

Administrative Review Report

NEW BRUNSWICK BD OF ED - 023-03530 - Middlesex County

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	316	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/22/2017 12:13 PM	The claims for September & October need to be revised and was self identified by the FSD. Corrective action was that the BA will verify the claims before certifying. Problems were identified in April, problems are ongoing.
Site Name	MCKINLEY KINDERGARTEN	
Form Name	On-Site Assessment Tool - Site	
Question #	321	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/21/2017 10:44 AM	Breakfast 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	MCKINLEY KINDERGARTEN	
Form Name	On-Site Assessment Tool - Site	
Question #	323	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/21/2017 10:47 AM	When conducting edit checks, if the free counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. 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	LORD STIRLING	
Form Name	On-Site Assessment Tool - Site	
Question #	400	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/27/2017 02:33 PM	15 meals in Pre K classroom, no one received a fruit. The fruit was in the classroom but never offered to the children. It was not visible to the children, it was up on a cabinet, teacher did not know what the fruit was when questioned by reviewer. All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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	LORD STIRLING	
Form Name	On-Site Assessment Tool - Site	

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Question #	401	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/27/2017 02:33 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	LORD STIRLING	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/27/2017 02:34 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 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	MCKINLEY KINDERGARTEN	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/22/2017 10:34 AM	One classroom (teacher) was observed not giving fruit and saving it as snack to serve for later. At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to 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	LORD STIRLING	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/27/2017 02:35 PM	Yes in the cafeteria, no in the Pre K classrooms. 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	MCKINLEY KINDERGARTEN	
Form Name	On-Site Assessment Tool - Site	
Question #	811	

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Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/22/2017 09:42 AM	SFA did not have the current USDA "And Justice for All" poster displayed in the classroom where both breakfast and lunch is served in class. 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	MCKINLEY KINDERGARTEN	
Form Name	On-Site Assessment Tool - Site	
Question #	902	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/22/2017 09:45 AM	When the SFA identifies meal counting and/or claiming problems during an on-site accountability review, a follow-up review must be conducted withing 45 calendar days to ensure that appropriate corrective action was taken. 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 Katie Hunter 05/26/2017 12:34 PM	
Site Name	HEALTH SCIENCES & TECH	
Form Name	On-Site Assessment Tool - Site	
Question #	902	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/22/2017 09:45 AM	When the SFA identifies meal counting and/or claiming problems during an on-site accountability review, a follow-up review must be conducted withing 45 calendar days to ensure that appropriate corrective action was taken. 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 Katie Hunter 05/26/2017 12:34 PM	
Site Name	MCKINLEY KINDERGARTEN	
Form Name	On-Site Assessment Tool - Site	
Question #	903	
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lorena Paredes 06/22/2017 09:46 AM	When meal counting and/or claiming problems are found during an on-site accountability review, documentation indicating that corrective action was taken is 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	LORD STIRLING	
Form Name	On-Site Assessment Tool - Site	
Question #	1700	
Due Date	07/21/2017	
Corrective Action Status	Flagged	

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Corrective Action History	Flagged Katie Hunter 07/06/2017 10:46 AM	
	Flagged Cheryl Goffus 05/30/2017 01:55 PM	
	Flagged Katie Hunter 05/26/2017 12:52 PM	HST runs the ASSP during certain weeks 2/15-5/1/17. No on-site review of the program was completed or documented. An On-site review of the ASSP needs to be completed for HST during the programs weeks.
	Flagged Katie Hunter 05/26/2017 12:49 PM	HST runs the ASSP for certain weeks, starting 2/15/17 through 5/3/17. At that time, no On-site review was done at HST. A on-site review of the ASSP needs to be completed.
Site Name	HEALTH SCIENCES & TECH	
Form Name	On-Site Assessment Tool - Site	
Question #	1700	
Due Date	07/21/2017	
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Corrective Action History	Flagged Katie Hunter 07/06/2017 10:46 AM	
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Site Name	LORD STIRLING	
Form Name	Afterschool Snack Program	
Question #		
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/23/2017 02:47 PM	no production records, no snacks claimed for April 2017, no menu available. No 2nd review as required, no follow up review as required.
	Flagged Katie Hunter 06/23/2017 02:45 PM	no production records, no snacks claimed for April 2017, no menu available. No 2nd review as required, no follow up review as required.
	Flagged Katie Hunter 06/23/2017 02:42 PM	No on-site review monitoring was performed at HST for After school snack program.
Site Name	MCKINLEY KINDERGARTEN	
Form Name	Afterschool Snack Program	
Question #		
Due Date	07/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Katie Hunter 06/23/2017 02:47 PM	no production records, no snacks claimed for April 2017, no menu available. No 2nd review as required, no follow up review as required.
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