

# ELSINBORO BD OF ED-03301350 - 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)	ELSINBORO BD OF ED-03301350	126	03/03/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:19 PM CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 10:08 PM				
	All corrections were made on applications as of 3/3/23.				
	Flagged by Lea Berry 02/02/2023 10:55 AM 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.) The SFA must indicate the date of correction for all application errors.				
Verification	Verification (On-Site Assessment Tool) (207H)	ELSINBORO BD OF ED-03301350	208	03/03/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:03 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 12:30 PM</p> <p>date of implementation: 2/6/23</p> <p>Moving forward, the Determining Official will sign all applications and there will be no signatures in the Confirming Official section unless the application is selected for verification. All applications will be double checked by the Confirming Official, but will initial under the Determining Official's signature.</p>				
	<p>Flagged by Lea Berry 02/02/2023 10:55 AM</p>				
	<p>The Confirming Official must record on the application the date of the confirmation review.</p> <p>The confirming official spot is being completed for every application as a second look. If you are doing a second look just sign uder the Determining Official. The confirming official must only sign off on the applications that are selected for verification. The Confirming Official should sign after checking that the applications selected were determined correctly and were selected correctly. The Verifying Official must select from error prone applications first, and if there are none then they would randomly select from all applications.</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>				
Verification	Verification (On-Site Assessment Tool) (207H)	ELSINBORO BD OF ED-03301350	209	03/03/2023	CAP Accepted

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:12 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 12:34 PM</p> <p>date of implementation: 2/6/23</p> <p>Moving forward, applications will be marked as error prone upon receipt and determination in order for the Verifying Official to be able to select an appropriate application.</p>				
	<p>Flagged by Lea Berry 02/02/2023 10:55 AM</p> <p>Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.</p> <p>There was one error prone application and it was not selected. I suggest marking error prone or EP at the top of the applications at the time of determination so it will be easier to choose when verification comes around.</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>Meal Counting and Claiming (Off-Site Assessment Tool) (300H)</p>	<p>ELSINBORO BD OF ED-03301350</p>	<p>305</p>	<p>03/03/2023</p>	<p>CAP Accepted</p>

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:15 PM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Melanie Allen 03/03/2023 06:08 PM Policy 3542.2, School Meal Program Arrears, was readopted by the Board of Education on February 15, 2023. Policy 3542.2 replaces Policy 3542.46, Meals on Credit/Charged Meals, provided to Mrs. Berry on the day of the review.</p>				
	<p>Flagged by Lea Berry 02/06/2023 07:33 AM  The charge policy must be updated. On May 4, 2020, Governor Murphy signed the Hunger Free Students’ Bill of Rights Act into law. The law prevents the public identification or stigmatization of any student with school meal debt. Examples of stigmatizing, or “lunch shaming”, specified in the law include requiring a student to sit at a separate table, wear a wristband, handstamp, or other marker, or by <b>servicing the student an alternate meal</b>. In addition, it prevents school districts from discarding a school breakfast or lunch because money is owed for previously provided meals. The law also outlines the measures schools must take in communicating with the parents and guardians of students with foodservice debt prior to the denial of a meal, if applicable, and clarifies that schools are not required to deny a meal to students who have accumulated debt.  The full law can be found in SNEARS by clicking on Resources-&gt;Unpaid Meal Charges. Document below the progress made in the past 30 calendar days to create and implement a Unpaid Meal Charge Policy. Include dates of meeting expected date of adoption.</p>				
<p>Meal Counting and Claiming</p>	<p>Meal Counting and Claiming (On-Site Assessment Tool) (314H)</p>	<p>ELSINBORO BD OF ED-03301350</p>	<p>314</p>	<p>03/03/2023</p>	<p>CAP Accepted</p>

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:16 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Melanie Allen 03/03/2023 06:27 PM</p> <p>The SFA to SFA Agreement in ECAS between Elsinboro Township School and Lower Alloways Creek School is now being followed. LAC is providing fruit as one of the required daily meal components. The following items are also being provided by LAC as listed in the Agreement: eating utensils, condiments, paper goods, and disposable meal trays.</p> <p>Because both parties are now aware of each section of the Agreement and what is required by each, the Agreement will be followed and noncompliance will not occur in the future.</p>				
<p><b>Corrective Action History</b></p>	<p>Flagged by Lea Berry 02/02/2023 10:55 AM</p> <p>The SFA must enforce the SFA to SFA agreement that is in ECAS.</p> <p>The SFA is not following the current SFA-SFA agreement. The full meal which includes fruit must be sent to the SFA. Also, please follow up with the contract to make sure paper goods, condiments and other items are supplied as agreed upon in the signed contract.</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>Maintenance of Non-Profit School Food Service Account</p>	<p>Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)</p>	<p>ELSINBORO BD OF ED-03301350</p>	<p>701</p>	<p>02/06/2024</p>

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lisa Garland 02/14/2024 01:47 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Melanie Allen 02/14/2024 12:20 PM</p> <p>Corrective Action: The district will increase spending in the food service fund in order to ensure that net cash resources do not continue to exceed three months' average expenditures.</p> <p>Method of Implementation: The Business Administrator will monitor the net cash resources balance throughout the school year. Additional larger expenditures that support the operation of the cafeteria will be made as needed to keep the balance under the required threshold.</p> <p>To date, a purchase order for six (6) cafeteria tables totalling \$15,007.58 was processed in December 2023 and was charged to the food service fund (Fund 60).</p> <p>Person Responsible for Implementation: Business Administrator</p> <p>Date of Implementation: February 14, 2024</p>				
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	ELSINBORO BD OF ED-03301350	1203	03/03/2023	CAP Accepted

## ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:33 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 11:25 PM					
	8 hours of training completed on 2/18 from theicn.org. ServSafe is being completed 3/4.					
<b>Corrective Action History</b>	Flagged by Lea Berry 02/02/2023 10:54 AM					
	USDA regulations require all new directors hired after July 1, 2015 to have completed at least 8 hours of food safety training within 5 years prior to the start date, or training must be completed within 30 calendar days of the start date. In New Jersey, all food service directors, regardless of the date of hire, must have completed a food safety training course within the last 5 years or must complete the training within 30 calendar days of the administrative review. Although food safety train					
	Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	ELSINBORO BD OF ED-03301350	1204	03/03/2023	CAP Removed
	<b>Corrective Action History</b>	Corrective Action Plan: Removed by Lea Berry 02/03/2023 06:46 PM				
CAP Removed						
Flagged by Lea Berry 02/02/2023 10:54 AM						
Food service directors must complete at least 12 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the spe						
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	ELSINBORO BD OF ED-03301350	1205	03/03/2023	CAP Accepted	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:47 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 11:30 PM					
	Updated trainings to reflect more specific to our job duties. Completed 10 hours by 2/24/23.					
<b>Corrective Action History</b>	Flagged by Lea Berry 02/02/2023 10:55 AM					
	Food service program managers must have at least 10 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> The SFA must develop a p					
	Professional Standards	Professional Standards (On-Site Assessment Tool)	ELSINBORO BD OF ED-03301350	1213	03/03/2023	CAP Accepted

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:41 PM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 11:27 PM  8 hours of training completed on 2/18 from theicn.org. ServSafe is being completed 3/4.</p>				
	<p>Flagged by Lea Berry 02/06/2023 07:33 AM  The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="https://theicn.org/">https://theicn.org/</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.  Please provide the date of course training as part of the corrective action.  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 when the food safety training will be completed.</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>ELSINBORO TWP-1988</p>	<p>402</p>	<p>03/03/2023</p>	<p>CAP Accepted</p>



# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:23 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 10:14 PM</p> <p>Date of implementation: 2/1/23</p> <p>On the day of review, it was corrected what was being offered for fruit. Since the review, I've completed further training and understand the meal pattern more thoroughly. The proper amount of fruit is and will be served moving forward.</p> <p>Flagged by Lea Berry 02/02/2023 10:55 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>On day of review only offered a half cup of fruit at breakfast. The meal pattern is 1 cup of fruit at breakfast. Due to being serve all the students must take the full cup of fruit at breakfast.</p> <p>This was corrected prior to service.</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 will be 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>ELSINBORO TWP-1988</p>	<p>409</p>	<p>03/03/2023</p>	<p>CAP Accepted</p>

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:29 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 10:55 PM</p> <p>Since the review, production records and all supporting documentation have been provided and discussed between SFA-SFA to make sure all components are offered and are in compliance with the meal pattern.</p> <p>Flagged by Lea Berry 02/03/2023 06:11 PM</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>On December 13th the main entree of roast turkey and gravy did not have a grain offered. Due to the missing component, all 26 meals served will be taken back. All five components must be offered. Highly recommended that the vendor and food service workers receive or watch the production record training on SNEARS.</p> <p>Indicate the date of correction and how this will be prevented from happening in the future.</p>				
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>ELSINBORO TWP-1988</p>	<p>410</p>	<p>03/03/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:32 PM</p> <p>CAP Accepted</p>				

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 11:11 PM</p> <p>Breakfast production records now reflect what is provided at breakfast and the full meal pattern in being provided.</p> <p>Lunch production records are in the shared folder day before and edited in the morning by LAC SFA with all information needed for Elsinboro SFA prior to service.</p> <p>PB&amp;J meals are on production record separately considering the sides change so frequently. All components are also counted and temped separately.</p> <p>The chicken tenders have whole grain bread listed separately.</p>
	<p>Flagged by Lea Berry 02/02/2023 10:55 AM</p> <p>At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>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.</p> <p>Insufficient quantity of fruit at breakfast. Even though the production records say 2 each for portion size. The planned quantities do not reflect that amount. The planned portion should be doubled if giving out two. For example portion planned for 8 kids would be 16. If utilizing serve all, you must give the full meal pattern.</p> <p>The weekly quantities (8-9 ounce equivalent) of grain were not met over the review week for lunch.</p> <p>12/14 - Insufficient quantities of vegetables provided. Only provided a half cup of oriental veggies. Must offer 3/4 cup if only offering one vegetable.</p> <p>12/15 - It seems like an insufficient amount of vegetable were served. If offering tomato soup 8 ounces of soup is equal to a half cup.</p> <p>12/16 - Insufficient amount of vegetables. Only offered a half cup of carrot sticks and it was the only vegetable menued. The meal pattern is 3/4 cup of vegetable. The carrots must be listed as the number of sticks on the production record so Danielle and Kim know what to serve.</p>

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	<p>All main entrees should be planned for 2 ounce equivalent of grain and 2 ounce equivalent of meat/meat alternate to make sure that the weekly and daily amounts are met. Menus and production records should show all items offered as part of the meal.</p> <p>Production records need to be correct so that Danielle and Kim know what to serve. Production records should be provided with the meals when they are delivered or in the shared folder one hour prior to service.</p> <p>PBJ Meal- Needs a recipe and should list as PBJ meal on the production record with the recipe number.</p> <p>Chicken Tenders on the menu should list Chicken Tenders and dinner roll. On the production record you can make that a recipe or put it on the next line. The grain must be on the production record and the menu.</p> <p><b>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.</b></p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	ELSINBORO TWP-1988	901	03/03/2023	CAP Accepted

# ELSINBORO BD OF ED-03301350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 11:19 PM				
	On-Site Accountability for breakfast and lunch were completed on 2/23. These will be completed yearly moving forward.				
<b>Corrective Action History</b>	Flagged by Lea Berry 02/02/2023 10:55 AM				
	All SFAs must conduct an on-site accountability review of lunch and breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.				
	The off-site question answered in regards to the on-site reviews said N/A.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation and upload the completed reviews as part as corrective action.				
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	ELSINBORO TWP-1988	1104	03/03/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 03/06/2023 02:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Powers 03/03/2023 12:35 PM				
	I received a list of school compliant snacks from US Foods and created a saved snack list for easy ordering. Starting 2/21/23, snacks that meet smart snack standards will be provided to the students.				
<b>Corrective Action History</b>	Flagged by Lea Berry 02/02/2023 10:56 AM				
	On day of review the chips, popcorn, and cookies do not meet smark snack standards. Explain how this will be corrected and the date of implementation.				

**Report Selections**

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