

# SUSSEX CO VOC BD OF ED-03705110 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	SUSSEX CO VOC BD OF ED-03705110	803	06/27/2022	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Dailey 06/14/2022 09:00 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by MAUREEN MOORE 06/10/2022 02:07 PM</p> <p>Any complaints (there have been none in my time here in district) would be received by the Affirmative Action Officer and investigated. Policy 8540 has language that would direct complaints after that to the USDA.</p>				
<p>Flagged by Jill Dailey 05/27/2022 12:50 PM</p> <p>SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>. Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>.</p> <p>The response provided in the Off-Site Questionnaire pertains to how the district handles non-discrimination complaints in regards to staff and hiring.</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>					
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	SUSSEX CO VOC BD OF ED-03705110	810	06/27/2022	CAP Accepted
<p>Corrective Action Plan: Accepted by Jill Dailey 06/14/2022 09:00 AM</p> <p>CAP Accepted</p>					

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by MAUREEN MOORE 06/10/2022 02:01 PM</p> <p>All materials will be updated for the 22-23 school year and onward using the following statement:</p> <p>In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.</p> <p>Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.</p> <p>To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:</p> <ol style="list-style-type: none"> <li>1. <b>mail:</b> U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or</li> <li>2. <b>fax:</b> (833) 256-1665 or (202) 690-7442; or</li> <li>3. <b>email:</b> <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a></li> </ol> <p>This institution is an equal opportunity provider.</p>
	<p>Flagged by Jill Dailey 05/27/2022 12:51 PM</p> <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 non-discrimination statement provided as the response in the Off-Site Questionnaire is not the USDA non-discrimination statement that must be used on all electronic and paper documents pertaining to the school meal programs. The USDA non-discrimination statement has been updated to include gender identity and sexual orientation as protected bases which can be found at the following link: <a href="#">Nondiscrimination Statement   Food and Nutrition Service (usda.gov)</a>.</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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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	SUSSEX CO VOC BD OF ED-03705110	1213	06/27/2022	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Jill Dailey 06/14/2022 08:59 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by MAUREEN MOORE 06/13/2022 09:56 AM</p> <p>Kerri signed up for Servesafe last Fall, as her certificate was due to expire in November. The class was canceled due to snow. Kerri completed the online course and her certificate is now uploaded in Documents.</p> <p>There are three other staff on site with their servesafe certificate.</p> <p>Kerri understands there may be no gap in expiration and found a class as soon as possible.</p>				
<p>Flagged by Jill Dailey 05/27/2022 12:50 PM</p> <p>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 <a href="http://www.theicn.org">www.theicn.org</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>The ServSafe Certificate submitted for the on-site Food Service Director expired on 11/10/2021.</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 when the food safety training will be completed.</b></p>					

**Report Selections**

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