

# PASSAIC CO VOC BD OF ED-03103995 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PASSAIC CO VOC BD OF ED-03103995	126	07/07/2023	CAP Accepted	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 11:41 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Anthony Capo 07/03/2023 08:17 AM					
	All applications listed on SFA-1 and SFA-2 were contacted, and statuses were corrected accordingly. The date of correction for all application errors was indicated, and documentation was provided under the SFA comments.					
<b>Corrective Action History</b>	Flagged by Katie Hunter 06/07/2023 03:07 PM					
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the <b>date of correction for all application errors. Do not identify the students' names</b> when providing the documentation under the SFA comments.					
	Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PASSAIC CO VOC BD OF ED-03103995	134	07/07/2023	CAP Accepted
	<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 11:41 AM				
CAP Accepted						
Corrective Action Plan: Submitted by Anthony Capo 07/03/2023 08:59 AM						
Starting July 1st, 2023, Kevin Kensicki, the Senior Systems Administrator, will follow a monthly DC run schedule and run it every month.						
<b>Corrective Action History</b>	Flagged by Katie Hunter 06/07/2023 03:07 PM					
	The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63). 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..					
Verification	Verification (On-Site Assessment Tool) (207H)	PASSAIC CO VOC BD OF ED-03103995	209	07/07/2023	CAP Accepted	

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 11:44 AM CAP Accepted				
	Corrective Action Plan: Submitted by Anthony Capo 07/03/2023 09:05 AM  This application had a technical issue, it was stuck in pending approval, and the status could not be updated after the verification process; a support ticket was created on 12/9/22 to resolve the issue (the support ticket is attached).				
	Through technical assistance given on-site, the status was updated on 5/24/23, and the IT department was able to manually sync it successfully. R-> F				
	Flagged by Katie Hunter 06/07/2023 03:07 PM  The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	PASSAIC CO VOC BD OF ED-03103995	214	07/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 11:44 AM CAP Accepted				
	Corrective Action Plan: Submitted by Anthony Capo 07/03/2023 09:06 AM  Through technical assistance given on-site, the status was updated on 5/24/23, and the IT department was able to manually sync it R-> F. Going forward, I will check each verification status on the same day of verification and make sure it synced successfully with PowerSchool.				
	Flagged by Katie Hunter 06/07/2023 03:08 PM				
	Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. 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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	PASSAIC CO VOC BD OF ED-03103995	806	07/07/2023	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 07/03/2023 03:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:08 PM  <="" span=""> <p style="text-align: center;"><b>Date Implemented 5/25/23</b></p>				
Corrective Action History	Flagged by Katie Hunter 06/07/2023 03:06 PM				
	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). 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. 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.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	PASSAIC CO VOC BD OF ED-03103995	1002	07/07/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 03:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:09 PM  <p style="text-align: center;"><b>Question 1002 – Local School Wellness</b></p> Through technical assistance given on site from the auditor the local wellness policy will be updated yearly.  <p style="text-align: center;"><b>Date Implemented 6/8/23</b></p>				
Corrective Action History	Flagged by Katie Hunter 06/07/2023 03:09 PM				
	The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. 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.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	PASSAIC CO VOC BD OF ED-03103995	1005	07/07/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 03:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:09 PM				
	Flagged by Katie Hunter 06/07/2023 03:09 PM  A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	PASSAIC CO VOC BD OF ED-03103995	1208	07/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 11:43 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Anthony Capo 07/03/2023 09:07 AM				
	I accumulated training hours and did not know I had to log them; from now on, I will use the training tracker tool to log each training/webinar I attend and print the related certificate.  Date of implementation: 6/21/23  For instance, on 6/21/2023: 2 Hours - Determining Applications for Free and Reduced-Price School Meals for SY 2023-2024.				
Flagged by Katie Hunter 06/07/2023 03:09 PM  SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. The Primero Edge Teamwork training tracker tool (accessed through SOARS) can be used. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	PASSAIC CO VOC BD OF ED-03103995	1400	07/07/2023	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 07/03/2023 03:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:08 PM				
	<p><b>our HAACP manual will be signed and dated on a yearly basis.</b></p> <p>Flagged by Katie Hunter 06/07/2023 03:08 PM</p> <p>The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
School Breakfast and Summer Food Service Program Outreach	School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H)	PASSAIC CO VOC BD OF ED-03103995	1601	07/07/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 03:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:10 PM				
	<p><b>immediately on the school website promotional flyers provided by NJ.gov.</b></p> <p>Flagged by Katie Hunter 06/07/2023 03:09 PM</p> <p>SFA's must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's website: <a href="https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf">https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf</a> Explain in detail how the finding was corrected and the measures taken to ensure that it will not occur in the future. Indicate the date of implementation.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Diana Lobosco STEM Academy-133594	321	07/07/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 03:32 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:09 PM</p> <p><b>On the day of review for the NSLP on 5/23/23 only one of the two register summary reports was submitted to the auditor. This caused us to show, in error, a low Meal count for the day of the review. Below we will include the meal count numbers for both registers on the day of review</b></p> <p><b>DOR TOTAL MEAL COUNTS:</b></p> <p><b>F 198</b></p> <p><b>R 54</b></p> <p><b>P 206</b></p> <p><b>Technical Assistance for the SBP, guided by the auditor, we implemented Form 51 on 5/24/23. The staff was using "scratch paper" as a production record which did not provide the correct SBP counts when compared with the meals summary from the POS.</b></p> <p><b>Using the corrected form has provided the accountability needed.</b></p>				
	<p>Flagged by Katie Hunter 06/07/2023 03:08 PM</p> <p>Breakfast and 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. 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>				

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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)	Diana Lobosco STEM Academy-133594	410	07/07/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 07/03/2023 03:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Josip Franc 07/03/2023 12:08 PM				
	<p><b>Contacted Pechters Bakery on 5/25/23. The bidded item</b></p> <p><b>Date of Implementation: 5/24/23</b></p>				
Flagged by Katie Hunter 06/07/2023 03:06 PM					
<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. 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.</p> <p>At lunch, 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 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.</p>					

**Report Selections**

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