

Technical Assistance Log

MT ARLINGTON BD OF ED-02703410

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
05/18/2022	2589	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Meal Components and Quantities - Review Period	410	FSD	Lisa Miller	Jill Dailey	<input checked="" type="checkbox"/>
How Provided	Phone			Comments	Although students were offered and/or served the requirement daily and weekly portions of fruit for the week of review it was recommended at the exit conference that more of a variety of fruit is served to students. For both breakfast and lunch, students were offered/served apples, oranges and bananas.			
05/18/2022	2586	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	SFA/Sponsor On-Site Monitoring	901	Food Service Director	Lisa Miller	Jill Dailey	<input checked="" type="checkbox"/>
How Provided	Phone			Comments	Seamless Summer Option (SSO) Site Monitoring Forms were completed for breakfast and lunch for both sites. At the exit conference, technical assistance for the forms was providing regarding the following: 1. Important documentation was missing the forms, including average daily attendance, attendance of students and total meals served. 2. #10 "Does the attendance of students for the day, exceed the meal counts for the day?" was marked "No". This would indicate that more meals were served than the number of students in attendance. It is difficult to justify this response because no numbers for the attendance of students or total meals served were provided. 3. The signatures of the School Site Representative and SFA Reviewer should be flipped. The SFA Review must always be an individual from the SFA, especially when the SFA is in a contract with a FSMC.			
05/18/2022	2585	Civil Rights (Off-Site Assessment Tool) (800H)	Civil Rights	807	Food Service Director	Lisa Miller	Jill Dailey	<input checked="" type="checkbox"/>
How Provided	Phone			Comments	Form #86 Civil Rights Compliance was completed and submitted for both sites within Mt Arlington BOE. A few corrections were discussed during the exit conference that should be made going forward. Maschio's is written as the School Food Authority, but this should be Mt Arlington BOE. Also, the form is signed in the section titled "School Nutrition Program Specialist" this section should be left blank for State Agency Staff to sign when on review. The section titled "Name and Title of SFA Representative" is where the individual in the district completing the form should sign.			

MT ARLINGTON BD OF ED-02703410 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	MT ARLINGTON BD OF ED-02703410	108	06/20/2022	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 06/06/2022 11:47 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steven McHugh 06/06/2022 11:00 AM</p> <p>The School Business Administrator reviewed the Food Service Functions and the Personnel Assignments. The following staff assignments are being presented the the Board of Education for approval at the June 15, 2022 meeting:</p> <p>Food Service Hearing Official – Monica A Rowland</p> <p>Food Service Determining Official – Dr. Steven E. McHugh, Sr.</p> <p>Food Service Verifying Official – Barbara Caggiano</p> <p>Food Service Confirming Official – Barbara Caggiano</p> <p>Food Service Certifier – Dr. Steven E. McHugh, Sr.</p> <p>Food Service Alternate Certifier – Monica A. Rowland</p> <p>Food Service Submitter: Maschio's Assignment</p> <p>Food Service Alternate Submitter: Amber Martin</p> <p>Food Service School Administrator – Dr. Steven E. McHugh, Sr.</p> <p>Food Service Director: Maschios Assignment</p> <p>Food Service Other User: Barbara Caggiano</p> <p>These assignments will be managed moving forward.</p>				
	<p>Corrective Action Plan: Rejected by Jill Dailey 06/06/2022 09:51 AM</p> <p>Please also indicate who will be the confirming official. The confirming official cannot be the Determining Official or Hearing Official. The confirming official checks the Determining Official's work and validates selected applications as error prone. Thank you!</p>				

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	<p>Corrective Action Plan: Submitted by Steven McHugh 06/04/2022 11:33 AM</p> <p>The School Business Administrator reviewed the Food Service Functions and the Personnel Assignments. The following staff assignments are being presented the the Board of Education for approval at the June 15, 2022 meeting:</p> <p>Food Service Hearing Official – Monica A Rowland</p> <p>Food Service Determining Official – Dr. Steven E. McHugh, Sr.</p> <p>Food Service Verifying Official – Barbara Caggiano</p> <p>Food Service Certifier – Dr. Steven E. McHugh, Sr.</p> <p>Food Service Alternate Certifier – Monica A. Rowland</p> <p>Food Service Submitter: Maschio's Assignment</p> <p>Food Service Alternate Submitter: Amber Martin</p> <p>Food Service School Administrator – Dr. Steven E. McHugh, Sr.</p> <p>Food Service Director: Maschios Assignment</p> <p>Food Service Other User: Barbara Caggiano</p> <p>These assignments will be managed moving forward.</p>				
	<p>Flagged by Jill Dailey 05/19/2022 10:32 AM</p> <p>The hearing official can not be a person involved with the application approval or the verification process. The Business Administrative is listed as the confirming official, verifying official and hearing officer.</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.</p> <p>Indicate the date of implementation.</p>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	MT ARLINGTON BD OF ED-02703410	314	06/20/2022	CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 06/06/2022 09:41 AM CAP Accepted				
	Corrective Action Plan: Submitted by Steven McHugh 05/24/2022 12:48 PM Mt Arlington BOE updated the SNEARS accountability method to Tally Method and will verify this entry annually.				
	Flagged by Jill Dailey 05/19/2022 10:32 AM The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. Under Site Details for both the National School Lunch and School Breakfast Programs, it states that the SFA's accountability method is computerized point of sale, but tally sheets were submitted as the point of service count for the administrative review. The Schedule A must be revised to reflect the actual meal counting method 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.				

Report Selections

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