

# Technical Assistance Log

BYRAM TWP BD OF ED-03700640

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
03/11/2022	2528	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	Meal Counting and Claiming	305	Maschio's Operations Manager	Michelle Mercer	Jill Dailey	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	Gov. Phil Murphy signed A-1104 on May 4, 2020 also known as the Hunger Free Students' Bill of Rights Act. The bill states, A school district shall not: (1) publicly identify or stigmatize a student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears, for example, by serving the student an alternative meal. Please revise the Unpaid Charge Policy to abide by the law.			
03/11/2022	2527	Dietary Specification Assessment Tool (Off Site Review) (Nutrition/Meal Compliance)	Dietary Specification Assessment Tool (Off Site Review)	19	Maschio's Operations Manager	Michelle Mercer	Jill Dailey	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	Standardized recipes are used to ensure correct contributions to the meal pattern. The meal contribution listed on the recipe and production record for Standardized Recipe #ML1061 - Black Bean & Corn Salad is not accurate based on the quantity of products used within the recipe. For example, 9 quarts and 1.5 cups of black beans is 37.5 cups. 37.5 cups divided by 50 portions is 0.75 cups of black beans per portion. The meal contribution listed on the recipe and production record states 1/2 C Beans/Peas and the serving size listed is 3/4 C, but this does not account for the other ingredients of the recipe. This recipe should be reviewed and revised to document accurate quantity of products used and correct contributions to the meal pattern.			
03/11/2022	2526	Civil Rights (Off-Site Assessment Tool) (800H)	Civil Rights	807	Maschio's Operations Manager	Michelle Mercer	Jill Dailey	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	Civil Rights Compliance Form #86 must be completed by October 15th of each school year and maintained on file. The total enrollment of each School/Site must be divided into Hispanic or Latino or Not Hispanic or Latino and documented on the form. Then all students must also be included in one or more of the categories under "Race". This information can be collected by Voluntary Self Identification, Observation, and/or Personal Knowledge. The signature of the School Nutrition Program Specialist is from the State Agency Representative who is on-site conducting the Administrative Review.			
03/11/2022	2525	Civil Rights (Off-Site Assessment Tool) (800H)	Civil Rights	806	Maschio's Operations Manager	Michelle Mercer	Jill Dailey	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	Communication to all SFAs was released by our office on September 13, 2021 in the memo titled, Back to School Reminders for School Year 2021-2022, informing them that Civil Rights training must be provided on an annual basis and completed by September 30, 2021 for the 2021-2022 school year. According to the certificates of training submitted, civil rights training was not conducted until November 2021.			
03/11/2022	2524	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	SFA/Sponsor On-Site Monitoring	901	Maschio's Operations Manager	Michelle Mercer	Jill Dailey	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	On-Site Monitoring forms must be completed by a representative of the School Food Authority. A representative from a Food Service Management Company cannot complete the annual on-site monitoring forms, but can be present at the time of the review. It is the job of the SFA to conduct performance management of the contract through on-site monitoring.			

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TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
03/11/2022	2523	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Meal Components and Quantities - Review Period	409	Maschio's Operations Manager	Michelle Mercer	Jill Dailey	<input checked="" type="checkbox"/>
<b>How Provided</b>	Phone			<b>Comments</b>	Although all students had access to all components per the meal pattern requirements during the week of review, not all students had access to the "Vegetable of the Day" (the hot vegetable or cold salad listed on the menu). Those students who chose the bagel bag only had access to the vegetables list as part of Maschio's Vegetable Patch. The main entrée and vegetable listed on the menu are packaged together using an Oliver machine per the Operations Manager. All students should have access to all vegetable offerings. As a recommendation, the SFA could put out pre-portioned containers of the hot/cold vegetable of the day so all students have access.			

## BYRAM TWP BD OF ED-03700640 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	BYRAM TWP BD OF ED-03700640	314	04/11/2022	CAP Accepted

## BYRAM TWP BD OF ED-03700640 - Corrective Action Report (Detail)

	<p>Corrective Action Plan: Accepted by Jill Logan 03/17/2022 01:17 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by LYN MAHONY 03/15/2022 02:52 PM</p> <p>Food Service director was changed to reflect to on site director on 3/14/2022</p> <p>The Schedule A was corrected on March 14, 2022 to accurately reflect the counting method being used as tally sheets not coded roster.</p> <p>Moving forward their will be more conversation about the actual method of counting and claiming being used and making sure the Schedule A accurately reflects method being used to claim meals</p>
<b>Corrective Action History</b>	<p>Flagged by Jill Logan 03/11/2022 10:38 AM</p> <p>The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. Under the Site Details section of the Application Packet in SNEARS, Coded Roster is selected as the NSLP Accountability Method, but for the administrative review tally sheets were submitted as the method currently being used for meal counting and claiming.</p> <p>Also, the on-site Food Service Director must be listed under the Food Service Director role in User Management.</p> <p>The Schedule A must be revised to reflect the actual meal counting method currently being used for SY 2021-2022 and the on-site Food Service Director must be listed under this role in User Management.</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.</p> <p><b>Indicate the date of implementation.</b></p>

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## **Report Selections**

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