, Steamed Corn, and Fresh Fruit. We will be changing our Menus and will be offering all 5 components effective 4/11/22.

This will be corrected with the Menu change for the whole school effective 4/11/22. Although the vegetable components on the cold option was not on the menu, we do make sure that components are served to all students. We have taken immediate action to include on the Menu all the components that come with each meal. For example, we receive bags of sliced apples, and whole fruit such as apples, oranges, bananas, and we also receive vegetables such as bags of baby carrots, celery sticks, sliced cucumbers, and red pepper slices. We will make sure that this is reflected on the Menu moving forward with a 4/11/22 implementation date.

We will be creating a separate Menu for Pre-K students that does not have the Chocolate Milk option. The Menu will state "Pre-K Lunch Menu" at the top. At the bottom instead of selecting a choice of milk as with the other Menus, the Pre-K Menu will read: "Pre-K lunch is served with White Milk." The date of implementation is 4/4/22. The new Menus have been uploaded into SOARS.

We will immediately make sure we are incorporating legumes in our weekly service menus to meet the weekly minimum requirements. An example of legumes that the District serves is a Mexican-themed menu item such as tacos served with black beans. Another example is a BBQ-themed menu item where we serve a hot dog with baked beans. The date of implementation is 4/11/22.

We do make sure we serve $\frac{3}{4}$ cup of vegetables for the portion size. The production record was incorrect and we have made the correction and will make sure that they are correct moving forward. The date of implementation is 4/11/22.

We have taken steps to have two production records, one for Pre-K and another for K-8. We will send over both production records daily. The date of implementation is 4/11/22.

Moving forward, effective 4/11/22, we will be requiring that Howell provide the District with two Production Records. One will be for Pre-K and the other will be for Grades K - 8. Irene Sullivan, Lunch Aide, in the cafeteria will be responsible for this. She will complete the number of reimbursable and non-reimbursable meals per day. She will also complete the number of left over meals per day. The effective date is 4/11/22.

The required meal components were not offered to all students. For example, on Tuesday, February 8, 2022 the hot lunch option was Chicken Tender and Broccoli & Cheese. The cold lunch option was Turkey and Cheese Sandwich and Fresh Fruit. For the hot lunch option, the District should have offered Chicken Tender and Broccoli & Cheese, and Fresh Fruit. For the cold lunch option the District should have offered Turkey and Cheese Sandwich, Broccoli & Cheese, and Fresh Fruit. We will be changing our Menus and will be offering all 5 components effective 4/11/22.

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Corrective Action Plan: Rejected by Dianne Kennedy 04/08/2022 09:23 AM

Legumes and other vegetable subgroup were not served. At lunch, vegetable subgroup (dark green, red/orange, legumes, others and starchy) must meet 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. 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.

According to the production record for February 7, 2022, vegetable portion was 1/2 cup. The daily vegetable requirement for grade group K-8 is 3/4 cup. 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's Form web site for specific component and minimum quantity requirements. 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.

K-8 and Pre-K meals were on the same production record. K-8 and Pre-K meals must have separate production records. At lunch, production records for different grade grouping must be documented on separate production records. 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-SFA contract. The sending school completes Production Records only. The receiving school must complete the # Portion Left Over, # Portions Used (Reimb. and non-reimb.) and Temperatures on the Production Records. The FSD must sign after completing the production record by the receiving school. 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.

Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 08:47 AM

The required meal components were not offered to all students. For example, on Monday, February 7, 2022 the hot lunch option was Grilled Cheese Ciabatta and Steamed Corn. The cold lunch option was Turkey and Cheese Sandwich and Fresh Fruit. For the hot lunch option, the District should have offered Grilled Cheese Ciabatta, Steamed Corn, and Fresh Fruit. For the cold lunch option the District should have offered Turkey and Cheese Sandwich, Steamed Corn, and Fresh Fruit. We will be changing our Menus and will be offering all 5 components effective 4/8/22.

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Flagged by Dianne Kennedy 03/10/2022 11:04 AM

Legumes and other vegetable subgroup were not served. At lunch, vegetable subgroup (dark green, red/orange, legumes, others and starchy) must meet 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. 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.

According to the production record for February 7, 2022, vegetable portion was 1/2 cup. The daily vegetable requirement for grade group K-8 is 3/4 cup. 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. 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.

K-8 and Pre-K meals were on the same production record. K-8 and Pre-K meals must have separate production records. At lunch, production records for different grade grouping must be documented on separate production records. 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-SFA contract. The sending school completes Production Records only. The receiving school must complete the # Portion Left Over, # Portions Used (Reimb. and non-reimb.) and Temperatures on the Production Records. The FSD must sign after completing the production record by the receiving school. 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.

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

	<p>Flagged by Dianne Kennedy 03/10/2022 11:04 AM</p> <p>On the lunch ordered form, fruit was only offered in the cold meal entree and vegetable was only offered in the hot meal entree. 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.</p> <p>Pre-K students eat separately from other grade students and the Pre-K students are not served all five the meal components. Pre-K meal pattern requires all food components to be served to Pre-K students when Pre-K students are eating separately from the other grades. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered.</p> <p>Pre-K students were served chocolate milk. The Pre-K meal pattern requires Pre-K students to be served non-flavored lowfat or nonfat white milk only. When planning menus, the SFA must make sure that menus are in compliance with the meal pattern.</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>			
Group 3: CA Count (2)		FARMINGDALE BD OF ED-02501490		04/11/2022 CAP Accepted

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/25/2022 03:56 PM CAP Accepted				
	Corrective Action Plan: Submitted by Christina Moskal 04/20/2022 12:09 PM Form 410 for SSO has been completed and has been uploaded.				
	Corrective Action Plan: Rejected by Dianne Kennedy 04/13/2022 11:28 AM Please complete the Form 410, SSO Monitoring Form, which is in the Document Tab labeled SSO Monitoring Form. Thank you.				
	Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 11:35 AM On-Site Monitoring will be added to the School Business Administrator's Calendar as a recurring annual event for January 15th in order to be in compliance for the 2/1 deadline. On-Site Monitoring for the 2021-22 School year was completed on 4/8/22.				
	Corrective Action Plan: Rejected by Dianne Kennedy 04/08/2022 09:24 AM Please upload the Onsite Monitoring Forms into SOARS.				
	Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 08:49 AM On-Site Monitoring will be added to the School Business Administrator's Calendar as a recurring annual event for January 15th in order to be in compliance. On-Site Monitoring for the 2021-22 School year was completed on 4/8/22.				
	Flagged by Dianne Kennedy 03/10/2022 11:06 AM On-Site Monitoring Form was not complete for SY 21-22. All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The 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 Dianne Kennedy 03/10/2022 11:06 AM All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) 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.				

FARMINGDALE BD OF ED-02501490 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	FARMINGDALE-2083	325	04/11/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/13/2022 10:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 08:56 AM				
	We are now using the Production Records, effective 4/11/22. This will greatly assist us in counting leftover and non-reimbursable meals. This will help us in ensuring an accurate count daily.				
Corrective Action History	Flagged by Dianne Kennedy 03/22/2022 11:34 AM				
	Attached is the tally count by SA. SFA counted 3 more meals than SA. Lunch 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.				
	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)				
	FARMINGDALE-2083				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	FARMINGDALE-2083	1405	04/11/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 04/13/2022 10:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Moskal 04/08/2022 08:51 AM				
	We forgot to include this in the uploaded docs in SOARS. They have now been uploaded to SOARS.				
Corrective Action History	Flagged by Dianne Kennedy 03/10/2022 11:03 AM				
	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. Describe in the corrective action how this will be corrected.				

Report Selections

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