

HALEDON BD OF ED-03101920 - 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)	HALEDON PUBLIC SCH-1851	3	01/09/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:52 PM				
	CAP Accepted				
	<p>Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 05:02 PM</p> <p># 3. When it was noticed milk was not on the cart a staff member retrieved milk from the kitchen and served milk to ten of the students. The staff was corrected immediately on the 11/15/22 and an in-service/USDA training was held 11/23/22. All understand milk is offered with BOTH breakfast and lunch to Pre-K at all times. Pre-K is only 1% white. Meals with missing milk were NOT claimed on 11/15/22.</p>				
Flagged by Katie Hunter 12/08/2022 02:55 PM					
All meal components must be available throughout the entire meal service. 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.					
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	HALEDON PUBLIC SCH-1851	318	01/09/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:52 PM CAP Accepted				
	Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:32 PM # 318 NSLP DOR Counting, CORRECTIVE ACTION: On 11/15/22 Staff delivering meals to Pre-K were trained to wait and enter meals on tablet AFTER the teachers distribute meals, mark meals on roster and return the roster to the cafeteria staff. Date executed, 11/15/22				
	Flagged by Katie Hunter 12/08/2022 02:53 PM 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. 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. 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. 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.				
	Corrective Action Plan: Removed by Katie Hunter 12/08/2022 06:26 PM CAP Removed				
	Flagged by Katie Hunter 12/08/2022 06:49 PM 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. 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. 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. 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.				
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	HALEDON PUBLIC SCH-1851	320	01/09/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:24 PM</p> <p># 320 Counting Issues, CORRECTIVE ACTION:</p> <p>11/18/22 All production records were reviewed by the Supervisor and Dietitians The production records and the edit do match. Meals were counted correctly on the production records. Unfortunately the thumb driver that was given to the reviewer had the incorrect date on three of the production records. The original production records are attached. No numbers have been changed only the date at the top was corrected. When questioned, the justification was not able to be given at that moment because the BCN reviewer had the information on a thumb drive, not on paperwork we could view. Please see documents attached.</p> <p>10/28/22 Pre-K, CORRECTIVE ACTION: On 11/16/22 the Supervisor obtained the Pre-K enrollment from the school attendance office. This was communicated to the Food Service manager, thresholds are in place. Production records are kept. Rosters are used in all Pre-K classrooms. Only the manager is entering the roster count onto the POS. Date executed, 11/16/22.</p>				
	<p>Flagged by Katie Hunter 12/08/2022 02:53 PM</p> <p>Daily lunch 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 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, th</p>				
	<p>Meal Counting and Claiming - Review Period</p>	<p>Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)</p>	<p>HALEDON PUBLIC SCH-1851</p>	<p>322</p>	<p>01/09/2023</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:51 PM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:25 PM # 322 10/28/22 Pre-K, CORRECTIVE ACTION: On 11/16/22 the Supervisor obtained the Pre-K enrollment from the school attendance office. This was communicated to the Food Service manager, thresholds are in place. Production records are kept. Rosters are used in all Pre-K classrooms. Only the manager is entering the roster count onto the POS. Date executed, 11/16/22. Corrective action Only the same person everyday is entering the counts on the POS.</p>				
	<p>Flagged by Katie Hunter 12/08/2022 02:53 PM The system for counting reimbursable breakfast meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. When a school claims more meals than students eligible in any category, a flaw exists in the method of accountability and/or system of updating all documentation. Immediate investigation and corrective action is necessary. The system for counting meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. 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>				
	<p>Meal Counting and Claiming - Review Period</p>	<p>Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)</p>	<p>HALEDON PUBLIC SCH-1851</p>	<p>324</p>	<p>01/09/2023</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:51 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:26 PM</p> <p>#324</p> <p>10/28/22 Pre-K, CORRECTIVE ACTION: On 11/16/22 the Supervisor obtained the Pre-K enrollment from the school attendance office. This was communicated to the Food Service manager, thresholds are in place. Production records are kept. Rosters are used in all Pre-K classrooms. Corrective Action: Only the manager is entering the roster count onto the POS. Date executed, 11/16/22.</p>				
	<p>Flagged by Katie Hunter 12/08/2022 02:54 PM</p>				
	<p>The system for counting breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Meal counts for each school should be verified prior to submitting and certifying the claim. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary.</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. Fiscal action will be taken. An over claim may be assessed.</p> <p>When conducting edit checks, if questionable patterns in the free, reduced price, or paid counts appear at breakfast and lunch, an explanation must be provided. 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>				

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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)	HALEDON PUBLIC SCH-1851	325	01/09/2023	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Katie Hunter 12/08/2022 06:51 PM				
	CAP Removed				
	<p>Flagged by Katie Hunter 12/08/2022 06:39 PM</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. 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>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and 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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HALEDON PUBLIC SCH-1851	400	01/09/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:52 PM				
	CAP Accepted				
	<p>Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:33 PM</p> <p># 400 When it was noticed milk was not on the cart a staff member retrieved milk from the kitchen and served milk to ten of the students. The staff was corrected immediately on the 11/15/22 and an in-service/USDA training was held 11/23/22. Date executed, 11/23/22</p> <p>Flagged by Katie Hunter 12/08/2022 02:54 PM</p> <p>All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HALEDON PUBLIC SCH-1851	401	01/09/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:08 PM # 401 When it was noticed milk was not on the cart a staff member retrieved milk from the kitchen and served milk to ten of the students. The staff was corrected immediately on the 11/15/22 and an in-service/USDA training was held 11/23/22. An Offer vs. Serve training was also conducted on 11/15/22. Date executed 11/15/22.				
	Flagged by Katie Hunter 12/08/2022 02:54 PM Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HALEDON PUBLIC SCH-1851	403	01/09/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 01/10/2023 05:51 PM CAP Accepted				
	Corrective Action Plan: Submitted by Janessi Valdes 12/22/2022 04:30 PM #403 When it was noticed milk was not on the cart a staff member retrieved milk from the kitchen and served milk to ten of the students. The staff was corrected immediately on the 11/15/22 and an in-service/USDA training was held 11/23/22. An Offer vs. Serve training was also conducted on 11/15/22. All understand milk is offered with BOTH breakfast and lunch to Pre-K at all times. Pre-K is only 1% white. Executed 11/23/22.				
	Flagged by Katie Hunter 12/08/2022 02:55 PM A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

Report Selections

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