

# THE ARC KOHLER SCHOOL-04009557 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		214	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 04/11/2019 12:56 PM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 04/11/2019 11:58 AM	Student no longer enrolled in our school. In the future, this letter will be sent to any household for whom benefits were to be reduced or terminated and given 10 calendar days written advance notice of the change.			
	CAP Rejected Dianne Kennedy 03/25/2019 11:32 AM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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.			
	CAP Submitted JENNIFER KAUFMAN 03/18/2019 11:12 AM	We did not reduce any students benefits. All of our students receive free breakfast and lunch, regardless of whether or not they are free or reduced. There have been no other changes in eligibility that we know of.			
	CAP Rejected Dianne Kennedy 01/23/2019 11:14 AM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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.			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 11:11 AM	This question was answered in error. We update student eligibility status when there are changes in eligibility at the time of Direct Certification			
	Flagged Dianne Kennedy 12/20/2018 10:50 AM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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.			

## THE ARC KOHLER SCHOOL-04009557 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/25/2019 11:29 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 02/15/2019 12:08 PM	The Food Safety Plan for Kohler School has been developed and submitted.			
	CAP Rejected Dianne Kennedy 01/23/2019 11:11 AM	<b>Food Safety Plan is required in order to be in compliant with the NSLP. Emailed links to guide the SFA to create a food safety plan that includes HACCP SOP on 1/23/19.</b>			
	CAP Submitted JENNIFER KAUFMAN 01/02/2019 10:36 AM	The statement did appear on our menus. We have updated the language and made sure the statement will remain on our menu.			
	Flagged Dianne Kennedy 12/20/2018 10:51 AM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. A copy of the written HACCP food safety plan must be available at each school. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	KOHLER SCHOOL	1404	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/25/2019 11:29 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 02/15/2019 09:00 AM	A Food Safety Plan has been developed for Kohler School and has been submitted.			
	Flagged Dianne Kennedy 12/20/2018 10:58 AM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.			
Off-Site Assessment Tool	Professional Standards		1206	03/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/25/2019 11:27 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 03/18/2019 11:17 AM	The last four digits were obtained on November 27th, 2018 from the student's file.			
	Flagged Dianne Kennedy 02/19/2019 11:30 AM	Nutrition Staff must meet the annual training requirement for the current school year. Refer to Guide to Professional Standards for School Nutrition Programs.			
Off-Site Assessment Tool	Professional Standards		1209	03/19/2019	CAP Accepted
	CAP Accepted Dianne Kennedy 03/25/2019 11:27 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 03/20/2019 11:34 AM	<b>From: Smith, Hank &lt;Hank.Smith@usfoods.com&gt;</b>			

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**Corrective Action History**

**Sent:** Wednesday, March 20, 2019 6:24 AM  
**To:** Topple, Elliot <Elliot.Topple@usfoods.com>  
**Subject:** Letter - NO CUSTOMER NAME IN LETTER

Elliot

Note, In reviewing the portfolio of products  
US Foods supply's to The Arc Kohler School

The product mix is notably both a US. Foods Exclusive Brand or  
National Brands that are manufactured within the United States.  
With a limited amount  
of imported products.

We inventory these aforementioned products in our Perth  
Amboy Division

And deliver directly to The Arc Kohler School.

Thank you

Hank

**Hank Smith** | District Sales Manager

1051 Amboy Ave. | Perth Amboy, NJ 08861

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		O 800.222.1278   M 516.993.9946 <a href="mailto:hank.smith@usfoods.com">hank.smith@usfoods.com</a>			
	Flagged Dianne Kennedy 02/19/2019 11:31 AM	Staff involved with the NSLP must meet the annual training requirement for the current school year. Refer to Guide to Professional Standards for School Nutrition Programs.			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/25/2019 11:25 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 03/25/2019 11:01 AM	Attached please find a copy of the email received from our food distributor, US Foods. This letter addresses why the mentioned items were not Buy American products because there were a limited amount of products produced within the United States.			
	CAP Rejected Dianne Kennedy 01/23/2019 11:12 AM	The Buy American Provision documentation must explain the agricultural food component is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of satisfactory quality; or competitive bids reveal the costs of domestic agricultural food components see significantly higher than the non-domestic ones.  Please inform the distributor the exception letter had to explain the domestic foods are prohibitively costly.			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 12:07 PM	Moving forward, all products will be replaced where possible with Buy American approved products. Where this is not possible, a waiver will be applied for.			
	Flagged Dianne Kennedy 12/20/2018 10:56 AM	Harvest Beets Canada Horn of Plenty Diced Pears- China Monarch Mandarin Oranges-China Harvest Value Chunky Tuna Fish-Thailand			
On-Site Assessment Tool	Certification and Benefit Issuance		126	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/25/2019 11:25 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 03/25/2019 11:06 AM	The date the SSI was obtained was Dec, 3, 2018			
	CAP Rejected Dianne Kennedy 01/23/2019 11:06 AM	Please indicate a date of obtaining the application. Record on SFA-1 as well.			
	CAP Submitted JENNIFER KAUFMAN 01/02/2019 11:07 AM	Social Security # was obtained and record will be corrected.			
	Flagged Dianne Kennedy 12/20/2018 10:58 AM	Refer to SFA 1 One application missing last four digit of SSN and/or check if no SSN was missing			
On-Site Assessment Tool	Civil Rights		810	01/20/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:13 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 11:24 AM	Going forward, we will use the non-discrimination statement on all program materials/documents distributed to households. We will also include this on the menu distributed to families.			
	Flagged Dianne Kennedy 12/20/2018 10:51 AM	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 current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a> . 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	KOHLER SCHOOL	410	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:13 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 12:10 PM	Legumes have been incorporated into the menu, most recently as lentil soup and baked beans. Legumes will continue to be incorporated into the menus.			
	Flagged Dianne Kennedy 12/20/2018 10:52 AM	<p>Week of Review 10/15-10/19</p> <p>Lunch Missing Subgroup Legumes. This is a repeat violation from the last AR cycle (2014). All weekly vegetable subgroup must be met. 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>Production records were only documented for grades K-8 and the school enrolls preschool-12. At lunch, production records must document that both daily and weekly minimum quantities for each for each grade grouping (pre-k, k-8, and 9-12). 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>Current or appropriate supporting documents were not provided to determine the creditable amount of each menu item. Supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. 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>			
On-Site Assessment Tool - Site	Civil Rights	KOHLER SCHOOL	811	01/20/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:12 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 11:30 AM	7 Posters will be ordered and displayed in all 7 service areas.			
	Flagged Dianne Kennedy 12/20/2018 10:54 AM	"And Justice for All" Poster is not in any of the service areas (6 classrooms and 1 cafeteria). There is a copy of the poster in kitchen, however, it is not visible to students. 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.			
On-Site Assessment Tool	Professional Standards		1217	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:12 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 11:44 AM	Training will be scheduled for all staff and logged into the SOARS training area.			
	Flagged Dianne Kennedy 12/20/2018 10:54 AM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	KOHLER SCHOOL	401	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:12 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 12:01 PM	This has been corrected by food preparation worker who is now providing 1 whole slice of WW bread replacing the 1/2 slice of bread to meet the Meal Pattern requirement. This began on December 3rd, 2018, the next lunch that was served that required bread.			
	Flagged Dianne Kennedy 12/20/2018 10:55 AM	<p>11/27/18: Serve only and required provide all breakfast component. Aide did not give three students milk. The students had all the other components (1 oz grain, 1 oz meat/meat alternate, and 1/2 c of fruit), they were missing milk component. The milk was available for aide to pick up but she was told milk is once a day. However, the other classrooms served all the components to the students including 6 oz carton of milk. The SFA does not have offer versus serve, students must take all components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. Three meals did not have milk component. Refer to S-1. 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>11/28/18: Serve only meal service. 1/2 sliced of WW bread was served to 26 lunches on the day of review. According to the Grain Requirement for Child Nutrition Program, the 1/2 slice of bread is equivalent to 0.45 oz. K-8 Lunch Meal Pattern require 1 oz grain daily. This is a repeat violation from the last AR cycle. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. Refer to S-1. 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>			
On-Site Assessment Tool	Professional Standards		1219	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:09 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 01/02/2019 11:03 AM	School staff who regularly work on School Breakfast and School lunch related activities will be provided training in the coming months. This training will be through our Safe School system. The training will include Civil Rights training.			
	Flagged Dianne Kennedy 12/20/2018 10:55 AM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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..			
On-Site Assessment Tool	Reporting and Recordkeeping		1500	01/20/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:08 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 01/02/2019 11:06 AM	In the future, USDA Menu Worksheets will be submitted to the State Agency as required.			
	Flagged Dianne Kennedy 12/20/2018 10:58 AM	USDA Menu Worksheet was not submitted. SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	KOHLER SCHOOL	402	01/20/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 01/23/2019 11:05 AM	CAP Accepted			
	CAP Submitted JENNIFER KAUFMAN 12/20/2018 12:05 PM	Beginning 1/2/2019, 9-12 students will be receiving 2 oz daily of grains and k-8 will receive 1 oz of grain component.			
	Flagged Dianne Kennedy 12/20/2018 10:56 AM	9-12 need 2oz eq daily of grain and K-8 need 1oz eq daily of grain component. They are being offered only .45oz eq during lunch on the day of review. Refer to S-1 12. Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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.			