

# BOUND BROOK BD OF ED-03500490 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	BOUND BROOK BD OF ED-03500490	805	03/25/2022	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Amy Martin 02/22/2022 10:37 AM CAP Removed				
	Flagged by Amy Martin 02/17/2022 08:14 AM  he National School Lunch Program (NSLP) and School Breakfast Program (SBP) aim to provide all participating children, regardless of background, with the nutritious meals they need to be healthy. In order to operate the Programs, school food authorities (SFAs) must enter into an agreement with their respective State agency. As part of this agreement, SFAs must comply with the United States Department of Agriculture (USDA) regulation Non Discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance [7 CFR 15b]. This includes ensuring children with disabilities have an equal opportunity to participate in and benefit from the NSLP and SBP. Federal law and Program regulations, SP 59-2016 requires SFAs to make reasonable modifications to accommodate children with disabilities. This includes providing special meals, at no extra charge, to children with a disability which restricts their diet. Each SFA must have procedures in place to accommodate students with disabilities. Staff must be trained on these procedure. Please refer to the USDA Accommodating Children with Disabilities in the School Meal Programs found on either the NJDA Forms page, USDA website, or at <a href="https://www.fns.usda.gov/cn/2017-edition-accommodating-children-disabilities-school-meal-programs">https://www.fns.usda.gov/cn/2017-edition-accommodating-children-disabilities-school-meal-programs</a> .  Explain, in detail, procedures in place to accommodate students with disabilities and how/when staff are trained on these procedures. Indicate the date of implementation.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	BOUND BROOK BD OF ED-03500490	1006	03/25/2022	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Amy Martin 02/22/2022 11:18 AM CAP Removed				
	Flagged by Amy Martin 02/17/2022 02:40 PM  SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web 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.				
Group 1: CA Count (2)		BOUND BROOK BD OF ED-03500490		03/25/2022	CAP Accepted

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Amy Martin 03/18/2022 01:20 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 03/18/2022 01:20 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Rasha Naser 03/18/2022 10:53 AM</p> <p>Question 7.</p> <p>I have been working with the district since November of 2019, COVID started at the end of February 2020 and Bound Brook went on the virtual plan and started doing the emergency feeding program. Ever since a lot of the normal protocols and requirements were waived such as the Breakfast and Lunch Monitor forms. Our Business Administrator left Bound Brook in June of 2021. As of July 2021 we had a new interim Business Administrator and the Breakfast and Lunch monitor forms were an oversight as I was not fully trained on that aspect of being in charge of the breakfast and Lunch monitor forms. I really appreciate the administrative review experience, as I have filled so many missing gaps and now as I took a calendar from Ms. Amy Martin it will be helping to meet all other deadlines that I was missing. This was just a learning curve for me and now I know that the ASP monitor form is due within the first four weeks of the start of the school and this will be corrected accordingly. I will be doing another monitor process for Breakfast and Lunch before the end of the school year of 2021-2022.</p>
	<p>Corrective Action Plan: Submitted by Rasha Naser 03/18/2022 10:53 AM</p> <p>Question 7.</p> <p>I have been working with the district since November of 2019, COVID started at the end of February 2020 and Bound Brook went on the virtual plan and started doing the emergency feeding program. Ever since a lot of the normal protocols and requirements were waived such as the Breakfast and Lunch Monitor forms. Our Business Administrator left Bound Brook in June of 2021. As of July 2021 we had a new interim Business Administrator and the Breakfast and Lunch monitor forms were an oversight as I was not fully trained on that aspect of being in charge of the breakfast and Lunch monitor forms. I really appreciate the administrative review experience, as I have filled so many missing gaps and now as I took a calendar from Ms. Amy Martin it will be helping to meet all other deadlines that I was missing. This was just a learning curve for me and now I know that the ASP monitor form is due within the first four weeks of the start of the school and this will be corrected accordingly. I will be doing another monitor process for Breakfast and Lunch before the end of the school year of 2021-2022.</p>
	<p>Flagged by Amy Martin 02/22/2022 11:29 AM</p> <p>Each site participating in the Afterschool Snack Program (ASP) must conduct a minimum of two self-reviews per school year. The first self-review must be within the first four weeks of ASP operation. The second self-review must be before the end of the school year.</p> <p>Lafayette has been participating and claiming snacks in ASP since September 2021. The first self-review form was completed on February 3, 2022, which exceeds the four-week threshold. In addition, the question on the form specifically asks if monitoring was completed in the first four weeks of operation and was answered "yes".</p> <p>Explain in detail how this will be corrected in subsequent years.</p>

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Afterschool Snack Program	Afterschool Snack Program (Other Programs)	COMMUNITY MIDDLE SCHOOL-11484		03/25/2022	Flagged
<b>Corrective Action History</b>	<p>Flagged by Amy Martin 02/17/2022 08:04 AM</p> <p>Each site participating in the Afterschool Snack Program (ASP) must conduct a minimum of two self-reviews per school year. The first self-review must be within the first four weeks of ASP operation. The second self-review must be before the end of the school year.</p> <p>Community Middle School has been participating and claiming snacks in ASP since September 2021. The first self-review form was completed on February 3, 2022, which exceeds the four-week threshold. In addition, the question on the form specifically asks if monitoring was completed in the first four weeks of operation and was answered "yes".</p> <p>Explain in detail how this will be corrected in subsequent years.</p>				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	LAFAYETTE-2031		03/25/2022	Flagged
<b>Corrective Action History</b>	<p>Flagged by Amy Martin 02/17/2022 08:05 AM</p> <p>Each site participating in the Afterschool Snack Program (ASP) must conduct a minimum of two self-reviews per school year. The first self-review must be within the first four weeks of ASP operation. The second self-review must be before the end of the school year.</p> <p>Lafayette has been participating and claiming snacks in ASP since September 2021. The first self-review form was completed on February 3, 2022, which exceeds the four-week threshold. In addition, the question on the form specifically asks if monitoring was completed in the first four weeks of operation and was answered "yes".</p> <p>Explain in detail how this will be corrected in subsequent years.</p>				

**Report Selections**

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

# Technical Assistance Log

BOUND BROOK BD OF ED-03500490

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
02/22/2022	2510	Other				Debbie Gersick, FSD and Jason Baumbach, Ops Manage	Amy Martin	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	<p>TA provided verbally to FSM and Ops Manager regarding production records (PR) and supporting documentation. I also had a lengthy conversation with Pomptonian's RD last week.</p> <p>-RECIPES MUST HAVE INSTRUCTIONS!</p> <p>-All serving sizes and crediting information should be reviewed for accuracy. Example, on Jan 26, 2021, the Minh Vegetable Fried Rice was served. Per the PRs, a 1/2 c portion is being credited as 1oz eq grain and 1/4 c R/O vegetable and 1/4 cup starchy vegetable. Per the Manufacturer's Product Formulation Statement (PFS), the crediting is accurate(per PFS 1oz eq grain and 1/8 c other).</p> <p>-Only vegetables that are counting towards the meal pattern requirements should have crediting information listed on the PR. For example, Since the SFA is offering multiple entrees, the R/O vegetable subgroup provided in the pizza entrée may count to the daily requirements of vegetable, but may not count towards the weekly vegetable subgroups requirement because not all students have access.</p>			
02/22/2022	2509	Other				Rasha Naser, ASBA, Edward Appleton, SBA, Debbie Ge	Amy Martin	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	<p>TA provided during Exit Conference:</p> <p>-Local Wellness policy is a District-wide policy; therefore, only one Local Wellness Policy Assessment must be completed. This Assessment must be made available to the public. The SFAs completed an assessment for each of its site. They are currently on the SFA's website.</p> <p>-Discussed proper completion of the Civil Rights Compliance forms (form 86).</p> <p>-Discussed procedure for accommodating students with disabilities as it relates to the Child Nutrition Programs.</p>			