

## SHEPARD SCHOOLS-02809635 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	SHEPARD SCHOOLS-02809635	810	01/13/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kara Mccluskey 01/05/2023 06:37 PM				
	The link to the current USDA Non-Discrimination statement that was inadvertently omitted from the Unpaid Meal Charges policy and the Wellness Policy has been added. In the future Shepard School will annually review all program materials and documents distributed to households or posted on the Shepard School website to ensure that a link to the current USDA Non-Discrimination statement is included. Date of implementation is 11/21/2022.				
<b>Corrective Action History</b>	Flagged by Katie Hunter 12/09/2022 01:46 PM				
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: <a href="https://www.nj.gov/agriculture/applic/forms/Form%2020213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%2020213%20USDA%20Nondiscrimination%20Statement.pdf</a> 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) (1400H)				
	SHEPARD SCHOOLS-02809635				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	SHEPARD SCHOOLS-02809635	1400	01/13/2023	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Katie Hunter 12/09/2022 06:04 PM				
	CAP Removed				
	Flagged by Katie Hunter 12/09/2022 06:03 PM				
	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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. A copy of the written HACCP food safety plan must be available at each school. 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 - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SHEPARD SCHOOL -3443	403	01/13/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:58 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Kara Mccluskey 01/05/2023 06:37 PM					
	A minimum of two varieties of fluid milk will be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. The two varieties offered will be either flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. The SFA from which we are receiving meals, Morris School District, was contacted to make the correction. Morris School District will send a sufficient quantity of at least two varieties at the beginning of each week. Quantities of milk on hand will be checked each day and if additional milk is needed to ensure students have a choice from at least two varieties, a request for additional milk will be placed with the daily lunch order. Date of implementation 11/21/2022.					
<b>Corrective Action History</b>	Flagged by Katie Hunter 12/09/2022 01:46 PM					
	A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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.					
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SHEPARD SCHOOL -3443	404	01/13/2023	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:59 PM					
<b>Corrective Action History</b>	CAP Accepted					
	Corrective Action Plan: Submitted by Kara Mccluskey 01/05/2023 06:37 PM					
	In addition to the menu, the And Justice for All poster, and sanitary inspection report, signs will be posted at the beginning of the serving line/serving area (including in classrooms) identifying the components of a reimbursable lunch. Menus will be changed monthly. Serving areas will be inspected periodically to ensure no signs were inadvertently removed. Date of implementation 11/21/2022.					
	Flagged by Katie Hunter 12/09/2022 01:47 PM					
<b>Corrective Action History</b>	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 lunch. 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.					
	Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	SHEPARD SCHOOL -3443	409	01/13/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:58 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kara Mccluskey 01/05/2023 06:37 PM At lunch, all 5 required components of the reimbursable lunch, in minimum daily and weekly requirements have been consistently offered and will continue to be offered to students daily. On certain days, even though milk was included as a component of the lunch meal, the daily production record inadvertently did not list the quantity of milk portions. The production record will be checked daily to make certain all supporting information on the production record is completed including all components of the reimbursable meal being served and all that all columns are properly completed. If any information is not included on the production record received, the information will be added manually. Date of implementation 11/21/2022				
	Flagged by Katie Hunter 12/09/2022 01:47 PM 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. 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	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	SHEPARD SCHOOL -3443	1406	01/13/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:59 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kara Mccluskey 01/05/2023 06:38 PM The food safety inspection report was moved to a publicly visible location including outside the kitchen area, in all classrooms where meals are served and also in the main office. All future food safety inspection reports will be posted in these areas. Date of implementation 11/21/2022.				
	Flagged by Katie Hunter 12/09/2022 01:47 PM Either only one, none or an outdated food safety inspection report was not posted in a publicly visible location. Describe in the CAP how this will be corrected. Indicate date of implementation.				

**Report Selections**

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