

NORTH WILDWOOD BD OF ED-00903680 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	NORTH WILDWOOD BD OF ED-00903680	126	03/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/25/2024 10:32 AM CAP Accepted				
	Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 09:45 AM				
	Implementation Date: 02/26/2024				
	All Eligibility Certification and Benefit issuance Worksheet (SFA-1) forms have been and will be completed in full going forward to include all pertinent information especially the date of correction and student identifying required information for all SFA-1 Worksheets.				
	Flagged by Lorena Paredes 02/22/2024 02:43 PM				
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1). The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.				
Verification	Verification (On-Site Assessment Tool) (207H)	NORTH WILDWOOD BD OF ED-00903680	209	03/22/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/25/2024 10:32 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 09:40 AM</p> <p>Implementation Date: 02/26/2024</p> <p>The self employment verification was obtained (Schedule C) and verified as proper documentation allowed for self-employment.</p> <p>In the future, the following guidelines will be followed:</p> <p>Proper documentation will be collected from individual(s) who submit self employment income on the application form. The Schedule C, F, and/or K-1 IRS forms, will be requested along with a Federal Tax Return to verify income of self employed individual(s).</p>				
Corrective Action History	<p>Flagged by Lorena Paredes 02/22/2024 02:42 PM</p> <p>Income was verified using a Federal Tax Return. This is only allowed if the household is self-employed. As per USDA guidelines:</p> <p><i>A profit-loss statement may be considered as proper documentation. If the head of household fills out a Schedule C, F, K-1, or similar IRS schedule, to file Federal income taxes, this form may be useful in determining net income. The IRS has stated net profit from self-employment is found on Schedule C (Form 1040), line 31; Schedule F (Form 1040), line 34; and Schedule K-1 (Form 1065), box 14, code A.</i></p> <p>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.</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	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	NORTH WILDWOOD BD OF ED-00903680	314	03/22/2024

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/25/2024 10:35 AM CAP Accepted				
	Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 11:54 AM Implementation Date: 02/01/2024				
	The Site Details section of the Application Packet in SNEARS has been updated to remove Pre-K Students in the Site Detail to reflect no participation.				
	Flagged by Lorena Paredes 02/22/2024 02:36 PM SFA has indicated it serves Pre-K students in Site Details. However, Pre-K students do not participate in NSLP or SBP. Please revise the Site Details section of the Application Packet in SNEARS to remove the indication of Pre-K students. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	NORTH WILDWOOD BD OF ED-00903680	1213	03/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/25/2024 09:58 AM CAP Accepted				
	Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 11:54 AM Implementation Date: 03/13/2024				
	The district has changed the current Food Service Director from J. Linnington to A. Connolly. She will complete the required 8 hours of food safety training within the time required.				
	Flagged by Lorena Paredes 02/22/2024 02:41 PM Current Food Service Director, J. Linnington, has expired food safety certification (expired 2/13/24). As he can no longer be the FSD, new FSD will need to meet hiring requirements <u>and</u> have completed 8 hours of food safety training either within 5 years prior to the starting date or, at least, within 30 calendar days of the starting date. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or, the SFA can choose their own online or in-person training resource to obtain the required food safety training. 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 when the food safety training will be completed.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	NORTH WILDWOOD BD OF ED-00903680	1217	03/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/25/2024 10:33 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 09:47 AM				
	Implementation Date: 02/24/2024				
	The district has implemented the SOARS Team Work Tracker to document training hours to ensure the training hours are tracked and documented for all School Nutrition Program Employees.				
Corrective Action History	Flagged by Lorena Paredes 02/22/2024 02:36 PM				
	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.				
	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..				
	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)				
	NORTH WILDWOOD BD OF ED-00903680				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	NORTH WILDWOOD BD OF ED-00903680	1400	03/22/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/25/2024 10:33 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 10:49 AM				
	Implementation Date:				
	The food safety plan with the signed HACCP Standard Operating Procedures (SOP) is located in the cafeteria along with the required record keeping procedures.				
Corrective Action History	Flagged by Lorena Paredes 02/22/2024 02:42 PM				
	The SFA must have a food safety plan in place that includes signed HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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 Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)				
	MARGARET MACE ELEM-526				
	318				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	MARGARET MACE ELEM-526	318	03/22/2024	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 03/26/2024 11:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by JANET NEILL 03/25/2024 10:03 AM Date of Implementation: February 21, 2024				
	Corrective Action Plan: Rejected by Lorena Paredes 03/25/2024 09:54 AM You must indicate date of implementation.				
	Corrective Action Plan: Submitted by JAMES LINNINGTON 03/05/2024 12:04 PM A roster will used at the point of service to check off that the student did, in fact, get the reimbursable meal. THEN the meals will be entered into the POS AFTER the student got the reimbursable meal and NOT PRIOR. This has been implemented IMMEDIATELY				
	Flagged by Lorena Paredes 02/22/2024 02:31 PM SFA uses order form and enters it for each student that orders a lunch as their meal count for the day prior to the meal service. A roster is used at the point of service to check off that the student did, in fact, get the reimbursable meal. Any discrepancy is then revised in the computerized POS system to reflect the accurate number of counts. Although all meals were counted correctly, meal counts must be taken at the point of service for lunch and entered immediately or shortly after into the system, not before. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. 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)	MARGARET MACE ELEM-526	410	03/22/2024	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 03/26/2024 10:57 AM CAP Accepted				
	Corrective Action Plan: Submitted by JANET NEILL 03/25/2024 04:14 PM February 21, 2024				
	Corrective Action Plan: Rejected by Lorena Paredes 03/25/2024 03:46 PM Please indicate date of implementation.				
	Corrective Action Plan: Submitted by JAMES LINNINGTON 03/05/2024 12:11 PM Effective immediate the PB&J alternate lunch will be served or offered along with the components that are being offered and served with the MAIN lunch. PB&J will no longer be bagged as a complete meal.				
	Flagged by Lorena Paredes 02/22/2024 02:40 PM On Tuesday, 2/20/23 - day of review, those who selected the PB&J alternate entrée choice were served an insufficient quantity of vegetables for the K-8 age/grade group. On this day, only 1/2 cup carrots were served to these students, which does not meet the 3/4 cup daily requirement. Since the site is Serve Only for lunch, all meal options must be served the required amounts of vegetables to be claimed for reimbursement. This is a Performance Standard 2 (PS2) violation and must be corrected. Failure to do so, will result in subsequent fiscal action. In addition, those who selected the PB&J alternate entrée throughout the review week did not have access to all the vegetable subgroups, as only carrots were served each day. As a result, those selecting the alternate entrée did not have access to the dark green, red/orange, legumes, or starchy vegetable subgroups. This is a repeat PS2 violation, therefore all alternate meals served on Tuesday of the review week are disallowed. This is a total of 11 meals. As previously stated, this is a PS2 violation and must be corrected. Failure to do so, will result in additional subsequent fiscal action. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	MARGARET MACE ELEM-526	1407	03/22/2024	CAP Accepted

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	Corrective Action Plan: Submitted by Dawn Cottrell 03/13/2024 10:46 AM Implementation Date: 02/26/2024 The SOP has been signed and implemented located with the food safety plan.				
	Flagged by Lorena Paredes 02/22/2024 02:33 PM SFA has a written food safety plan, but did not have documented standard operating procedures (SOPs) implemented/signed. 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