

Administrative Review Report
Passaic County Manchester Regional BOE - 031- 03980 Passaic County

Findings and Corrective Action:

Site Name	Passaic Manchester Regional	
Form Name	Off-Site Assessment Tool	
Question #	710	
Due Date	03/01/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged Lisa Garland 11/15/2016 02:38 PM	Upload the following in the Documents Tab for SY 2015-16: Your SFA's executed Non-Program Food (NPF) Revenue Tool, B5 and a reconciliation and supporting documentation, if necessary. Complete and submit the following statement: We (did/did not) take steps to sufficiently increase our NPF prices. If you did, list the steps you took to ensure compliance. Submit a list of the following NPFs that you sold during SY2015-16: Adult meals Catering-1 (e.g. food provided for Teacher Appreciation Day, meals for a sports banquet) Catering-2 (e.g. food items provided for outside organizations) Meals, food, beverages supplied to another school district (meals are not being claimed for reimbursement by the school supplying the food) or program (e.g. Head Start) Vending (e.g. water, snacks) A-la-carte (e.g. milk for kids who bring lunch from home, 2nd entrees, snacks, beverages) Fundraisers (e.g. SFA supplies products for school-based fundraisers) School Stores
	Flagged JOHN SERAPIGLIA 11/18/2016 12:52 PM	The amount of money made for the program for ala cart / snacks / adult meals during the 2015-16 school year was \$45,476.68 No money was made for catering. No money was made for vending machine.
	Flagged Lisa Garland 02/22/2017 10:08 AM	The finding for this question is below: Revenue from Non-program Foods; Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).
	CAP Submitted JOHN SERAPIGLIA 02/23/2017 11:55 AM	The district has already begun (as of December 1, 2016) charging increased costs for its a la carte menu. The district has also sought to decrease costs for its employee lunch program by requesting employees to submit requests for lunches at the start of the day. Rather than making excess meals the district will look to make enough food only for those interested in ordering food. This also began in December 1, 2016. Finally, the district will be looking to increase adult breakfast and lunch costs for the 2017-18 school year, starting September 1, 2017. All of these actions will be overseen by the Food Service Director.
	CAP Accepted Lisa Garland 02/23/2017 01:11 PM	CAP Accepted
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	711	
Due Date	12/06/2016	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lisa Garland 11/15/2016 02:37 PM	Upload the following in the Documents Tab for SY 2015-16: Approved indirect cost rate (AICR) letter. If the SFA was charged less than the AICR, provide documentation explaining how the difference was handled with the food service account (FSA). Provide documentation including the direct cost basis, substantiating the indirect costs charged. Documentation that costs were consistently applied to all programs in accordance with USDA regs. Confirm that the FSA was not charged directly for expenses that were included in the indirect cost pool. Complete and submit the following statements: The FSA (was/was not) charged for indirect costs paid in past years via the general fund. If it was, provide the years and amounts. If indirect costs were charged to the FSA, but had not been charged in previous years, a loan agreement (did/did not) exist and accounting records (did/did not) support the loan agreement. If a loan agreement did exist, provide the date of the loan agreement.
	Flagged	The FSA was not charged directly for expenses included in the indirect cost

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	JOHN SERAPIGLIA 11/17/2016 05:06 PM	pool. The FSA was charged for indirect costs in the prior year. In 2014-15 the amount charged was \$8,394.85
	Flagged Lisa Garland 02/22/2017 10:11 AM	CAP Removed
	Flagged Lisa Garland 02/22/2017 11:40 AM	CAP Removed
Site Name	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	400	
Due Date	03/29/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:56 AM	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	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	03/29/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:56 AM	Students must take the required number of components for lunch and 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 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. 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	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	402	
Due Date	03/29/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:56 AM	Portion sizes offered for each required breakfast 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 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, 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.
Site Name	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date	03/29/2017	

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Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:56 AM	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 and 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	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	409	
Due Date	03/29/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:57 AM	At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date	03/29/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:57 AM	At 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, available on the Department of Agriculture Form web site for specific component and minimum quantity requirements. 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	MANCHESTER REG H	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date	03/29/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Carol Flato 02/28/2017 10:55 AM	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 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.