

PEMBERTON TWP BD OF ED-00504050 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	PEMBERTON TWP BD OF ED-00504050	709	06/11/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Lisa Garland 06/11/2024 09:44 AM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by BARBARA WELLS 06/06/2024 07:45 AM</p> <p>Corrective Action: Provide sufficient funds to cover the costs of non-program foods in the school food service account.</p> <p>Method of Implementation: Pemberton will use the non-program food tool to determine if the percent of total revenue that is generated from our nonprogram food sales is equal to or greater than the percent of total food costs that are attributable to our purchase of nonprogram foods. Pemberton will increase the costs of non-program foods to reflect the appropriate ratio.</p> <p>Person Responsible for Implementation: Barbara Wells, DTR, SNS, Supervisor, Food Service</p> <p>Date of Implementation: July 1, 2024</p>
	<p>Corrective Action Plan: Rejected by Lisa Garland 06/05/2024 01:58 PM</p> <p>Barbara,</p> <p>You can now make your additions to the CAP.</p> <p>Thank You</p>
	<p>Corrective Action Plan: Submitted by BARBARA WELLS 06/04/2024 11:47 AM</p> <p>Pemberton will use the non-program food tool to determine if the percent of total revenue that is generated from our nonprogram food sales is equal to or greater than the percent of total food costs that are attributable to our purchase of nonprogram foods. Pemberton will increase the costs of non-program foods to reflect the appropriate ratio.</p>
	<p>Flagged by Lisa Garland 06/04/2024 10:44 AM</p> <p>FINDING: Non-Program Food Revenue Tool.</p> <p>Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	PEMBERTON TWP BD OF ED-00504050	806	03/31/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:33 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 09:44 AM				
	Starting 3/18/2024 the Food Service Supervisor will ensure that all Food Service staff have viewed the Civil Rights Webinar and documentation updated in the Professional Standards Training Tracker Tool by September 30th of each school year.				
					Flagged by Corinne Santos-Hernandez 02/29/2024 03:31 PM
					Annual civil rights training is required annually by September 30th for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found 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.
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HOWARD L EMMONS-937	409	03/31/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:34 AM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 10:31 AM				
	<p>On 3/18/2024 the production record and recipe were revised to reflect a 1.5oz meat/meat alternate and 3/4c legumes served on January 9, 2024. In the future, starting 3/18/2024, all production records and recipes will be verified by 2 staff to assure accuracy.</p> <p>On 2/28/2024 the food service staff at Emmons were informed that juice may be offered only 2 days per week and should be reflected on the production record. In the future the production records review and on-site review will be conducted to ensure compliance.</p>				
Corrective Action History	Flagged by Corinne Santos-Hernandez 02/29/2024 03:33 PM				
	<p>All required meal components was offered for lunch during the review week. However, the production record and recipe prep sheet must match the same information for the meal component contribution. Daily production record that was reviewed for January 9, 2024 should be revised to 1.5 oz. eq. meat/meat alternate and 3/4 cup for legumes (chickpeas) served that day.</p> <p>Fruit juice may only be offered to meet 50% of the weekly fruit component. During the review week, juice was offered to several students who requested it from the cashier. Advised the food service director that even though it is behind the counter, the students still have access to the juice daily because they know that it is available upon request.</p> <p>** 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>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	Pemberton Early Childhood Education Cente-9326	6	03/31/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:33 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 10:19 AM				
	As of 3/18/2024 reduced-fat, low fat, or fat free salad dressings will be offered. In the future the order form will only have reduced-fat or fat free dressings as an option. No substitutes will be accepted.				
Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM					
Reduced-fat, low fat, or fat free salad dressings should always be offered instead of full-fat varieties. Technical assistance was provided. This was observed at the Emmons School for lunch.					
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Pemberton Early Childhood Education Cente-9326	325	03/31/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 10:25 AM				
	As of 3/18/2024 the meal counts for PECEC were corrected and the meals attributed to the students in the POS. On 3/18 and in the future the counts will be verified by at least 2 staff on a daily basis prior to entering in the POS and verified by total count prior to submitting for reimbursement.				
Flagged by Corinne Santos-Hernandez 02/29/2024 03:33 PM					
Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. The school is using rosters for all the pre-k students in the classrooms. On January 8, 2024 there was an underclaim of 10 meals. The SFA submitted an actual count of 146. On January 9, 2024 there was another underclaim of 4 meals. State agency count is 156. The SFA submitted an actual count of 164. State agency count is 168. 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.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Pemberton Early Childhood Education Cente-9326	409	03/31/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 10:11 AM				
	On 3/18/2024 the production record for January 9th, 2024 was revised to 1.5oz meat/meal alternate for the meatball parmesan sub and the red/orange vegetable was revised to 1/2 cup vegetable served. On 3/19/2024 the production record for January 12, 2024 was revised to 2 meat/meat alternate for the cheesesteak sandwich. All future production records will be reviewed by additional staff for accuracy prior to distribution.				
	Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM				
	All required meal components was offered for lunch during the review week. However, the production record and recipe prep sheet must match the same information for the meal component contribution. Daily production record that was reviewed for January 9, 2024 should be revised to 1.5 oz. eq. meat/meat alternate for meatball parmesan sub and the vegetable to credit 1/2 vegetable served that day. On January 12, 2024 production record should be revised from 3 to 2 meat/meat alternate for cheesesteak sandwich. 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.				
Group 1: CA Count (3)		PEMBERTON TWP BD OF ED-00504050		03/31/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:34 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 11:16 AM</p> <p>Starting 3/18/2024 the SFA will complete the verification process including meeting with the parent who requested a fair hearing. Starting 7/1/2024 the verification process and changes to eligibility will be completed in a timely manner for each school year.</p> <p>On 3/18/2024 the Business Administrator met with the parent and advised the parent that the student's status would revert to paid on 4/1/2024 as determined by the verification process since no further change was indicated to the income reported on the 8/23/2023 meal application. The parent requested a new application be forwarded as her current income had changed. The BA informed the parent that the new application would be processed once received, but the eligibility would change to paid starting 4/1/2024 if the income did not qualify the family for free or reduced meals.</p>				
	<p>Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results. A household Federal error prone application was selected for verification. The household responded and provided income documentation. However, the verification resulted in a change of income from Federal Reduced-Price eligible to Federal Paid. The mom requested to appeal the process and the SFA gave an extension of Reduced benefits until the verification appeal/fair hearing is conducted. The household backdated the Reduced meal benefit to December 7, 2023. Since then, the appeal process/fair hearing has not been conducted. The verification is still incomplete. 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>				
	<p>Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. A household Federal error prone application was selected for verification. The household responded and provided income documentation. However, the verification resulted in a change of income from Federal Reduced-Price eligible to Federal Paid. The mom requested to appeal the process and the SFA gave an extension of Reduced benefits until the verification appeal/fair hearing is conducted. The household backdated the Reduced meal benefit to December 7, 2023. Since then, the appeal process/fair hearing has not been conducted. The verification is still incomplete. 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 .Describe in the CAP how this will be corrected.</p>				
	<p>Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM</p> <p>A household Federal error prone application was selected for verification. The household responded and provided income documentation. However, the verification resulted in a change of income from Federal Reduced-Price eligible to Federal Paid. The mom requested to appeal the process and the SFA gave an extension of Reduced benefits until the verification appeal/fair hearing is conducted. The household backdated the Reduced meal benefit to December 7, 2023. Since then, the appeal process/fair hearing has not been conducted. The verification is still incomplete. Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>				

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Group 2: CA Count (2)		PEMBERTON TWP BD OF ED-00504050		03/31/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/20/2024 10:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by BARBARA WELLS 03/18/2024 10:46 AM As of 3/18/2024 documentation of all training courses completed by all employees for the 2023/2024 school year have been updated in the Professional Standards Training Tracking Tool. Starting July 1, 2024 all training courses completed by all Food Service employees will be entered as they are completed for each school year.				
	Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM Documentation of training hours completed by all employees must be kept. FSD provided all trainings conducted with all employees but did not document any trainings for the school year 2023-24. 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..				
	Flagged by Corinne Santos-Hernandez 02/29/2024 03:32 PM 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. The training is conducted for all staff annually but it is not recorded to identify the training hours that still need to be met for the year. Sign-in sheets and training documentation have been provided and reviewed during the on-site. The Primero Edge Teamwork training tracker tool (accessed through SOARS) can 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.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged