

KITTATINNY REG HS BD ED-03702465 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	KITTATINNY REG HS BD ED-03702465	806		CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/14/2022 09:06 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Theresa Linskey 01/10/2022 02:47 PM				
	The Civil Rights Training took place on November 15th. In the future, the Civil Rights training will take place prior to the determined date as posted in SNEARS.				
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/10/2022 01:14 PM				
	Annual civil rights training deadline for this school year is September 30, 2021 and 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.				
	SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)				
	KITTATINNY REG HS BD ED-03702465				
SFA On-Site Monitoring	SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)	KITTATINNY REG HS BD ED-03702465	900	02/14/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/14/2022 09:09 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Theresa Linskey 01/12/2022 10:31 AM				
	I did the SFA-FSMC Monitoring on November 29, 2021. I have uploaded the file. (Please disregard form 410 for this question)				
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/10/2022 01:14 PM				
	All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. For SY2021-2022, Child Nutrition Response #94 allows SFAs to perform the on-site monitoring off-site through a desk audit until 30 days after the public health emergency. 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 (Off-Site Assessment Tool) (1000H)				
	KITTATINNY REG HS BD ED-03702465				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	KITTATINNY REG HS BD ED-03702465	1006		CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/14/2022 09:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Theresa Linskey 01/10/2022 02:53 PM Attached please find the complete Wellness Policy Assessment Tool. I will make sure it is completed filled in the next time it is completed. Flagged by Corinne Santos-Hernandez 01/10/2022 01:14 PM The Wellness Policy Assessment Tool that was completed for this SFA is not completed. The top portion of the template that includes the SFA/District Name, School Name, Policy Reviewer and Date was left blank. The selection of grades for the school is also not correct. Since this template provides information on wellness policy goals and practices within the SFA and it is available to the public, it is important that it is completed correctly. 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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	KITTATINNY REG HIGH-2641	325	02/14/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/20/2022 08:27 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Mercer 01/14/2022 09:55 AM				
	corrective action plan was implemented on 01/07/2022				
	Corrective Action Plan: Rejected by Corinne Santos-Hernandez 01/14/2022 09:12 AM As per Michelle Mercer, the CAP submitted date was entered wrong. Please resubmit the correct date of implementation.				
Corrective Action Plan: Submitted by Michelle Mercer 01/14/2022 08:44 AM					
Reviewed the importance of making sure that the number of meals claimed matches the number of meals on the production record					
Doing the correct math and making sure the numbers on production records are the proper meal counts					
Corrective action plan training will be weekly starting 01/06/2022					

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	<p>Flagged by Corinne Santos-Hernandez 01/10/2022 01:15 PM</p> <p>The review week was for December 13-17, 2021.</p> <p>On December 14, 2021, there was an underclaim of 6 meals. Total reimbursable meals should be 413 minus 3 adult meals equaling 410. Total meals claimed was 404.</p> <p>12/15/21 - Total meals reimbursed should be 385 minus 1 adult meal equaling 384 meals. Meals claimed that day is 419. There are 35 meals that will be taken back.</p> <p>Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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>The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	KITTATINNY REG HIGH-2641	409	02/14/2022	CAP Accepted
	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/20/2022 08:27 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Michelle Mercer 01/14/2022 09:54 AM</p> <p>corrective action plan was implemented on 1/07/2022</p>				
	<p>Corrective Action Plan: Rejected by Corinne Santos-Hernandez 01/14/2022 09:12 AM</p> <p>As per Michelle Mercer, the CAP submitted date was entered wrong. Please resubmit the correct date of implementation.</p>				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Michelle Mercer 01/14/2022 08:45 AM</p> <p>Reviewed how to make sure that the record keeping is correct that each meal should have the proper amount of components</p> <p>For each entree there should be the correct amount of vegetables and in the proper vegetable category</p> <p>The consistent counting errors were addressed and retraining will be ongoing</p> <p>Corrective action plan will be weekly beginning on 01/06/2022</p>
	<p>Flagged by Corinne Santos-Hernandez 02/02/2022 11:14 AM</p> <p>The USDA Menu Worksheet is for the week of December 13-17th, 2021. The Targeted Meal Pattern Flexibility Waiver Form 411 was not submitted or approved.</p> <p>12/13/21: Coleslaw recipe yields 25 portions of 1/2 cup. Number of portion planned is 31. The weekly vegetable subgroups are not met due to the lack of portions that were planned and documented on the PR. There were 31 portions planned for coleslaw, 25 carrots, and 400 French Fries. The red/orange and "other" for the weekly vegetable subgroup.</p> <p>12/13/21 - Vegetable subgroups are intended to ensure that the students are offered a variety of vegetables weekly. The SFA must ensure that all students have access to all vegetable subgroups throughout the week. An example of this would be, if coleslaw is on the menu for the main entrée of the day, there should be enough number of portions planned to meet the "other" vegetable subgroup for that day. All students should have access to the coleslaw and the other vegetable served on the menu for that day. On this day, carrots and also French Fries were offered and served. If a veggie patch is offered daily, all students should have access to it. On this day, only 25 portions of carrots was planned and 31 portions of coleslaw was planned and does not meet the required 1 cup minimum daily vegetable requirement for the 9-12 meal pattern.</p> <p>Recordkeeping error: Sausage - portions planned was 250 with 8 left over. Total documented was 222 when it should be 242.</p> <p>Pears (72 portions) and bananas (50 portions) totals 122 planned for fruits is not enough for the total served of 443 students.</p> <p>12/14/21: Total reimbursable meals should be 413 minus 3 adult meals equals 410. Total meals claimed was 404. This is an underclaim of 6 meals.</p> <p>Correction: the total correct meals should be 404. There are no meals that should be underclaimed.</p> <p>Only 48 baked beans and corn was planned for 280 pulled pork sandwiches. All 48 baked beans and corn were taken with no</p>

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leftover. There were 155 students that did not have the option to get the beans and corn. Legumes not met for the minimum portion requirement for the week. 206 total for those students who took the sandwiches (hot and cold). There were 155 + 206 = 361 students left to receive fruit or vegetable. Total # of vegetables and fruits reimbursed (portion size used is 332). There is not enough fruits as well to cover the reimbursable meals claimed. The total fruits portions planned is 139. **The SFA did not enough portions planned for the bbq beans and corn to meet the vegetable subgroup for the week. In addition, there were only 344 portions of vegetables planned (bbq beans (48), corn (48), coleslaw (18), tossed salad (8) and chef salad (2) which totals to 344. This does not meet the required 1 cup minimum daily vegetable requirement for the 9-12 meal pattern.**

12/15/21 - Total meals reimbursed should be 385 minus 1 adult meal equals 384 total meals. Meals claimed that day is 419. There will be 35 meals taken back.

Correction: 12/15/21- 35 meals will not be taken back, although this day's menu did not have enough vegetables portions planned for the day. The total vegetables served was broccoli (33), French fries (200), Caesar Salad (30), Tossed Salad (10) and Chef Salad (4) which totals to 277. The total meals served this day was 419. This does not meet the required 1 cup minimum daily vegetable requirement for the 9-12 meal pattern.

Only 33 portions planned for broccoli was offered to the students. This left 117 students to receive chicken parmesan without the hot vegetable. All 33 portions planned were taken. This results in the dark green vegetable subgroup for the week not being met.

12/16/21 - The correct total reimbursed meals should be 397 not 395. There is an underclaim of 2 meals.

Correction: 12/16/21 - Total meals served this day was 395. There are no meals that should be underclaimed.

Only 44 planned portions of beans and corn was prepared and offered to students and all were taken. This is not enough considering 204 portions planned with the cheeseburgers.

There was a recordkeeping error with a miscalculation for the French fries and fruit cup. The correct reimbursed portion for the FF should be 217 and 59 for the fruit cup.

12/17/21 - Not enough vegetables served this day considering that 348 meals were claimed. Only 11 portions planned for carrots, 21 for Caesar side salad, and 5 for tossed salad. The red/orange vegetable subgroup is not met for the week. The total reimbursable fruit and vegetables served this day totals to 301. Meals claimed was 348. 47 meals will be taken back as a result of not enough vegetables to meet the full vegetable portion/component.

Correction: 12/17/21 - Production record for this day's menu does not indicate enough vegetable component and portions planned for the total student meals served. The total meals served was 348. The vegetables planned for this day was carrots (11), Caesar Salad (21), Tossed Salad (5), and Chef Salad (2) which totals to 39.

348 - 39 = 309 total disallowed meals

Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance

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	Standard 2 violations.				
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Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/20/2022 08:27 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Michelle Mercer 01/14/2022 09:56 AM</p> <p>Corrective action plan was stated on 01/07/2022</p>				
	<p>Corrective Action Plan: Rejected by Corinne Santos-Hernandez 01/14/2022 09:13 AM</p> <p>As per Michelle Mercer, the CAP submitted date was entered wrong. Please resubmit the correct date of implementation.</p>				
	<p>Corrective Action Plan: Submitted by Michelle Mercer 01/14/2022 08:43 AM</p> <p>Reviewed the proper way to do production records</p> <p>The number of portions should be in accordance with the menu item and substituting should stay in the same categories</p> <p>The number of meals should add to together correctly and equal the amount of meals in the pos system</p> <p>All meals should have the proper amount of components on the production records it is not enough to have it ready the numbers must be on the record</p> <p>Having the numbers on another sheet of paper and not transferring them is not a complete production record</p> <p>Corrective action Plan for retraining will be done weekly starting on 1/6/2022</p>				
	<p>Flagged by Corinne Santos-Hernandez 01/10/2022 01:12 PM</p> <p>The USDA Menu Worksheet is for the week of December 13-17th, 2021. The Targeted Meal Pattern Flexibility Waiver Form 411 was not submitted or approved.</p> <p>12/13/21: Coleslaw recipe yields 25 portions of 1/2 cup. Number of portion planned is 31. The weekly vegetable subgroups are not met due to the lack of portions that were planned and documented on the PR. There were 31 portions planned for coleslaw, 25 carrots, and 400 French Fries. The red/orange and "other" for the weekly vegetable subgroup.</p> <p>Recordkeeping error: Sausage - portions planned was 250 with 8 left over. Total documented was 222 when it should be 242.</p>				

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	<p>Pears (72 portions) and bananas (50 portions) totals 122 planned for fruits is not enough for the total served of 443 students.</p> <p>12/14/21: Total reimbursable meals should be 413 minus 3 adult meals equals 410. Total meals claimed was 404. This is an underclaim of 6 meals.</p> <p>Only 48 baked beans and corn was planned for 280 pulled pork sandwiches. All 48 baked beans and corn were taken with no leftover. There were 155 students that did not have the option to get the beans and corn. Legumes not met for the minimum portion requirement for the week. 206 total for those students who took the sandwiches (hot and cold). There were 155 + 206 = 361 students left to receive fruit or vegetable. Total # of vegetables and fruits reimbursed (portion size used is 332). There is not enough fruits as well to cover the reimbursable meals claimed. The total fruits portions planned is 139.</p> <p>12/15/21 - Total meals reimbursed should be 385 minus 1 adult meal equals 384 total meals. Meals claimed that day is 419. There will be 35 meals taken back.</p> <p>Only 33 portions planned for broccoli was offered to the students. This left 117 students to receive chicken parmesan without the hot vegetable. All 33 portions planned were taken. This results in the dark green vegetable subgroup for the week not being met.</p> <p>12/16/21 - The correct total reimbursed meals should be 397 not 395. There is an underclaim of 2 meals.</p> <p>Only 44 planned portions of beans and corn was prepared and offered to students and all were taken. This is not enough considering 204 portions planned with the cheeseburgers.</p> <p>There was a recordkeeping error with a miscalculation for the French fries and fruit cup. The correct reimbursed portion for the FF should be 217 and 59 for the fruit cup.</p> <p>12/17/21 - Not enough vegetables served this day considering that 348 meals were claimed. Only 11 portions planned for carrots, 21 for Caesar side salad, and 5 for tossed salad. The red/orange vegetable subgroup is not met for the week. The total reimbursable fruit and vegetables served this day totals to 301. Meals claimed was 348. 47 meals will be taken back as a result of not enough vegetables to meet the full vegetable portion/component.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 violations.</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	KITTATINNY REG HIGH-2641	901	02/14/2022	CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/14/2022 09:09 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Theresa Linskey 01/12/2022 10:33 AM				
I answered the question incorrectly. I did complete the Site Monitoring on November 11, 2021. Please see attached.					
Flagged by Corinne Santos-Hernandez 01/10/2022 01:16 PM					

Report Selections

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