

Administrative Review Report

RUNNEMEDE BD OF ED – 007-04590 – Camden County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	103	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/24/2017 10:36 AM	A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. 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 #	805	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/24/2017 10:51 AM	The SFA must make reasonable accommodations for students with special dietary needs. When a student has a disability that has been medically documented by a licensed physician, accommodations must be made. Documentation must include a written statement of the need for substitution(s) that includes recommended alternate foods. When a student has a food intolerance, accommodations may be made, but are not required. 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	On-Site Assessment Tool	
Question #	810	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/29/2017 11:06 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: 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1219	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/29/2017 11:23 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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Site Name		
Form Name	On-Site Assessment Tool	
Question #	1400	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/29/2017 11:21 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. The plan must be reviewed/updated annually (at a minimum). 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.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	400	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/07/2017 01:28 PM	All five required meal components for lunch must be available to all students during the entire meal service. The vegetable component was not offered to the students that ordered cereal, PB&J meals, and salad meals. Therefore the students that ordered the cereal meals and PB&J meals were not offered the vegetable component and the salad meals did not provide the required 3/4 cup. Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 12:14 PM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Teachers checking the breakfast rosters 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 date of implementation.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	402	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 12:25 PM	Portion sizes offered for each required lunch component and breakfast components 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 and Breakfast 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, and 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.

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Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	403	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 12:28 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service in all reimbursable meal serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored 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.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 12:32 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. 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.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 12:54 PM	At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts and Breakfast Meal Pattern Charts, available on the NJDA web site for specific component and minimum quantity requirements. Production records must document that both daily and weekly minimum quantities for each component are offered. Other 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 and must be retained on file at the SFA. 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	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 12:56 PM	At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. 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. At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to

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		students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. 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	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 01:04 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 date of implementation.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	1105	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 01:15 PM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS. 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	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	1403	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 01:17 PM	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.
Site Name	BINGHAM	
Form Name	On-Site Assessment Tool - Site	
Question #	1405	
Due Date	06/05/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/30/2017 01:21 PM	Most recent food safety inspection certificate must be posted in a visible public location. Please explain when this was completed and where it was posted.