

OCEAN CO JUVENILE DET CTR-23009429 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	OCEAN CO JUV DET	325	11/27/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 11/26/2019 01:23 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 11/26/2019 12:15 PM	The count will be logged in the meal count book by the kitchen staff, the Chief of Administrative Services, or in their absence by the officer in charge who has been trained in what a reimbursable meal requires. The Food Director will confirm that the count was logged upon arrival. Training was completed and implemented on June 14, 2019.			
	CAP Rejected Casey Miller 11/21/2019 10:47 AM	Per SFAs request to edit			
	CAP Submitted RICHARD SEITZ 11/18/2019 04:05 PM	The count will be logged in the meal count book by the kitchen staff, the Chief of Administrative Services, or in their absence by the officer in charge who has been trained in what a reimbursable meal requires. The Food Director will confirm that the count was logged upon arrival. Training was completed and implemented on September 6, 2019.			
	Flagged Casey Miller 11/14/2019 03:41 PM	<p>An accurate count of reimbursable meals served must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable meal has been served to an eligible child. These counts must then be used correctly in the claim for reimbursement.</p> <p>On May 3rd and 17th, there was no point of service documentation for breakfast. The kitchen meal log tally book did not have breakfast meal counts for just these two days.</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>			
Afterschool Snack Program	Afterschool Snack Program	OCEAN CO JUV DET		07/21/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:43 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:35 PM	<p>Corrective actions were immediately taken as outlined in the previous section. Afterschool snacks will have two components and are provided by staff at the kitchen window. Staff directly hand the food component and the milk cup to each resident and record each in the same daily red log book used for breakfast and lunch. Kitchen staff also document that each resident received their snack in the production record 389 in addition to the red log book so that Point-of Service Counts are properly documented to meet the standards.</p> <p>It should be corrected that the residents were never allowed to "help themselves" to the snack. Disbursement of the snack was under the direction of the Detention Officer supervising the group. Residents are allowed up one at a time from their assigned seats to receive their snack and then pour their milk from the milk dispensers. Not only can the count be documented by the custody staff daily log books, but all meals are recorded on digital tape, including snack. Kitchen staff now perform the proper Point-of-Count documentation procedures using Form 189 and the daily red log book.</p>			
	Flagged Casey Miller 06/21/2019 12:05 PM	<p>Point-of-service snack counts by student/benefit category must be maintained.</p> <p>ASSP counts were not taken at the point-of-service. Documentation for point-of-service snacks served were not kept.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
Afterschool Snack Program	Afterschool Snack Program	OCEAN CO JUV DET		07/21/2019	CAP Accepted
	CAP Accepted Casey Miller 07/23/2019 03:42 PM	CAP Accepted			

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<p>Corrective Action History</p>	<p>CAP Submitted DOROTHY KNIGHT 07/19/2019 03:35 PM</p>	<p>The Food Service Director will see that After School Snack Production Record form 189 is completed daily/weekly and stored in her office files for three years. Production records will list each meal component and the planned portion sizes to meet the meal pattern component requirements on Form 71 which has been posted in the FSD office and the Production Record Binder.</p> <p>The Food Service Director's Supervisor will review the Production Records at the end of each month before submitting the monthly claim forms.</p> <p>Afterschool snacks have two components and are provided by staff at the kitchen window. Staff directly hand the food component and the milk cup to each resident and record each in the same daily log book used for breakfast and lunch. Because the milk component is standard, the previous menu only listed the food component. The menu now lists both the milk component and the food component. In addition to the red log book, Afterschool Snack Program Production Record 189 is being kept in a separate binder by the window and is completed each day. This was begun 6/10/2019. Form scanned and attached.</p> <p>Form 365 ON-SITE REVIEW ASSP will be done each February and September as the Detention Center is a 365/24/7 facility housing court ordered youth every day of the year. The Food Service Director and the FSD Supervisor have scheduled these reviews in their computer calendars for the future. Forms will be kept in the FSD's office files..</p>

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	<p>Flagged Casey Miller 06/21/2019 11:46 AM</p>	<p>Production records must be completed daily and maintained for a minimum of three years.</p> <p>Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.</p> <p>SFA did not complete production records for ASSP. It is recommended to use Form #189.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Snacks claimed for reimbursement must meet the 2 component per student requirements. SFA provided a menu for ASSP that only indicated one component.</p> <p>Explain in detail, how the finding(s) 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 program must be monitored twice with the first review required to be done within the first 4 weeks of operation each year. It is recommended to use Form #365.</p> <p>SFA did not complete ASSP on site monitoring reviews.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
<p>On-Site Assessment Tool - Site</p>	<p>Meal Components and Quantities - Review Period</p>	<p>OCEAN CO JUV DET</p>	<p>410</p>	<p>07/21/2019</p>	<p>CAP Accepted</p>
	<p>CAP Accepted Casey Miller 07/23/2019 03:39 PM</p>	<p>CAP Accepted</p>			

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<p>Corrective Action History</p>	<p>CAP Submitted DOROTHY KNIGHT 07/19/2019 03:36 PM</p>	<p>Lunch Meals Pattern Charts have been posted in the FSD office for menu planning and in the kitchen preparation area for staff to ensure that the meals meet the daily and weekly minimum quantity requirements. The quantity of fruit was planned and carefully measured to be at least a full cup for every meal starting on 6/11/2019. The quantity of vegetables was also planned and carefully measured to be at least a full cup on 6/11/2019. Also since 6/11/2019, when salad sides are given, two cups of raw green leafy greens are provided as needed to satisfy the half volume credit.</p> <p>Production records have been created by the FSD and staff are being trained in completing them daily. The FSD Supervisor will review the Production records at the end of each month as of July 31, 2019.</p> <p>Attention is being paid to "ounce equivalents" for grains and meat/meat alternates, and on how to correctly determine ounce equivalents using the food labels, Product Formulation Sheets, CN label, recipe, and Exhibit A WGR Chart Form 33. Portion sizes are being written in cups, not ounces, and milk will be recorded in the total milk usage box. A binder is being kept for all the Food ad CN labels, PFS, and recipes.</p> <p>Staff have been retrained in using the appropriate sized scoops, labels and spoons to ensure accurate portion sizes to meet the daily and weekly meal pattern requirements. New utensils with clearer color coded handles have been purchased along with new Digital and Manual Scales to ensure accurate weights. A Food Service Measuring Utensils & Cup Chart called Basics at a Glance from the Institute of Child Nutrition has been posted in the prep area.</p> <p>At the end of each month the FSD and supervisor will meet and review all menus, meals, production records and supporting documentation and fine tune them to ensure we meet the school nutrition standards. Progress will be reported at a monthly meeting with the Juvenile Services Director or Assistant Director starting August 5, 2019.</p>

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	<p>Flagged Casey Miller 06/21/2019 12:16 PM</p>	<p>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.</p> <p>On certain days during the review week, insufficient quantity of fruit and vegetable was offered that did not meet the minimum meal pattern requirements.</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> <p>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.</p> <p>Production records were not kept daily and required corrections on recording actual portion size served and creditable meal component contributions.</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>			
<p>On-Site Assessment Tool - Site</p>	<p>Meal Components and Quantities - Day of Review</p>	<p>OCEAN CO JUV DET</p>	<p>402</p>	<p>07/21/2019</p>	<p>CAP Accepted</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:38 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:36 PM	<p>Lunch Meals Pattern Charts have been posted in the FSD office for menu planning and in the kitchen preparation area for staff to ensure that the meals meet the daily and weekly minimum quantity requirements for grades 9-12.</p> <p>The quantity of fruit was planned and carefully measured to be at least a full cup for every meal starting on 6/11/2019. The quantity of vegetables was also planned and carefully measured to be at least a full cup on 6/11/2019. Also since 6/11/2019,, when salad sides are given, two cups of raw green leafy greens are provided as needed to satisfy the half volume credit. Menus and production records are reviewed by the FSD and the FSD Supervisor weekly and then again at the end of each month as of July 31, 2019.</p>			
	Flagged Casey Miller 06/21/2019 12:21 PM	<p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.</p> <p>Day of review lunch observed had insufficient quantity (portion size) of vegetable offered. A 1/2c portion was offered instead of the daily minimum meal pattern requirement of 1c.</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>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	OCEAN CO JUV DET	501	07/21/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:36 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:36 PM	All staff are being trained in Offer vs Serve. The Training Technician has scheduled the staff to attend the webinars posted on line and in SNEARS. The first webinar "Serving Vegetables in the CACFP" was viewed July 18, 2019 at 2 p.m. The Offer vs Serve Breakfast webinar is scheduled for 2 p.m. July 25, 2019. Offer vs Serve Lunch, Production Records, and Overview of the NSLP Meal Pattern/Menu Planning are scheduled for August 1, 8 and 15.			
	Flagged Casey Miller 06/21/2019 12:17 PM	Food service staff 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.			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	07/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:36 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:37 PM	The existing Food Safety HACCP Plan is now available in the kitchen prep area, the FSD office, and the FSD's Supervisor's office. Form 373 HACCP-Based Standard Operating Procedures has been downloaded and is in the process of being adapted and adopted, and incorporated into both the HACCP Plan and into the Detention Center's Policy and Procedure Manual. Copies will be placed in the kitchen prep area, the FSD office, the FSD's supervisor office, and the Chief of Administrative Services office by August 30, 2019.			
	Flagged Casey Miller 06/21/2019 12:21 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. 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.			
On-Site Assessment Tool	Professional Standards		1214	07/21/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:35 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:37 PM	A Safe Serv Certification class is to be conducted on site by Ocean County College on August 16, 2019. The FSD and FSD Supervisor will have the 8-hour managerial course; all other staff will receive the 4-hour training. In addition, the FSD will be enrolled in the Institute of Child Nutrition courses Norovirus for Schools (2 hours), Food Safety in Summer Meals (1 hour), and Managing Food Allergies (4 hours). The ICN Food Safety in Schools will be accessed each year hereafter for all staff.			
	Flagged Casey Miller 06/21/2019 12:23 PM	<p>School Nutrition Program directors are required to complete at least 12 hours of annual training. In addition to the annual training, food service directors are required to obtain 8 hours of food safety training every five years. 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/.</p> <p>Food service director completed required annual training hours, however, did not have required food safety training.</p> <p>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.</p>			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	OCEAN CO JUV DET	901	07/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:35 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:37 PM	The FSD Supervisor will conduct the lunch counting and claiming procedure in January each year and has entered it into the computerized calendars for herself, and the facility. Both the SBP and the NSLP review forms will be used and stored in the FSD files and the Supervisor's files.			
	Flagged Casey Miller 06/21/2019 12:24 PM	<p>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.</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>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	OCEAN CO JUV DET	1405	07/21/2019	CAP Accepted

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Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:34 PM	CAP Accepted
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:37 PM	<p>As advised by the TA, the Ocean County Health Department was contacted on June 26, 2019 and we were given the name of Samantha Olsen as the supervisor of the Environmental Health division. An email requesting two inspections of the detention kitchen was sent the same day to her with a request for a response. Ms. Olsen replied that the Detention Center would be put on the schedule for schools with inspections in the fall and spring. See below:</p> <p>Hi Rich. This is fine. As per our conversation, we will inspect your facility two times a year. One inspection in the spring and one in the fall. Please let me know if you have anything else I can help you with.</p> <p>Thank you</p> <p>Samantha Olsen</p> <p>Principal Registered Environmenatal Health Specialist</p> <p>Ocean County Health Department</p> <p>175 Sunset Ave</p> <p>Toms River, NJ 08754-2191</p> <p>(732) 341-9700 ext 7449</p> <p>(732) 286-1495 fax</p>
	Flagged Casey Miller 06/21/2019 12:25 PM	<p>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. If the local agency is unable to conduct two inspections per school year, then the SFA/Sponsor must have documentation to indicate that the they requested two (2) inspections in the current school year from the applicable agency.</p> <p>Describe in the corrective action how this will be corrected. In addition, SFA did not have documentation indicating that two food safety inspections were requested.</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	OCEAN CO JUV DET	1404	07/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:32 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:37 PM	The existing Food Safety HACCP Plan is now available in the kitchen prep area, the FSD office, and the FSD's Supervisor's office. Form 373 HACCP-Based Standard Operating Procedures has been downloaded and is in the process of being adapted and adopted, and incorporated into both the HACCP Plan and into the Detention Center's Policy and Procedure Manual. Copies of the revised HACCP Plan will be placed in the kitchen prep area, the FSD office, the FSD's supervisor office, and the Chief of Administrative Services office by August 30, 2019.			
	Flagged Casey Miller 06/21/2019 12:27 PM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. We recommend using form 373 HACCP- Based standard operating procedures. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	OCEAN CO JUV DET	403	07/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:31 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:37 PM	The facility offers both flavored and un-flavored fat-free milk. As of 6/15/19 both are now available at all times. In addition, 1% unflavored milk was made available at Breakfast on 6/11/19.			
	Flagged Casey Miller 06/21/2019 12:29 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast 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. 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.			
On-Site Assessment Tool - Site	Afterschool Snack Program	OCEAN CO JUV DET	1700	07/21/2019	CAP Removed

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Removed Casey Miller 06/21/2019 12:08 PM	CAP Removed			
	Flagged Casey Miller 06/21/2019 10:39 AM	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Group 2: CA Count (2)				07/21/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	OCEAN CO JUV DET	404	
	On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	OCEAN CO JUV DET	502	

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:44 PM				CAP Accepted
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:38 PM				Offer vs Serve Forms 300 and 185 were printed, laminated and posted by the serving window, both inside for staff to see and outside for the residents to see as of July 10, 2019. The menu listing all the components of each meal is being posted by the serving window daily. Cold filtered water has always been available to the residents. Additional signage has been posted as of July 10, 2019 on both the water dispenser and the milk dispenser.
	Flagged Casey Miller 06/21/2019 12:28 PM				Each serving line/serving area must have signage posted at or near the beginning of the serving line identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form #300 for lunch and Form #185 for breakfast) is available on the Department of Agriculture's Form 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. 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 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.
Group 1: CA Count (2)				07/21/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool	Reporting and Recordkeeping		1501	
	On-Site Assessment Tool - Site	Reporting and Recordkeeping	OCEAN CO JUV DET	1502	
Corrective Action History	CAP Accepted Casey Miller 07/23/2019 03:43 PM	CAP Accepted			
	CAP Submitted DOROTHY KNIGHT 07/19/2019 03:38 PM	Production records will be filed in the FSD's office files and kept for the mandatory 3 years. The FSD Supervisor will review the records monthly beginning July 31, 2019.			
	Flagged Casey Miller 06/21/2019 12:15 PM	<p>SFA must retain program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings.</p> <p>Production records were only available for the review week. Daily production records were not retained.</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> <p>SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings.</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>			