

ELIZABETH BD OF ED-03901320 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	87A Thomas Edison Career and Technical Academy Ann	401	05/28/2019	CAP Removed
Corrective Action History	CAP Removed Erlisa Levin 08/12/2019 02:20 PM	CAP Removed			
	Flagged Erlisa Levin 08/12/2019 10:01 AM				
Off-Site Assessment Tool	Meal Counting and Claiming		305	05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/28/2019 09:30 PM	CAP Accepted			
	CAP Submitted JAMIE LEAVITT 05/24/2019 11:33 AM	We will review meal charge policy prior to the 2019-2020 school year.			
	Flagged Erlisa Levin 05/20/2019 01:28 PM	<p>The charge policy needs to be reviewed to be consistent with what the schools are doing on-site and not just the board office policy. Please identify and provide an updated unpaid meal charge policy.</p> <p><u>Unpaid Meal Charges</u></p> <p><u>Unpaid Meal Charges Resources on USDA Website</u></p> <p><u>Guidance - Overcoming the Unpaid Meal Challenge</u></p> <p><u>Unpaid Meal Charges: Guidance and Q & A - 3/23/2017</u></p> <p><u>Clarification on Collection of Delinquent Meal Payments - 7/8/2016</u></p> <p><u>Unpaid Meal Charges: Local Meal Charge Policies - 7/8/2016</u></p> <p><u>Parent Notification of Payment owed in the NSLP & SBP - 4/15/2015</u></p>			

ELIZABETH BD OF ED-03901320 - Corrective Action Report

					Resources can be found in SNEARs
Afterschool Snack Program	Afterschool Snack Program	80A Hamilton 9th Grade Academy		05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:18 AM	CAP Accepted			
	CAP Submitted JAMIE LEAVITT 04/25/2019 12:47 PM	Production records will reflect portion sizes and the contributing OEG for grains. This will take effect May 1, 2019 and the person responsible will be Lilys Duran. Monitoring of the Snack Program will be completed by Felice Salvatore by the first 4 weeks of operation each year.			
	Flagged Erlisa Levin 04/25/2019 10:00 AM				
On-Site Assessment Tool - Site	Smart Snacks in School	87A Thomas Edison Career and Technical Academy Ann	1105	05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:14 AM	CAP Accepted			
	CAP Submitted JAMIE LEAVITT 04/25/2019 12:49 PM	The Supervisor of Food and Nutrition Services will remove all non-compliant snacks for sale. Effective date May 15, 2019.			
	Flagged Erlisa Levin 04/24/2019 07:18 PM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	80A Hamilton 9th Grade Academy	404	05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:13 AM	CAP Accepted			
	CAP Submitted JAMIE LEAVITT 04/25/2019 01:01 PM	Signage will be made available to what constitutes a reimbursable lunch. This will be effective April 30, 2019 by Lilys Duran; Supervisor of Food and Nutrition Services.			
	Flagged Erlisa Levin 04/25/2019 10:01 AM				
On-Site Assessment Tool	Verification		209	05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:13 AM	CAP Accepted			
	CAP Submitted JAMIE LEAVITT 04/25/2019 01:40 PM	We approved [REDACTED] for reduced price meals on April 11, 2019.			
	Flagged Erlisa Levin 04/24/2019 07:17 PM				
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	05/28/2019	CAP Accepted

ELIZABETH BD OF ED-03901320 - Corrective Action Report

Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:12 AM		CAP Accepted		
	CAP Submitted JAMIE LEAVITT 04/26/2019 08:39 AM		HACCP Based books will be completed as directed by NJDA. This will be completed by the Cook Managers at each site by June 1, 2019.		
	Flagged Erlisa Levin 04/24/2019 07:17 PM				
On-Site Assessment Tool	Certification and Benefit Issuance		126	05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:12 AM		CAP Accepted		
	CAP Submitted JAMIE LEAVITT 04/26/2019 08:42 AM		We have corrected and submitted explanations and dates on a previous tab. This was completed on April 25, 2019		
	Flagged Erlisa Levin 04/24/2019 07:17 PM		Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.		
On-Site Assessment Tool - Site	Smart Snacks in School	80A Hamilton 9th Grade Academy	1105	05/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 05/24/2019 10:12 AM		CAP Accepted		
	CAP Submitted JAMIE LEAVITT 04/26/2019 08:54 AM		Lilys Duran; Supervisor of Food and Nutrition will review all snack items and beverages sold ala carte to students using smart snack calculator. For any items not meeting Smart Snacks criteria, they will be removed. This will be completed by May 15, 2019		
	Flagged Erlisa Levin 04/24/2019 07:18 PM				
Group 2: CA Count (7)				05/28/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	#90 J. Christian Bolwage Finance Academy	401	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	#90 J. Christian Bolwage Finance Academy	403	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	#90 J. Christian Bolwage Finance Academy	404	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	#90 J. Christian Bolwage Finance Academy	409	
	On-Site Assessment Tool - Site	Civil Rights	#90 J. Christian Bolwage Finance Academy	811	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	#90 J. Christian Bolwage Finance Academy	1406	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	#90 J. Christian Bolwage Finance Academy	1411	

ELIZABETH BD OF ED-03901320 - Corrective Action Report

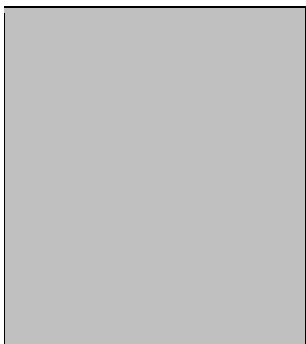
Corrective Action History	CAP Accepted Erlisa Levin 05/28/2019 09:31 PM		CAP Accepted	
	CAP Submitted JAMIE LEAVITT 04/26/2019 10:45 AM		<p>All Managers and cashiers at School 90 will be retrain to recognize a reimbursable meal to include 3 components and one being 1/2 cup fruit or vegetable. This will take place on April 29, 2019. Follow-up will be continuous to see that this is enforced. Ms. Duran: Supervisor of Food and Nutrition will conduct the training.</p> <p>Distributor US Foods was contacted regarding food must be from America. The change was made on April 19, 2019. For future bids, this will be a requirement.</p> <p>Two varieties of milk will be offered with every meal, this is effective April 3, 2019. Follow up will continue.</p> <p>Safety Inspections are done yearly once in the fall and once in the spring. A letter was sent to the Health Inspector. Two Inspections were completed on 10/24/18 and 3/19/19 within 6 months of one another. We have the inspections on file.</p> <p>Effective April 4, 2019, we have a poster board that has a menu, Justice for All Poster, Inspection certificate, explanation of the components of a reimbursable breakfast and lunch. This is placed at the beginning of the line.</p>	
	Flagged Erlisa Levin 04/24/2019 07:19 PM		<p>A review of agricultural food components indicate violations of the Buy American provision (7 CFR 210.21(d)) during review of products on-site at reviewed schools. 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>A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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>Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.</p> <p>SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this requirement. 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>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be 1/2 cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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>	
Group 1: CA Count (6)			05/28/2019	CAP Accepted

ELIZABETH BD OF ED-03901320 - Corrective Action Report

Section	Form subsection	Site	Question #
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	#82A John E. Dwyer Annex	320
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	#82A John E. Dwyer Annex	325
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	#82A John E. Dwyer Annex	401
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	#82A John E. Dwyer Annex	409
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	#82A John E. Dwyer Annex	1406
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern	#82A John E. Dwyer Annex	11

Corrective Action History	CAP Accepted Erlisa Levin 05/28/2019 09:30 PM	CAP Accepted
	CAP Submitted JAMIE LEAVITT 04/26/2019 10:48 AM	<p>On April 15, 2019, all classrooms were retrained to take all 5 components of the meal. After the meal is served the rosters are checked off by each child's name stating that he/she ate at the point of service.</p> <p>A current Food Safety Inspection Report will be posted so that it is visible to students. It will be posted in the gym where they eat. This will be done by 5/1/19.</p> <p>The High School uses an electronic Point of Sale. The Rosters for the Pre-School will be inputted on a daily basis. This was enforced on April 15, 2019</p> <p>Only unflavored 1 percent or skim will be served to Pre-Schoolers. This was implemented April 15, 2019.</p> <p>Training will occur for the 82A High School to recognize a reimbursable meal on April 29, 2019. Students will be made to take either 1/2 Cup Fruit and or vegetable.</p> <p>Follow up for all these corrective actions will be continuous.</p>
	Flagged Erlisa Levin 04/24/2019 07:19 PM	<p>No food safety inspection report was posted in a publicly visible location. SFA is responsible for posting the food safety inspection in a location that is visible to the students. 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>Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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>

ELIZABETH BD OF ED-03901320 - Corrective Action Report



Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. 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.

Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.