

Technical Assistance Log

LENAPE VALLEY REG HS BD OF ED-03702615

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
01/13/2022	2478	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Meal Components and Quantities - Review Period	409	Food Service Director	Kristin Eckard	Corinne Santos-Hernandez	<input checked="" type="checkbox"/>
How Provided	Phone, Email			Comments	The school uses a weekly cold vegetable bar and weekly fruit bar production records for lunch. The total served numbers are unclear and questionable from all the fruits and vegetable items that were served. The variety of the items are available to the students but the total quantity served is unclear for the week of December 13th to 17th, 2021.			
01/13/2022	2477	Professional Standards (Off-Site Assessment Tool) (1200H)	Professional Standards	1205	Food Service Director	Kristin Eckard	Corinne Santos-Hernandez	<input checked="" type="checkbox"/>
How Provided	Phone, Email			Comments	Maureen is the kitchen on-site manager who is at the school daily. She has a current and valid Serv Safe Certification but expires on January 21, 2022. Please document by uploading a copy of the ServSafe Certificate in the documents tab when this training will be planned.			

LENAPE VALLEY REG HS BD OF ED-03702615 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	LENAPE VALLEY REG HS BD OF ED-03702615	806	02/14/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/25/2022 09:59 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KIM UTTER 02/28/2022 10:47 AM				
	Annual civil rights training will be completed by the State deadline each year and the required staff who interact with the participants or applicants will be in the proper trainings each school year.				
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/14/2022 10:20 AM				
	<i>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.</i>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	LENAPE VALLEY REG HS BD OF ED-03702615	807	02/14/2022	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Corinne Santos-Hernandez 01/14/2022 10:33 AM				
	CAP Removed				
	Flagged by Corinne Santos-Hernandez 01/14/2022 10:21 AM				
Corrective Action History	SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year that is annually collected from the student data information. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . 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 On-Site Monitoring	SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)	LENAPE VALLEY REG HS BD OF ED-03702615	900	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 03/25/2022 10:00 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KIM UTTER 02/28/2022 10:49 AM				
	Form 410 was completed prior to review on 12/08/21. 410 lunch was uploaded but breakfast was checked instead of lunch. The form has been corrected and Both forms are attached in this zip file.				
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/14/2022 10:21 AM				
	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. The Seamless Summer Option (SSO-Site Monitoring Form (#410) must be used. 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 (On-Site Assessment Tool - Site) (901H)				
	LENAPE VAL REGIONAL HIGH-2643				
SFA/Sponsor On-Site Monitoring			901	02/14/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/25/2022 10:01 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KIM UTTER 02/28/2022 10:47 AM				
	Form 410 was completed prior to review on 12/08/21. 410 lunch was uploaded but breakfast was checked instead of lunch. The form has been corrected and Both forms are attached in this zip file.				
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/14/2022 10:20 AM				
	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The Seamless Summer Option (SSO) Site Monitoring Form (#410) 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.				
	Group 1: CA Count (2)				
	LENAPE VALLEY REG HS BD OF ED-03702615				
				02/14/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/25/2022 10:00 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KIM UTTER 02/28/2022 10:47 AM				
	Date of implementation was January 14th. Proper claiming procedures were reviewed with staff to ensure the claiming will be accurate moving forward.				

LENAPE VALLEY REG HS BD OF ED-03702615 - Corrective Action Report (Detail)

Corrective Action History	<p>Flagged by Corinne Santos-Hernandez 01/14/2022 10:20 AM</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>
	<p>Flagged by Corinne Santos-Hernandez 01/14/2022 10:20 AM</p> <p>The USDA review week is December 13th to 17, 2021. The breakfast week was perfect and had no questionable meal count practices.</p> <p>Lunch Week:</p> <p>December 14, 2021 - There was an underclaim of 10 meals. Total number served should be 316 and 306 was claimed.</p> <p>December 15, 2021- There was an underclaim of 8. Total number served should be 304 and 296 was claimed.</p> <p>December 16, 2021 - There was an overclaim of 5 meals. Total number served should be 300 and 305 was claimed.</p> <p>The system for counting lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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>

Report Selections

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