

Administrative Review Report

International Academy of Atlantic City - 080-06104 Atlantic County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	807	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 05/01/2017 12:19 PM	The SFA must annually collect racial/ethnic data and accurately report the information for each school on the Civil Rights Compliance Form (#86). As discussed at the exit conference, please correct form #86 and upload it in the documents tab as part of your Corrective Action.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1006	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 05/01/2017 11:46 AM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1206	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 05/01/2017 12:23 PM	Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Full time staff only received 4 hours of annual training for current school year. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1208	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 05/01/2017 11:47 AM	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory that the Primero Edge Teamwork training tracker tool (accessed through SOARS) 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.
	Flagged KELLY SNYDER 11/21/2016 10:40 AM	
Site Name		

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Form Name	Off-Site Assessment Tool	
Question #	1211	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Lorena Paredes 05/01/2017 11:50 AM</p>	<p>Part time program staff (working less than 20 hours per week) must have at least 4 hours of annual training that is relevant to their specific job duties. Part time staff only received 2 hours of annual training for current school year. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1601	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Lorena Paredes 05/01/2017 11:53 AM</p>	<p>SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf. 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>
Site Name		
Form Name	On-Site Assessment Tool	
Question #	810	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Lorena Paredes 05/01/2017 11:57 AM</p>	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households and 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: http://www.fns.usda.gov/fns-nondiscrimination-statement. 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>
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1215	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Lorena Paredes 05/01/2017 11:57 AM</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 www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.</p>
Site Name		
Form Name	On-Site Assessment Tool	

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Question #	1219	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 05/01/2017 12:29 PM	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.
Site Name	International Academy of Atlantic City	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	06/01/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 05/01/2017 11:59 AM	Since there is no Offer vs. Serve, students must take all 5 components in the proper quantities for lunch. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable meal for lunch. One student did not take a milk to make a complete reimbursable meal. 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.