

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	LAKWOOD BD OF ED-02902520	314	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:26 PM</p> <p>The site detail for all sites have been updated to reflect the correct grades and the current practices.</p> <p>Date completed: 12/2/2022</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:27 AM</p> <p>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. The Schedule A must be revised to reflect the actual meal counting method used and accurate site information.</p> <ul style="list-style-type: none"> The Site Details for each site within the SFA must be up-to-date and reflective of current practices. 				
	<p>Piner-Site details states 20 classroom feeding locations for both breakfast and lunch. This number is inaccurate. Lunch can also not be offer versus serve for the PreK. Lastly for Piner, the site details state the site is PreK to 1st grade, when, it is PreK to 2nd grade.</p> <p>Oaks-Site Details state lunch is served in the classroom, when to my understanding and observation, it is only served in the cafeteria.</p> <p>All other site in the SFA must be reviewed and updated, as needed.</p> <ul style="list-style-type: none"> Although the SFA offers and serves alternate meals at 7 out of the 9 in the SFA, only 4 have a contract with the vendor (Gelbstein's/Cafe on Clifton). All sites that offer alternate meals from the vendor, MUST have a contract in place. In addition, the contract must be followed. <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	LAKWOOD BD OF ED-02902520	701	10/18/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lisa Garland 10/24/2023 12:42 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 10/12/2023 12:32 PM</p> <p>Corrective Action Plan is attached.</p> <p style="text-align: center;">CORRECTIVE ACTION PLAN</p> <p style="text-align: center;">RESOURCE MANAGEMENT COMPREHENSIVE REVIEW</p> <p>FINDING: Net Cash Resources exceeded three months average expenditures which represent incompliance per USDA CFR 210.14</p> <p>CAP: Since the time of this review the district has completed some of the following:</p> <ul style="list-style-type: none"> • Replacement of the Lakewood Middle School Serving Line at a cost of \$426,025.72 (2022-2023). • Expansion of the Lakewood Middle School Cafeteria resulting in the need for additional cafeteria furniture at a cost of \$162,442.50 (2022-2023) • The District is in the process of replacing the Lakewood High School Serving Line at a cost of \$695,709.46 (2023-2024) • The District plans to replace the serving lines in other schools that are in need. • As a CEP District we are in a new group cycle for 2024. Our ISP rate has significantly decreased causing our free meals reimbursement percentage rate to change from 99.17% for 2023 to 64.24% for 2024. As a result the district will need to use the excess resources to cover the costs of the food service program going forward. • Mr. Kevin Campbell/Assistant Business Administrator/Board Secretary is the person responsible for the implementation of this Corrective Action Plan. <p>This CAP began in the 2022-2023 school year and continues in the 2023-2024 school year.</p>				
	<p>Flagged by Lisa Garland 10/11/2023 10:58 AM</p> <p>FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14</p> <p>Please submit a required Corrective Action Plan</p>				
	<p>Thank You</p>				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	LAKWOOD BD OF ED-02902520	805	01/05/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:31 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:15 PM</p> <p>The current FSMC and SFA policy/procedure will be extended to students receiving vended meals from Cafe Clifton.</p> <p>Sodexo will work with SFA and school nurses and communicate with Cafe Clifton any dietary needs of the students. Cafe Clifton will provide the necessary substitutions.</p> <p>Date of implementation:12/14/2022</p>				
Corrective Action History	<p>Flagged by Amy Martin 11/28/2022 11:26 AM</p>				
	<p>Although the FSMC has a procedure in place for providing meals to students with food allergies or disability, the meals served that come from the vendor must also have a policy. According to the USDA Memo Code SP 26-2017 "Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers (Q&As)" and the "Accommodating Children with Disabilities in the School Meal Programs" manual found on the NJDA forms page, the process of providing modified meals for children with disabilities should be as inclusive as possible. It is essential that SFAs work collaboratively with parents and guardians to ensure children receive a safe meal and have an equal opportunity to participate in the School Meal Programs. A team approach that includes parents and guardians and (as age-appropriate) the child, when providing modified meals is essential. If a team (Individualized Education Plan (IEP) or 504) already exists, the SFA may use this team to address a child's nutritional needs.</p> <p>Federal law and USDA regulations at 7 CFR 15b.13 require that schools make reasonable modifications to accommodate children with disabilities. A milk allergy would fall within this realm. The SFA must have a procedure in place for accommodating students with a disability related to food.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	LAKWOOD BD OF ED-02902520	807	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:29 PM CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:05 PM Going forward, the civil rights compliance form (#86) will be completed by October 15th of each school year. Have set up a calendar reminder.				
	Flagged by Amy Martin 11/28/2022 11:23 AM Civil Rights Compliance Form (#86) completed on October 28, 2022. The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form by October 15th of each year. 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/applic/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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	LAKWOOD BD OF ED-02902520	1400	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:06 PM				
	<p>HACCP/FOOD SAFETY SOP was reviewed and signed on 11/17/2022. Each School now has HACCP/FOOD SAFETY SOP reviewed and signed for the 2022-2023 school year.</p> <p>The SFA will ensure that the a HACCP/FOOD SAFETY SOP is reviewed and signed for he start of each school year.</p>				
Corrective Action History	Flagged by Amy Martin 11/28/2022 11:24 AM				
	<p>Food Safety Plan was not reviewed and signed. The SFA must have a signed food safety plan in place to indicated that HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures have been reviewed. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website.</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>				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	LAKWOOD BD OF ED-02902520	1501	01/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:26 PM				
	<p>Going forward, SFA will retain CEP data for the base year ISP.</p> <p>SFA will retain program records for 3 years after the final claim for reimbursement for the fiscal year.</p>				
Corrective Action History	Flagged by Amy Martin 11/28/2022 11:27 AM				
	<p>CEP data for Base Year ISP are not retained. 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 or until the end of the CEP cycle for CEP Identified Student Percentage (ISP) validation. 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 1: CA Count (2)		LAKWOOD BD OF ED-02902520		01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM CAP Accepted
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:28 PM September and October reimbursement claims have been revised on 12/1/2022. CEP ISP calculations will be done by one individual and reviewed/checked by a second individual. Date of implementation: 12/1/2022
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:28 PM September and October reimbursement claims have been revised on 12/1/2022. CEP ISP calculations will be done by one individual and reviewed/checked by a second individual. Date of implementation: 12/1/2022

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Flagged by Amy Martin 11/28/2022 11:28 AM

Data as of April 1, 2019 (time of CEP application):

3443 DC + 68 HMRF = 3511, Enrollment = 5565

ISP: 3511/5565 = 63.09% X 1.6 = 100% Free, 0% Paid

Data verified on review:

3441 DC + 9 HMRF = 3450, Enrollment = 5566

ISP: 3450/5566 = 61.98% X 1.6 = 99.17% Free, .83% Paid

SFA selected their base Year ISP. Data was validated on site as part of Administrative Review. CEP application was revised to reflect correct verified data. Moving forward, all data to validate and replicate the approved CEP application must be kept on file. This includes maintaining actual, correct DC data which includes removing duplicate students and those that leave the district prior to April 1st, Migrant/Homeless/Runaway/Foster with Letter lists, and Enrollment data.

You must revise September and October reimbursement to reflect the correct claiming percentages by entering the same number of total meals for each month. Additionally, explain in detail the measures taken to ensure that finding will not reoccur in the future. Indicate the date of implementation.

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>Data as of April 1, 2019 (time of CEP application):</p> <p>3443 DC + 68 HMRF =3511, Enrollment = 5565</p> <p>ISP: 3511/5565 = 63.09% X 1.6 = 100% Free, 0% Paid</p> <p>Data verified on review:</p> <p>3441 DC + 9 HMRF = 3450, Enrollment = 5566</p> <p>ISP: 3450/5566 = 61.98% X 1.6 = 99.17% Free, .83% Paid</p> <p>SFA selected their base Year ISP. Data was validated on site as part of Administrative Review. CEP application was revised to reflect correct verified data. Moving forward, all data to validate and replicate the approved CEP application must be kept on file. This includes maintaining actual, correct DC data which includes removing duplicate students and those that leave the district prior to April 1st, Migrant/Homeless/Runaway/Foster with Letter lists, and Enrollment data.</p> <p>You must revise September and October reimbursement to reflect the correct claiming percentages by entering the same number of total meals for each month. Additionally, explain in detail the measures taken to ensure that finding will not reoccur in the future. Indicate the date of implementation.</p>			
Group 2: CA Count (2)		LAKWOOD BD OF ED-02902520	01/05/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/21/2022 04:45 PM</p> <p>SFA conducted Onsite reviews of the ASSP on December 8th, December 14th, and December 16th. The second review review will be conducted before the end of the school year.</p> <p>Date of Implementation: 12/8/2022</p> <p>Moving Forward, SFA will conduct the first Onsite review within the first 4 weeks of the ASSP start of service.</p>			

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/21/2022 04:45 PM</p> <p>SFA conducted Onsite reviews of the ASSP on December 8th, December 14th, and December 16th. The second review review will be conducted before the end of the school year.</p> <p>Date of Implementation: 12/8/2022</p> <p>Moving Forward, SFA will conduct the first Onsite review within the first 4 weeks of the ASSP start of service.</p>
	<p>Corrective Action Plan: Rejected by Amy Martin 12/21/2022 03:27 PM</p> <p>per our email exchange.</p>
	<p>Corrective Action Plan: Rejected by Amy Martin 12/21/2022 03:27 PM</p> <p>per our email exchange.</p>
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/16/2022 06:55 PM</p> <p>SFA will conduct Onsite reviews of the ASSP the week of December 5th and December 12th. The second review review will be conducted before the end of the school year.</p> <p>Date of Implementation: 12/5/2022</p> <p>Moving Forward, SFA will conduct the first Onsite review within the first 4 weeks of the ASSP start of service.</p>
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/16/2022 06:55 PM</p> <p>SFA will conduct Onsite reviews of the ASSP the week of December 5th and December 12th. The second review review will be conducted before the end of the school year.</p> <p>Date of Implementation: 12/5/2022</p> <p>Moving Forward, SFA will conduct the first Onsite review within the first 4 weeks of the ASSP start of service.</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>ASSP began October 20, 2022. No on-site review was conducted.</p> <p>SFAs participating in the After School Snack Program must conduct an on-site review of ASSP per school year within 4 weeks of beginning snack service. A second review must be conducted prior to the end of the school year. State Agency ASP On-Site Review Form (Form 365) may be used.</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>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>ASSP began October 17, 2022. Week of November 14 - 18 is fourth week of operation. No on-site review was conducted.</p> <p>SFAs participating in the After School Snack Program must conduct an on-site review of ASSP per school year within 4 weeks of beginning snack service. A second review must be conducted prior to the end of the school year. State Agency ASP On-Site Review Form (Form 365) may be used.</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>			
Group 3: CA Count (2)		LAKWOOD BD OF ED-02902520	01/05/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:34 PM</p> <p>CAP Accepted</p>			

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

<p>Corrective Action History</p>	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:30 PM</p> <p>New updated recipe books will be provided to each location.</p> <p>New recipes will be sent to schools to keep books updated.</p> <p>Site Leads were retrained and sent SOP on how to retrieve a missing recipe from Primeroedge.</p> <p>Staff was retrained on how to follow recipe and use correct serving utensils to ensure proper portions are served.</p> <p>Date of Implementation: 12/14/2022</p> <p>Sodexo will provide supervision and over-site of the vended meals service.</p> <p>Cafe Clifton will provide meals and production record.</p> <p>Sodexo will:</p> <ul style="list-style-type: none"> · receive meals · verify meals sent · record HACCP temperatures · supervise proper service and counting of meals · verify meals served · record information of production records · review and verify accuracy of counts and production records · maintain production records on file <p>Date of implementation: 1/3/2023</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>Portion sizes offered for each required breakfast 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>The iceberg lettuce was to be served using a 6oz serving utensil. Since the site serves all fruits and vegetabes in 1/2 cup servings, this is incorrect. Prior to service, food service was made aware and change to 8oz serving spoon (credits as 1/2 cup).</p> <p>On the day of review, a ham and cheese hoagie were substituted for the Italian hoagie. A standardized recipe was not used to prepare the ham and cheese hoagies. A recipe was not available at the school for this item. In addition, when the FSMC provided a recipe (after service, at the Board Office), it did not match with what was served at the school (different amounts of deli meats).</p> <p>Alternative meals (Kosher meals provided by a vendor) do not have a production record for the day of review or review month. Therefore, these meals are disallowed. No production records-> you cannot claim a meal for reimbursement.</p> <p>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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>Recipe for the ham and cheese hoagie observed on site was not available. To ensure a consistent portion size, yield and quality, and appropriate crediting for meal pattern requirements, standardized lunch recipes must be available to staff and be followed exactly. Ingredients should be weighed or measured using standardized weight or measuring utensils.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
Group 4: CA Count (3)		LAKWOOD BD OF ED-02902520	01/05/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:34 PM</p> <p>CAP Accepted</p>			

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:52 PM</p> <p>Civil rights training for teachers will be added to the District's Safe Schools platform. Teachers will be required by the district to take training by 1/15/2023. New teachers will be required to take training this school year.</p> <p>Moving forward this will be part of the required training each school year.</p> <p>Date of Implementation: 1/15/2023</p> <p>Sodexo will attend each site staff meeting to conduct the Offer vs serve training for teachers</p> <p>Date of Implementation: 12/12/2022</p>
	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>Teachers serving meals in the classroom have not been trained in OVS or civil rights.</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. Teachers serving meals must have enough training to adequately perform the duties related to their job such as Offer vs Serve and Civil Rights. 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>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>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>Cafeteria staff have been trained on OvS. Since breakfast and preK meals are served in the classrooms and Saturday meals are not served by food service staff, these individuals must also receive training on how to accurately recognize a reimbursable meal under offer versus serve. This includes having a Standard Operating Procedure (SOP) for substitute teachers.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>Annual Civil Rights training was not conducted by the required September 30, 2022. In addition, Civil Rights training was not held for teachers who serve in the classroom or for staff at the LECC 1&3 and LECC 2 sites.</p> <p>Civil Rights training must be provided on an annual basis by September 30, 2022, to all frontline staff and those employees who supervise frontline staff. "Frontline staff" are defined as all employees who interact with Child Nutrition program applicants or participants. This includes teachers that serve meals in the classroom. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</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 5: CA Count (2)		LAKWOOD BD OF ED-02902520	01/05/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:34 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:34 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:54 PM</p> <p>SFA conducted Onsite reviews of the ASSP on December 8th, December 14th, and December 16th. The second review review will be conducted before the end of the school year.</p> <p>Date of Implementation: 12/8/2022</p> <p>Moving Forward, SFA will conduct the first Onsite review within the first 4 weeks of the ASSP start of service.</p>			

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:54 PM</p> <p>SFA conducted Onsite reviews of the ASSP on December 8th, December 14th, and December 16th. The second review review will be conducted before the end of the school year.</p> <p>Date of Implementation: 12/8/2022</p> <p>Moving Forward, SFA will conduct the first Onsite review within the first 4 weeks of the ASSP start of service.</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>As discussed at the exit conference, violations were found for the After School Snack Program.</p> <p>ASP onsite reviews must be completed twice per school year->once within the first four (4) weeks of operation and once prior to the end of the school year. ASP started at Oaks Elementary on October 20, 2022. The first onsite review was not yet completed.</p> <p>Explain in detail, how the finding(s) was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>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.</p>				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	OAK STREET ELEM SCHOOL-1762		01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:30 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:08 PM</p> <p>Production records have been updated and temperatures will be recorded moving forward.</p> <p>Staff has been retrained.</p> <p>Juice and all other items served will be checked that they are held at the proper temperature.</p> <p>Date of implementation: 12/1/2022</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:25 AM</p> <p>Production records did not indicate the temperatures of the items served. A 6oz juice was served each snack service. According to the label, the juice should be frozen and once thawed, kept refrigerated (at or below 40 degrees). Product must be used within 10 days of thawing.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>OAK STREET ELEM SCHOOL-1762</p>	<p>318</p>	<p>01/05/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:30 PM</p> <p>CAP Accepted</p>				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:09 PM</p> <p>Implemented counter/clickers for meal counts at all elementary schools. Cashiers have been retrained to stay at the end of the service line, ensure all components of a reimbursable meal has been selected by the student, and then count the meal.</p> <p>Date of implementation: 12/1/2022</p> <p>The site lead will record the counts from the clickers from each cashier. The counts will be recorded on the daily count/cash report.</p> <p>Date of implementation: 12/1/2022</p> <p>Sodexo and the SFA will verify all meal counts weekly and before the monthly reimbursement claim is submitted.</p> <p>Date of implementation: 12/1/2022</p>
	<p>Flagged by Amy Martin 11/28/2022 11:25 AM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for 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>At lunch, there are two cashiers with PIN pads on each site of the register (four [4] PIN pads in total). During the day of observation, at least four (4) students did not stop at the cashier to put in their PIN number. Many students put in the incorrect number on the PIN pad and proceeded through the line. At some points in the meal service there were up to five students waiting in queue on the register, but no one standing in line. These names were entered as a reimbursable meal. In some instances, the clicker was used for counting and claiming. This happened if the student did not know their PIN or if invalid student was on the register, but it was not used consistently.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>Explain, in detail how the finding was 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>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	OAK STREET ELEM SCHOOL-1762	321	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:31 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:13 PM</p> <p>Implemented counter/clickers for meal counts at all elementary schools. Cashiers have been retrained to stay at the end of the service line, ensure all components of a reimbursable meal has been selected by the student, and then count the meal. It has been explained to staff that second meals and ala carte items cannot be counted as meals.</p> <p>Date of implementation: 12/1/2022</p> <p>The site lead will record the counts from the clickers from each cashier. The counts will be recorded on the daily count/cash report.</p> <p>Date of implementation: 12/1/2022</p> <p>Sodexo admin/management staff will verify all meal counts weekly and monthly prior to reimbursement claim submission.</p> <p>SFA will verify and certify prior to reimbursement claim submission.</p> <p>Date of implementation: 12/1/2022</p>
	<p>Flagged by Amy Martin 11/28/2022 11:25 AM</p> <p>Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed.</p> <p>Explain in detail, how the finding was 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>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	OAK STREET ELEM SCHOOL-1762	323	01/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:30 PM CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:07 PM Implemented counter/clickers for meal counts at all elementary schools. Date of implementation: 12/1/2022 Daily meal counts are monitored for accuracy and checked against the eligibility and attendance factor. Sodexo office admin will record the explanation in the "comments" column in needed. Edit Checks are then reviewed weekly and monthly prior to submission in SNEARS. They are checked for meal counts, eligibility, and ADA. Date of implementation: 12/1/2022				
	Flagged by Amy Martin 11/28/2022 11:24 AM On 50% or more of the serving days during the review month, the number of free, reduced price and/or paid meals claimed exceeded the number of attendance adjusted eligible students. This indicates a potential flaw in the accountability system and/or the system of updating all documentation. When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. Immediate investigation and explanation is necessary.				
	Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action may be taken. An over claim may be assessed.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	OAK STREET ELEM SCHOOL-1762	325	01/05/2023	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:32 PM CAP Accepted				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:19 PM</p> <p>Implemented counter/clickers for meal counts at all elementary schools. Cashiers have been retrained to stay at the end of the service line, ensure all components of a reimbursable meal has been selected by the student, and then count the meal. It has been explained to staff that second meals and ala carte items cannot be counted as meals.</p> <p>Date of implementation: 12/1/2022</p> <p>The site lead will record the counts from the clickers from each cashier and serving line. The total counts will be recorded on the daily count/cash report. All count sheets will be saved as part of the daily count/cash report.</p> <p>Date of implementation: 12/1/2022</p> <p>Sodexo admin/management staff will verify all meal counts weekly and monthly prior to reimbursement claim submission.</p> <p>SFA will verify and certify prior to reimbursement claim submission.</p> <p>Date of implementation: 12/1/2022</p>
	<p>Flagged by Amy Martin 11/28/2022 11:26 AM</p> <p>Lunch counts by category must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	OAK STREET ELEM SCHOOL-1762	409	01/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:32 PM CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:17 PM Sodexo will provide supervision and over-site of the vended meals service. Cafe Clifton will provide meals and production record. Sodexo will: <ul style="list-style-type: none"> • receive meals • verify meals sent • record HACCP temperatures • supervise proper service and counting of meals • verify meals served • record information of production records • review and verify accuracy of counts and production records • maintain production records on file Date of implementation: 1/3/2023				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:26 AM</p> <p>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>Alternative meals (Kosher meals provided by a vendor) do not have a production record for the day of review or review month. Therefore, these meals are disallowed. No production records-> you cannot claim a meal for reimbursement.</p> <p>September 32 lunches</p> <p>October 32 lunches</p> <p>November (up until November 18, 2022) 12 meals</p> <p>Total Disallowed 78 meals (this includes the one meal from the day of observation, therefore not documented on the S-1 #12)</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	OAK STREET ELEM SCHOOL-1762	901	01/05/2023	CAP Accepted

LAKEWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:29 PM CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:04 PM Moving forward, an SFA staff member will complete the onsite monitoring form before February 1st of each school year. The 2022-2023 monitoring forms, for each site, for each meal period, will be completed by 1/27/2023.				
Corrective Action History	Flagged by Amy Martin 11/21/2022 03:52 PM Although the onsite monitoring form was completed on 10/13/22, it was not signed off on by the reviewer until 10/14/22 and by the SFA until almost a month later 11/9/22. In addition, a consultant completed the onsite review, which must be completed by the SFA. Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Piner Elementary School-11546		01/05/2023
Corrective Action History	Corrective Action Plan: Removed by Amy Martin 11/22/2022 05:09 PM CAP Removed				
	Flagged by Amy Martin 11/21/2022 08:36 PM Production records did not indicate the temperatures of the items served. A 6oz juice was served each snack service. According to the label, the juice should be frozen and once thawed, kept refrigerated (at or below 40 degrees). Product must be used within 10 days of thawing. Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Piner Elementary School-11546	4	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:31 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:12 PM</p> <p>This nutrition specification has been reviewed with the vendor, Cafe Clifton.</p> <p>The SFA has confirmed the removal of this product from Cafe Clifton Menu as of 12/2/2022.</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:25 AM</p> <p>Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce.</p> <p>The Apple Zings cereal contains 9g of sugars for the 0.75 oz container. It should be noted that the first ingredient is also sugar.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
<p>Infant and Pre-K Meal Pattern</p>	<p>Infant and Pre-K Meal Pattern (Other Programs)</p>	<p>Piner Elementary School-11546</p>	<p>5</p>	<p>01/05/2023</p>	<p>CAP Accepted</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:29 PM CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:05 PM This nutrition specification has been reviewed with the vendor, Cafe Clifton. The SFA has confirmed the removal of this product from Cafe Clifton Menu as of 12/2/2022.				
	Flagged by Amy Martin 11/28/2022 11:24 AM All yogurt served to Pre-K must have no more than 23 grams of sugar per 6 ounces. The Norman's yogurt served during the review month contains 28/29g of sugar per 5.3 oz container (dependent on flavor). Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Piner Elementary School-11546	6	01/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:10 PM				
	Cafe Clifton has updated the menu language. Effective 12/2/2022				
Flagged by Amy Martin 11/28/2022 11:25 AM					
<p>On the day of review "Animal cookies" were listed on the menu, which would not be creditable as part of the reimbursable meal. The package for this item has them labeled as "Animal crackers," which in fact, are allowed to credit as part of the reimbursable meal. This also occurred in the review week and the October menu reflects this language. Menus must be adjusted to reflect the actual language of the product served.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>					
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Piner Elementary School-11546	14	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:32 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:18 PM</p> <p>Sodexo will provide supervision and over-site of the vended meals service.</p> <p>Classroom service SOP's including bulk meal style service instructions.</p> <p>If for any reason service type needs to be changed for a day, Cafe Clifton and school staff will be notified of change at least 1 week in advance.</p> <p>Implementation: 1/3/2023</p>				
<p>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>Piner Elementary School-11546</p>	<p>320</p>	<p>01/05/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:31 PM</p> <p>CAP Accepted</p>				
	<p>Although for the day of observation, meals were all pre-bagged to ensure all meal components are served to students, I was told by multiple individuals that this was not the "normal" practice. From my understanding and observation on Nov. 16th, meals are served by the teachers, but delivered and served in large pans and bags in bulk. Teachers are responsible for serving the meals to the students. When asked for the instructions provided to the teachers or how they know how much to serve each student, the knowledge was clearly lacking, and written instructions are not provided.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:12 PM</p> <p>Classroom Feeding</p> <p>Class Roster Count Sheets now indicate Breakfast or Lunch. Count sheet are updated to include all students. Written SOP instructions are provided with revised count sheet. Instructions are specific for PreK or K-2. Any student roster change will be communicated and updated roster count sheet will be used.</p> <p>Counts are based on actual meals served. Classroom SOP's, Counting procedures, Offer vs Serve, and special dietary needs training has been provided to staff. (12/12)</p> <p>Summary form has been implemented listing homerooms and number of meals served per homeroom. Totals will then be added and verified by school lead.</p> <p>Date of implementation:12/12/2022</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:25 AM</p> <p>Daily breakfast meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.</p> <p>Breakfast:</p> <p>PREK AND K-2:</p> <p>Both the K-2 meals and PreK meals are served in the classroom. The "Manual Attendance Entry Form" is used for meal counting and claiming. The "Manual Attendance Entry Form" does not include whether the meal is for breakfast and or lunch. On the day of review, the SFA counted 377 breakfasts. State agency counts were 375. In addition, students who with a documented allergy or did not accept a meal, were counted, and claimed for reimbursement on the day of observation. They both were eating food from home.</p> <p>Lunch:</p> <p>K-2: K-2 are served in the cafeteria and there is one POS.</p> <p>PREK: PreK is fed in the classrooms and the "Manual Attendance Entry Form" is used for counting and claiming. The "Manual Attendance Entry Form" does not include whether the meal is for breakfast and or lunch. In addition, students who with a documented allergy or that visually did not accept a meal, were counted, and claimed for reimbursement on the day of observation. They both were eating food from home.</p> <p>The state agency has determined that the inaccurate method counting, combining, and/or recording of meals for breakfast and lunch is an ongoing systemic problem. The system of counting meals, must be corrected.</p> <p>Explain in detail, how the finding was 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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Piner Elementary School-11546	323	01/05/2023	CAP Removed

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Removed by Amy Martin 11/17/2022 04:56 PM CAP Removed				
	Flagged by Amy Martin 11/15/2022 08:28 PM When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. 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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Piner Elementary School-11546	325	01/05/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:32 PM CAP Accepted				
	Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:21 PM Implemented counter/clickers for meal counts at all elementary schools. Cashiers have been retrained to stay at the end of the service line, ensure all components of a reimbursable meal has been selected by the student, and then count the meal. It has been explained to staff that second meals and ala carte items cannot be counted as meals. Date of implementation: 12/1/2022 The site lead will record the counts from the clickers from each cashier. The counts will be recorded on the daily count/cash report. Date of implementation: 12/1/2022 Sodexo admin/management staff will verify all meal counts weekly and monthly prior to reimbursement claim submission. SFA will verify and certify prior to reimbursement claim submission. Date of implementation: 12/1/2022 Classroom Feeding Class Roster Count Sheets now indicate Breakfast or Lunch. Count sheet are updated to include all students. Any student roster change will be				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>communicated and updated roster count sheet will be used.</p> <p>Counts are based on actual meals served. Classroom SOP's, Counting procedures, Offer vs Serve, and special dietary needs training will be provided to staff. (12/12)</p> <p>Summary form has been implemented listing homerooms and number of meals served per homeroom. Totals will then be added and verified by school lead.</p> <p>Date of implementation: 12/12/2022</p> <p>Sodexo admin/management staff will verify all meal counts weekly and monthly prior to reimbursement claim submission.</p> <p>SFA will verify and certify prior to reimbursement claim submission.</p>
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LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:26 AM</p> <p>Breakfast and 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.</p> <p>The state agency was unable to replicate the claim for reimbursement for the review month of October. This is a systemic error and there are various reasons for this issue:</p> <ul style="list-style-type: none"> - "Manual Attendance Entry Forms" were not labeled as breakfast or lunch. - On multiple days, "Manual Attendance Entry Forms" were tallied incorrectly - Claiming practices were inconsistent from classroom to classroom. - Some students were manually written on the "Manual Attendance Entry Form" and then there was no marking to signify they received a meal from day to day. - Students who with a documented allergy or did not accept a meal, were counted and claimed for reimbursement on each meal service day, excluding absence, during the review month. <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>Explain in detail, how the finding was 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)	Piner Elementary School-11546	400	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:31 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:14 PM</p> <p>Cafe Clifton will provide a milk alternative to the student. 12/2/2022</p> <p>SFA and Sodexo will review all documented allergies and communicate any updates to Cafe Clifton.</p> <p>Date of Implementation:12/2/2022</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:26 AM</p> <p>PREK BREAKFAST AND LUNCH: one student with documented milk allergy was not provided an appropriate milk substitute. The student was claimed for both breakfast and lunch on the day of observation. Since the CACFP Preschool Meal pattern requires all components be available and served to students, these meals are disallowed.</p> <p>Disallowed 1 Breakfast and 1 Lunch</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>Piner Elementary School-11546</p>	<p>401</p>	<p>01/05/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:25 PM</p> <p>Sodexo will provide supervision and over-site of the vended meals service.</p> <p>Cafe Clifton will provide meals and production record.Cafe Clifton will provide separate delivery slip.</p> <p>Sodexo will:</p> <ul style="list-style-type: none"> • receive meals • verify meals sent • record HACCP temperatures • supervise proper service and counting of meals • verify meals served • record information of production records • review and verify accuracy of counts and production records • maintain production records on file <p>Date of implementation: 1/3/2023</p> <p>Classroom SOP's,Counting procedures, Offer vs Serve, and special dietary needs training was provided to both SFA and Sodexo Staff. (12/12)</p> <p>Date of implementation: 12/12/2022</p> <p>Sodexo staff have been trained on offer vs serve on 9/1/2022</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:27 AM</p> <p>PreK: Production records were provided by the vendor on the day of review, however, the SFA signed off on them and sent them back to the vendor, essentially using them as a delivery slip. No temperatures were recorded or production records kept by the SFA for the day of review (breakfast and lunch). Therefore, on the day of review meals are disallowed.</p> <p>Breakfast: -98 meals</p> <p>Lunch: -98 meals</p> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.</p> <p>K-2 BREAKFAST:</p> <p>Four (4) breakfast meals were disallowed. Three (3) did not contain the required fruit component and one (1) included a 4oz fruit cup and 4 oz juice.</p> <p>Grades combined disallowed meals for the day of review:</p> <p>Breakfast: -102 meals</p> <p>lunch: -98 meals</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
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Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Piner Elementary School-11546	403	01/05/2023	CAP Accepted
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LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:32 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:22 PM</p> <p>A minimum of two varieties of milk will be offered on all service lines and service areas. This has been reviewed with staff.</p> <p>All menus posted will reflect the milk choice as well.</p> <p>Date of Implementation:12/1/2022</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:27 AM</p> <p>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 and unflavored or flavored low fat (1%) milk.</p> <p>Breakfast K-2 (classroom): students only offered 1% white milk.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>Piner Elementary School-11546</p>	<p>409</p>	<p>01/05/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>				

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:23 PM</p> <p>Sodexo will provide supervision and over-site of the vended meals service.</p> <p>Cafe Clifton will provide meals and production record.</p> <p>Sodexo will:</p> <ul style="list-style-type: none">• receive meals• verify meals sent• record HACCP temperatures• supervise proper service and counting of meals• verify meals served• record information of production records• review and verify accuracy of counts and production records• maintain production records on file <p>Date of implementation: 1/3/2023</p> <ul style="list-style-type: none">• Breakfast K-2: A minimum of two varieties of milk is offered. Date of Implementation: 12/1/2022• Saturday Breakfast: Fresh fruit added to menu. A full cup of fruit will be offered daily. Variety of Milk will be offered Daily (menu reflects this as well). This has been reviewed with staff. Date of Implementation:12/1/2022• Saturday breakfast production records: NJDA Production Record Form 51 are now used. Date of Implementation:12/1/2022
Corrective Action History	

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:27 AM</p> <p>At breakfast and 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 follow the meal pattern.</p> <ul style="list-style-type: none"> PreK breakfast and lunch: Completed production records were not available from the SFA, therefore all PreK breakfasts and lunch for the week of review, October 24-28th, are disallowed. <p>496 breakfasts and 496 lunches.</p> <p>-As part of the PR, recipe numbers and the specific type of fruit must be listed.</p> <ul style="list-style-type: none"> Breakfast k-2: students did not receive a choice of two milk varieties. Only 1% white was offered and served. SATURDAY BREAKFAST: The breakfast served on 10/22 and 10/29 offered an insufficient quantity of the fruit component (only offered 1/2 cup per day). The meal pattern for K-8 age/grade grouping is 1 cup of fruit per day. In addition, the menu states a choice of 100% fruit juice OR milk. Although the production records have milk listed on them zero were served to students (this is evident at Oak St. school too); therefore, these breakfasts are disallowed for missing the milk component. <p>92 Saturday meals served are disallowed for breakfast.</p> <p>In addition, to these meal component issues, an issue with the production records for the Saturday meals was identified. The SFA is utilizing the Afterschool Snack Program (ASP) production records instead of the correct breakfast production records. According to 7 CFR 220, production records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day; The ASP production records do not contain this information and therefore are not in compliance. NJDA form 51 (or similar) must be utilized.</p> <p>Explain in detail, how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Piner Elementary School-11546	410	01/05/2023	CAP Removed

LAKEWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Removed by Amy Martin 11/22/2022 02:02 PM				
	CAP Removed				
Corrective Action History	Flagged by Amy Martin 11/17/2022 01:39 PM				
	<p>At breakfast, 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</p> <p>At breakfast, 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. Failure to fix identified iss</p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Piner Elementary School-11546	500	01/05/2023	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Amy Martin 11/22/2022 03:18 PM				
	CAP Removed				
Corrective Action History	Flagged by Amy Martin 11/18/2022 08:00 PM				
	<p>Grades K-2 meal service:</p> <p>At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Piner Elementary School-11546	901	01/05/2023	CAP Accepted

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:23 PM</p> <p>Moving forward, an SFA staff member will complete the onsite monitoring form before February 1st of each school year.</p> <p>The 2022-2023 monitoring forms, for each site, for each meal period, will be completed by 1/27/2023.</p> <p>This will include the LECC 1&3 and LECC 2.</p>				
	<p>Flagged by Amy Martin 11/28/2022 11:27 AM</p> <p>On-site monitoring of LECC 1&3 and LECC 2 have not been conducted.</p> <p>A FSMC (Sodexo) employee also conducted the breakfast on-site monitoring of the 7 sites contracted by Sodexo. Sean Walsh (consultant) conducted lunch on-site monitoring of sites contracted by Sodexo.</p> <p>All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The National School Lunch Program (NSLP) and</p> <p>School Breakfast Program (SBP) On-Site Review for all Sites Form (#142) must be used. Accountability reviews must be conducted by an SFA employee for ALL sites.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)</p>	<p>Piner Elementary School-11546</p>	<p>1407</p>	<p>01/05/2023</p>	<p>CAP Accepted</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 12/22/2022 02:33 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Diane Piasentini 12/20/2022 09:27 PM</p> <p>HACCP/FOOD SAFETY SOP was reviewed and signed on 11/17/2022. Each School/Site now has HACCP/FOOD SAFETY SOP reviewed and signed for the 2022-2023 school year.</p> <p>The SFA will ensure that the a HACCP/FOOD SAFETY SOP is reviewed and signed for he start of each school year.</p> <p>Sodexo will provide supervision and over-site of the vended meals service.</p> <p>Cafe Clifton will provide meals and production record.</p> <p>Sodexo will:</p> <ul style="list-style-type: none"> • receive meals • record HACCP temperatures when meals are delivered • ensure delivered meals are properly stored • adjust delivery and service times accordingly to reduce time between delivery and service • ensure product is properly stored between breakfast and lunch service. (Milk will be properly stored) • record HACCP temperatures when meals are served • properly store or discard product based on time/temperature standards • district will provide thermal bags for delivery of vended meals from Cafe Clifton <p>Date of implementation: 1/3/2023</p> <p>District is also looking at adding cold and hot storage equipment for each site.</p>

LAKWOOD BD OF ED-02902520 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 11/28/2022 11:28 AM</p> <p>SFA did not have a food safety plan implemented. 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.</p> <p>Egregious food safety violations were identified. No temperatures were taken on the PreK meals after the vendor dropped the meals off to the site. On Wednesday, November 16, 2022, milk temperatures had exceeded 60 degrees and were planned to be served to students for lunch. Multiple milks and juices were discarded by the state agency staff. The PreK refrigerator, located in the staff faculty room, had shelving removed to store boxes of food. No temperature log or thermometer was present in the fridge. The Department of Health was notified of the egregious violations.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>
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Report Selections

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