

Administrative Review Report

MOONACHIE BD OF ED-00303350

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	05/25/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 07/14/2017 08:48 PM	CAP Accepted
	CAP Submitted LAUREL SPADAVECCHIA 06/12/2017 02:16 PM	One of our Application for Free & Reduced Price School Meals was incorrectly calculated. When there are more than one source of income and the frequency of pay is different, both incomes must be annualized and added together to use with the Income Eligibility Guidelines chart. The Annual Income Conversion chart states that Weekly is calculated X 52, Every 2 weeks X 26, Twice a month X 24, and Monthly X 12.
	Flagged Erlisa Levin 04/18/2017 01:42 PM	Please explain the process for correct the income frequency in the future, Bi monthly is times 24
Site Name	ROBERT L CRAIG SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	317	
Due Date	05/25/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 07/14/2017 08:48 PM	CAP Accepted
	CAP Submitted LAUREL SPADAVECCHIA 06/12/2017 02:26 PM	Prior to our Administrative Review, our meal rosters used to be coded a "4" for Free meals and a "6" for Reduced Price Meals. As of April 23 our rosters have been changed to eliminate any codes or colors that would possibly identify free or reduced eligible students. We have also turned the computer screen of our POS system away from students' view so that information cannot be view by other students. We also encourage prepayment options by attaching a letter to every Menu/Order form requesting payment to be sent in prior to the 1st of the month along with the order for the entire month. This letter is sent mid-month for the following month.
	Flagged Erlisa Levin 04/18/2017 01:20 PM	SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by 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.
Site Name	ROBERT L CRAIG SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	321	
Due Date	05/25/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 07/14/2017 08:48 PM	CAP Accepted
	CAP Submitted LAUREL SPADAVECCHIA 06/12/2017 02:37 PM	On the day of the review, the meal for lunch was quesadillas. Many of the students have complained that they do not like the quesadillas. Students have been continuing to order for the entire month, including quesadilla days, however when those days come they will bring in food from home. Many of these students qualify for free meals, so they simply do not take the lunch that day which will reflect a discrepancy from the number of meals ordered to the number of meals served. After our review, our Food Services Coordinator began requiring students who order a meal to come to the table and take the meal even if they brought food from home.

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	Flagged Erlisa Levin 04/18/2017 01:21 PM	Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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.
Site Name	ROBERT L CRAIG SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	05/25/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 07/14/2017 08:48 PM	CAP Accepted
	CAP Submitted LAUREL SPADAVECCHIA 06/12/2017 02:40 PM	On the day of the review, 2 students did not want to have the carrots on the tray. After our review, we have initiated a procedure wherein all the components of the reimbursable meal will already be placed on the tray prior to the students coming up to the table. They will take their tray and go to the POS system to be scanned and then are directed to their seats.
	Flagged Erlisa Levin 04/18/2017 01:29 PM	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.
Site Name	ROBERT L CRAIG SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date	05/25/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 07/14/2017 08:47 PM	CAP Accepted
	CAP Submitted LAUREL SPADAVECCHIA 06/12/2017 02:45 PM	After our review, we have created signs at the beginning of the serving line that identify the components of a reimburseable meal for both breakfast and lunch. Our signage states a reimbursable meal must include: 2 oz. of carbohydrate and 1/2 cup of fruit or juice.
	Flagged Erlisa Levin 04/18/2017 01:29 PM	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 breakfast. 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.
Site Name	ROBERT L CRAIG SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date	05/25/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Erlisa Levin 04/18/2017 01:29 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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

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	date of implementation.
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