

CAPE MAY CO VOC BD OF ED-00900720 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	CAPE MAY CO VOC BD OF ED-00900720	209	03/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/04/2024 03:32 PM CAP Accepted				
	Corrective Action Plan: Submitted by Lauren Flynn 03/04/2024 03:05 PM The error was from the district staff using net income based on wage checks submitted. As per USDA requirements, the gross income must be used for the verification process. The district staff viewed the recorded verification webinar through SNEARS and are aware that they must request full pay stub information to get the gross income to use as part of the verification process. The district corrected the error on 2/12/2024 by notifying the parent via phone that the whole pay stub was needed for verification purposes. The parent did not have that whole stub, but did fill out a new application that was reverified based on the new whole pay stub submitted. To ensure compliance and not a reoccurrence of this finding in the future, district staff responsible for the verification process will attend verification webinars offered through SNEARS annual to make sure the verification process is done correctly.				
	Flagged by Lorena Paredes 02/06/2024 02:51 PM Verified application #456 was incorrectly verified because net income was used. As per USDA requirements, gross income must be used for the Verification process. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" Form 255 which has been uploaded into the Documents tab.				
	Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	CAPE MAY CO VOC BD OF ED-00900720	211	03/06/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/05/2024 02:06 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Lauren Flynn 03/04/2024 03:43 PM				
	The district has reviewed the "First Notice to Household" (Form 236) and has implemented revisions of its Letter Format to ensure that the generated letters in both English in Spanish will include all of the required information as of 2/12/2024. The district will review all letters in advance of notification to households that all required information is reflected in the letters. District staff will check for updates and any changes to Form 236 year to year to ensure compliance and not have a reoccurrence of this finding in the future.				
	Corrective Action Plan: Rejected by Lorena Paredes 03/04/2024 03:34 PM				
	Please indicate date of implementation.				
	Corrective Action Plan: Submitted by Lauren Flynn 03/04/2024 03:04 PM				
Corrective Action History	The district has reviewed the "First Notice to Household" (Form 236) and has and has revised its Letter Format to ensure that the generated letters in both English in Spanish will include all of the required information. The district will review all letters in advance of notification to households that all required information is reflected in the letters. District staff will check for updates and any changes to Form 236 year to year to ensure compliance and not have a reoccurrence of this finding in the future.				
	Flagged by Lorena Paredes 02/06/2024 02:24 PM				
	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	CAPE MAY CO VOC BD OF ED-00900720	308	03/06/2024	Flagged
Corrective Action History	Flagged by Tracy Fesler 10/20/2023 08:18 AM				
	Meal service at alternate points of service other than the cafeteria (e.g. classrooms, kiosks, trailers, etc.) must be approved by the State Agency. To receive approval for alternate serving locations, the Site Details page of the Schedule A in SNEARS must be revised. Indicate the date of revision.				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	CAPE MAY CO VOC BD OF ED-00900720	810	03/06/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/05/2024 02:06 PM CAP Accepted				
	Corrective Action Plan: Submitted by Lauren Flynn 03/04/2024 03:44 PM The district has reviewed its letters and materials and has implemented revising the format for both English and Spanish to ensure that the most current USDA non-discrimination statement is included on all program materials and documents distributed to households or posted on the district website as of 2/12/2024. To ensure compliance and not have a recurrence of this finding in the future the district will review all letters and materials in advance of notification to households or postings on the district website to ensure the correct statement is included.				
	Corrective Action Plan: Rejected by Lorena Paredes 03/04/2024 03:35 PM Please indicate date of implementation.				
	Corrective Action Plan: Submitted by Lauren Flynn 03/04/2024 03:06 PM The district has reviewed its letters and materials and has updated the format for both English and Spanish to ensure that the most current USDA non-discrimination statement is included on all program materials and documents distributed to households or posted on the district website. To ensure compliance and not have a reoccurrences of this finding in the future the district will review all letters and materials in advance of notification to households or postings on the district website to ensure the correct statement is included.				
	Flagged by Lorena Paredes 02/06/2024 03:27 PM Letter of Eligibility Status does not have the correct non-discrimination Statement. Notice of Selection of Verification - We Must Check Your Application letter sent to household chosen for Verification does not have the non-discrimination statement. 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 statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf				
	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.				
	Professional Standards	Professional Standards (On-Site Assessment Tool)	CAPE MAY CO VOC BD OF ED-00900720	1214	03/06/2024

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/04/2024 03:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 02/16/2024 04:48 PM				
	<p>Training hours for FSD and all employees will be entered on the SNA Training tracker annually, so that hours of each employee can be verified. All FSD hours were not included in the review box, and times were not designated, but hours for FSD so far include: Admin Review Training, 2 hours, Meal Patterns and Food Buying, 1 hour, Civil Rights and Offer vs serve, 1 hour. Planned upcoming trainings from SNEARs include: Pre school meal patterns, 2 hours, Food Safety Training conducted by Cumberland County, 3 hours. Snears and the Institute of Child Nutrition will be monitored for additional relevant trainings that pertain to the FSD position. Additional training implementation started on Feb 1 with the Food Safety Training class in Cumberland County. FSD will review training for commodity selections and completing the CSW in the next week.</p> <p>Flagged by Lorena Paredes 02/06/2024 02:51 PM</p> <p>FSD has not completed her 12 hours of training required. School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/.</p> <p>Explain in detail, how the annual training requirements will be met including the trainings that will take place and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	CAPE MAY CO VOC BD OF ED-00900720	1217	03/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/04/2024 03:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 02/14/2024 07:10 AM				
	<p>The SNA tracking tool will be used to track all employee training annually. The SNA tracking tool was downloaded to the FSD desktop for completion on 2/7/2024. All current and future employee hours for this year are being recorded on the tracker for the 2023-24 school year. Date of implementation is 2/7/24.</p> <p>Flagged by Lorena Paredes 02/06/2024 03:23 PM</p> <p>Professional Standards training hours must be tracked and documented annually for all employees of the School Nutrition Program. The USDA Professional Standards Training Tracking Tool found at https://pstrainingtracker.fns.usda.gov/, the SNA Training Tracking Grid for USDA Professional Standards (which has been uploaded into the Documents tab), or the SOARS Team Work Tracker can be used to document training hours. All 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.</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>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	CAPE MAY COUNTY TECHNICAL SCHOOL-514	324	03/06/2024	CAP Removed

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Removed by Lorena Paredes 02/06/2024 03:07 PM				
	CAP Removed				
Corrective Action History	Flagged by Lorena Paredes 02/05/2024 03:27 PM				
	When conducting edit checks, if questionable patterns in the free, reduced price, or paid counts appear at lunch, an explanation must be provided. 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)	CAPE MAY COUNTY TECHNICAL SCHOOL-514	410	03/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/04/2024 03:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 02/14/2024 07:19 AM				
	For breakfast, (and all meals), CN labels, the USDA Food Buying Guide, food labels and manufacturer product formulation statements will be reviewed to determine the correct creditable amount for a menued food item. Standardized recipes will be followed to insure that the meal being offered is compliant and daily and weekly required minimums are met. Staff was re-trained on meal patters on 2/7/2024. Recipes and production records were adjusted to include a cheese stick with the 2oz muffin to insure that the required daily and weekly minimums are met. Date of implementation was 2/7/24.				
Corrective Action History	Flagged by Lorena Paredes 02/06/2024 03:04 PM				
	Muffins served during the review week credit as 1 oz. equivalent WG not 2 oz. equivalent as indicated on Production Record. During review week, a total of 21 muffins were served with no additional grain to equal the 2 oz. equivalent for the grades 9-12 meal pattern. Therefore, the daily and weekly minimum grains oz. equivalent requirement for the high school level was not met. At breakfast, portion sizes planned for each component must meet both daily and weekly minimum requirements for the high school grade level. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agricultures 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. This is a repeat violation subject to fiscal action.				
	At breakfast, 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. 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