

SOMERSET CO ED SERV COMM-03504805 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Civil Rights		806	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/13/2018 12:40 PM		CAP Accepted		
	CAP Submitted BETH KATZMAN 12/10/2018 09:00 AM		The Civil Rights training has been scheduled for January 18, 2018, for all staff involved in the School Lunch Program		
	CAP Rejected Kristin Lawton 12/04/2018 01:32 PM		Please indicate date or targeted date of next staff meeting in which Civil Rights training will be given.		
	CAP Submitted BETH KATZMAN 12/03/2018 01:57 PM		I have downloaded the Civil Rights Training PowerPoint presentation from the USDA website. I will request that this training be given at the next staff meeting.		
	Flagged Kristin Lawton 11/09/2018 02:36 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. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	SOMERSET ACADEMY	401	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:32 PM		CAP Accepted		
	CAP Submitted BETH KATZMAN 12/03/2018 01:54 PM		As a result of posting the information about offer vs. serve with the requisite fruit and/or vegetable choice in each classroom, teachers and staff are now well aware of the requirements of a meal that can be claimed for reimbursement. I will suggest that this information is reiterated once a year at the beginning of each school year. More often if necessary. Posters were hung 11/16/2018.		
	Flagged Kristin Lawton 11/09/2018 02:35 PM		Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/teachers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. On the day of review, 19 lunches were claimed that were not reimbursable. 19 lunches observed did not contain the required fruit or vegetable; these meals were either just a slice of pizza or pizza and milk.		
S-1	S-1	SOMERSET ACADEMY	12	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:31 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:51 PM	<p>Lisa DeFalco has contacted Maschio's and requested that when they deliver pizza for lunch that it comply with the Smart Slice guidelines. If they are unable to get Smart Slice from Dominos they will get whole wheat crust pizza from our local pizzeria . We will have the pizzeria send us a copy of their recipe stating that the first ingredient is whole wheat flour.</p> <p>This was done 11/16/2018</p>			
	Flagged Kristin Lawton 11/09/2018 02:35 PM	<p>Insufficient Whole Grain Rich foods were present because while a CN label was provided for Domino's Smart Slice, the pizza served on the day of review was NOT the Smart Slice formula, but rather the original Domino's cheese pizza. SFA staff have been made aware of Smart Slice and will ask for this to be ordered for Domino's pizza days moving forward. On pizza days when the pizza comes from a local pizzeria, request a whole grain crust for all pies served during lunch. If the pizzeria is not able to provide it, unfortunately that item is not compliant with NSLP federal standards and cannot be served and claimed for reimbursement by the SFA. If whole grain crust is available, please ask pizzeria for a copy of a recipe or nutrition facts statement stating that the crust's first ingredient is whole wheat flour. Keep this on file with other CN labels/Product Formulation Statements/Recipes for your records.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	SOMERSET ACADEMY	404	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:31 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:48 PM	<p>Since we do not have a serving line and meals are served in the classrooms, the signs identifying the components of reimbursable meals for both lunch and breakfast have been posted in all classrooms.</p> <p>Completed 11/16/2018</p>			
	Flagged Kristin Lawton 11/09/2018 02:34 PM	<p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast. Posting only a menu does not meet this requirement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this requirement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Professional Standards		1211	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:31 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 02:42 PM	We are naming Lisa DeFalco Food Service Director since she is the person most familiar with the day to day running of our food services operation			
	Flagged Kristin Lawton 11/09/2018 02:36 PM	While the SFA does not directly prepare meals on site, a Food Service Director must be named. This person should be in the position in which they have extensive knowledge about the breakfast/lunch program's menus, ordering meals, food safety, etc. Please delegate one person as the Food Service Director.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	SOMERSET ACADEMY	409	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:31 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 02:00 PM	Lisa DeFalco spoke with Maschio's and emphasized the need for them to comply to their menus as written. She told them that the dark greens and legumes have been missing from the meals that we are sent. Since that conversation we have been receiving the proper meals with the proper subgroups. If Maschio's fails to send what is needed Lisa will email them and CC Kristin Lawton to show that we are trying to comply with the rules and regulations.			
	Flagged Kristin Lawton 11/09/2018 02:36 PM	<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. 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>Dark green and bean/legume vegetable subgroups were missing from the menu for the week of review. This is a repeat finding from the prior Administrative Review, in which two vegetable subgroups were also missing from the menu for the week of review.</p>			
S-1	S-1	SOMERSET ACADEMY	11	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:30 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 02:02 PM	As I have stated several times in this review, the teachers have been educated about offer vs. serve and the requirements for reimbursable meals. There should be no issue moving forward.			
	Flagged Kristin Lawton 11/09/2018 02:37 PM	<p>For lunch on the day of review, Domino's Pizza was served with milk, salad cup, and applesauce. 19 meals were counted of either just pizza, or just pizza and milk. All children taking a lunch MUST take at least 3 items, one of which being 1/2 cup fruit or vegetable, in order to have a reimbursable meal. Review Lunch OVS Policy and signage (on file at the board office and sent to Lisa via email, respectively).</p> <p>For breakfast on the day of review, 3 meals were seen served with missing components (2 just milk; 1 bagel/cream cheese and milk. Review both Breakfast and Lunch Offer Vs Serve Policies (on record at the SFA) and share with teachers serving meals. All teachers serving meals MUST participate in Offer vs Serve training (found on SNEARS) as soon as possible.</p>			
S-1	S-1	SOMERSET ACADEMY	16	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:29 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 02:04 PM	<p>Lisa DeFalco has been scrutinizing the menus from Maschio's to be sure that they comply with federal requirements. She is then checking to be sure that what is on the menu is what is delivered and served to our students.</p> <p>We learned a lot from the on site assessment and are taking all necessary steps to ensure that we are in compliance.</p>			
	Flagged Kristin Lawton 11/13/2018 09:39 AM	<p>For the week of review, two of the five required vegetable subgroups (dark green, and beans/legumes) were missing from the planned menu. All vegetable subgroups must be offered in the correct minimum portions in order to be in compliance with Federal Regulations. Going forward, appropriate SFA staff must educate themselves on the Breakfast and Lunch Meal Patterns to ensure that the correct items and portions are being offered on the weekly menu. If menu sent from Maschio's is not compliant, work with the company to ensure that your SFA is in compliance and receiving the appropriate and necessary food items to meet federal requirements.</p>			
On-Site Assessment Tool	Reporting and Recordkeeping		1500	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:29 PM				CAP Accepted
	CAP Submitted BETH KATZMAN 12/03/2018 02:06 PM				I have taken the time to add reminders to my calendar so that all deadlines are met. We have moved the approval of the lunch contract to June so that it can be approved on the June board meeting - we only have meetings every other month. Being aware of the deadlines is the first step in meeting them.
	Flagged Kristin Lawton 11/09/2018 02:38 PM				SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) 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. For the 2018-19 School Year, the annual Agreement Packet was not completed in compliance with the September 30th deadline. ALL reports, packets, and other information required by the State Agency MUST be completed on time.
Off-Site Assessment Tool	Professional Standards		1204	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:29 PM				CAP Accepted
	CAP Submitted BETH KATZMAN 12/03/2018 02:44 PM				Once Lisa DeFalco is officially appointed FSD we will ensure that she attends the requisite training courses - be it via conferences, state trainings and outside formats. WE will have a complete schedule by January 1, 2019.
	Flagged Kristin Lawton 11/09/2018 02:38 PM				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: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Professional Standards		1213	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 01:29 PM				CAP Accepted
	CAP Submitted BETH KATZMAN 12/03/2018 02:45 PM				One of the first trainings that we will send Lisa DeFalco to will be an 8 hour food safety class - either through Serve Safe or another venue. Target date for this is January 1, 2019.
	Flagged Kristin Lawton 11/09/2018 02:43 PM				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 www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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.

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1219	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 12:42 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:46 PM	<p>Lisa DeFalco is aware of the number of training hours she is required to complete. She will keep a log of the courses she attends.</p> <p>I (Beth Katzman) will sign up for at least 4 hours of training and I will keep a log of the courses I attend.</p>			
	Flagged Kristin Lawton 11/09/2018 02:34 PM	<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. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. 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/. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..</p>			
On-Site Assessment Tool - Site	Civil Rights	SOMERSET ACADEMY	811	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 12:25 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:44 PM	<p>To my knowledge we have not received the posters yet. I sent an email to the person noted on the USDA website and requested posters ASAP.</p> <p>12/03/2018</p>			
	Flagged Kristin Lawton 11/09/2018 02:30 PM	<p>SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. Technical Assistance was provided and posters will be mailed to the school. Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SOMERSET ACADEMY	502	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:51 AM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:36 PM	All signage (offer vs. serve) include the requirement for fruit and vegetable choices.. Completed 11/16/2018			
	Flagged Kristin Lawton 11/09/2018 02:29 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Smart Snacks in School	SOMERSET ACADEMY	1105	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:51 AM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:34 PM	The principal, Mrs. G, and the teacher in the Shoprite were all told that they were selling items that were not compliant with Smart Snacking and instructed not to sell those items any more. "A Guide to Smart Snacks in School" was downloaded from the USDA website and it was printed and distributed to all relevant parties. they were also given the link to the Smart Snack calculator and told that all food sold must comply with the USDA Smart Snack Guideline. The school store stopped selling non-compliant items as of 11/16/2018.			
	Flagged Kristin Lawton 11/09/2018 02:29 PM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources 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. There is a school store in Ms. G's classroom (210) that sells non-compliant items in regards to the USDA's Smart Snack requirements. All foods sold during the School Day (defined as from midnight the day of until 30 minutes after the school day has ended) MUST be in compliance with Smart Snacks. The same goes for all food items sold in the school's ShopRite.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	SOMERSET ACADEMY	1408	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:50 AM		CAP Accepted		
	CAP Submitted BETH KATZMAN 12/03/2018 10:42 AM		Lisa DeFalco created spreadsheets to take the temperatures of the warming box as well as the refrigerator and has been documenting the temperatures as follows: 1 time per day for the warmer and 2 times per day for the refrigeration. This began on 11/16/2018		
	Flagged Kristin Lawton 11/09/2018 02:28 PM		SFA did not have temperature logs on the day of review for warmer and milk cooler. Temperature logs must be completed, maintained and filed for each school service site. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	SOMERSET ACADEMY	410	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:50 AM		CAP Accepted		
	CAP Submitted BETH KATZMAN 12/03/2018 10:18 AM		<p>The food service manager has contacted Bridgewater-Raritan school district as well as Maschio's to ensure that they provide the proper amount of dark greens and bean/legumes on our weekly menu. This was completed on 11/16/2018.</p> <p>Lisa is checking the menus daily to be sure that they are complying with our requests.</p> <p>With regard to production records, that's quite difficult. We do not prepare any food products on site. This comes directly from Maschio's and we will contact them to ensure that they meet the proper requirements.</p>		
	Flagged Kristin Lawton 11/09/2018 02:28 PM		<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. In this case, both Dark Green and Bean/Legume subgroups were missing entirely from the weekly menu. 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. 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. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>		
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	SOMERSET ACADEMY	501	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:27 AM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 01:30 PM	<p>Lisa DeFalco distributed posters to all of the teaching staff that describes offer vs. serve. She asked all of them to post these flyers in their classrooms so that they can be referred to if needed.</p> <p>The staff was taught about reimbursable meals too. They were told that for breakfast 3 out of 4 items must be chosen by the student and at lunch 4 out of 5 items must be chosen in order for the meal to be reimbursable.</p> <p>The decision was made to establish a common table in each classroom for items chosen but not consumed so students would all have the opportunity to choose something "later" in the day.</p> <p>All of this happened on November 15, 2018.</p>			
	CAP Rejected Kristin Lawton 11/21/2018 03:22 PM	Please elaborate on training given for Offer vs Serve.			
	CAP Submitted BETH KATZMAN 11/15/2018 01:00 PM	<p>The food service manager, Lisa DeFalco taught an inservice today 11/15/2018, educating the teaching staff about offer vs. serve.</p> <p>The current procedures will be posted in each classroom.</p>			
Flagged Kristin Lawton 11/09/2018 02:26 PM	Food service staff/teachers serving meals must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
S-1	S-1	SOMERSET ACADEMY	12a	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:27 AM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 10:08 AM	We have contacted Maschios and requested that they provide either a whole grain roll or whole grain pretzels to accompany the chicken nugget when they are served. We asked that this apply to the entire school - grades K through 12+			
	CAP Rejected Kristin Lawton 11/21/2018 03:24 PM	Please request Whole Grain pretzel stick for all grades to ensure that weekly minimum is always met for whole grains.			
	CAP Submitted BETH KATZMAN 11/15/2018 12:09 PM	To ensure the proper amount of grains are served with chicken nuggets each time they are on the menu we will contact our food service company, Maschio's, and ask them to send whole grain pretzel stick for the students in grades 9-12.			
	Flagged Kristin Lawton 11/09/2018 02:25 PM	<p>On the first day of the on site review (Monday, October 29th), lunch was seen as it was being delivered to the school. Lunch on this day was chicken nuggets, corn, and cucumber slices. Upon reviewing the CN labels, the chicken nuggets only offer 1 oz of grains. This is an insufficient quantity for the grades 9-12 requirements; the minimum daily for this grade group is 2 oz grain for lunch daily. K-8, while the minimum is 1 oz grains daily, MUST still meet the weekly requirement of 8-10 oz grains per week.</p> <p>A suggested means of preventing this problem in the future could be offering a whole grain roll or pretzel stick (as seen on the review period) EVERY time that chicken nuggets are offered on the menu. Explain how the issue of insufficient grains in chicken nugget meals will be addressed going forward.</p>			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	SOMERSET ACADEMY	901	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 12/04/2018 10:19 AM	CAP Accepted			
	CAP Submitted BETH KATZMAN 12/03/2018 10:05 AM	<p>We have scheduled our on-site accountability review of lunch for December 21, 2018. This review will be for the 2019 school year and we will complete form #211.</p> <p>We have also scheduled our on-site accountability review of breakfast for December 21, 2018. This review will be for the 2019 school year and we will complete for #293.</p> <p>A calendar of target dates has been established and shared with the appropriate parties. This will ensure timely completion of tasks and forms.</p>			
	Flagged Kristin Lawton 11/09/2018 02:24 PM	<p>All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#211) must be used. Accountability reviews must be conducted by an SFA employee. 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>All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#293) must be used. Accountability reviews must be conducted by an SFA employee. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Civil Rights		810	12/13/2018	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 11/21/2018 03:23 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 11/15/2018 12:55 PM	on 11/15/2018 the form as downloaded from the internet. It was sent to the Food Service Manager for posting in the kitchen and a copy was sent to the Website Manager for posting on our website.			
	Flagged Kristin Lawton 11/09/2018 02:25 PM	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	SOMERSET ACADEMY	1405	12/13/2018	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 11/21/2018 03:21 PM	CAP Accepted			
	CAP Submitted BETH KATZMAN 11/15/2018 01:13 PM	The Department of Health came in on November 13, 2018 for a surprise inspection. We will reach out, immediately, to the Department of Health and request a second inspection in 6 months. We will ask them to make 2 inspections an annual event so we will be compliant.			
	Flagged Kristin Lawton 11/09/2018 02:29 PM	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	12/13/2018	CAP Removed
Corrective Action History	CAP Removed Kristin Lawton 11/09/2018 02:42 PM	CAP Removed			
	Flagged Kristin Lawton 10/29/2018 12:22 PM				
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	12/13/2018	CAP Removed
Corrective Action History	CAP Removed Kristin Lawton 11/09/2018 02:27 PM	CAP Removed			
	Flagged Kristin Lawton 10/29/2018 12:28 PM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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. A copy of the written HACCP food safety plan must be available at each school. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Meal Counting and Claiming		308	12/13/2018	CAP Removed
Corrective Action History	CAP Removed Kristin Lawton 10/24/2018 02:04 PM	CAP Removed			
	Flagged BETH KATZMAN 09/05/2018 11:05 AM				