

BROOKFIELD ACADEMY, INC-00809647 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	BROOKFIELD ACADEMY, INC-00809647	810	03/29/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 09:19 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 10:19 AM</p> <p>The updated statement has been forwarded to our website provider to ensure it is on the website. It will be fully implemented by April 9, 2024.</p> <p>Flagged by Kaitlyn Matthews 02/29/2024 10:06 AM</p> <p>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</p> <p>The non-discrimination statement on the notice to households regarding Verification and the linked non-discrimination statement on the SFA's website are outdated.</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.</p> <p>Indicate the date of implementation.</p>				
Group 1: CA Count (2)		BROOKFIELD ACADEMY, INC-00809647		03/29/2024	CAP Accepted
	<p>Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:42 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 12:21 PM</p> <p>We have sent the Form 373 to each food service manager. They are in the process of filling it out and placing in a binder in their kitchen.</p> <p>This will be fully implemented by March 11,2024</p>				

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Corrective Action History	<p>Flagged by Kaitlyn Matthews 02/29/2024 10:07 AM</p> <p>The SFA must have a food safety plan in place that includes 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.</p> <p>The SFA was directed to the NJDA Forms website to download Form 373 - HACCP-Based Standard Operating Procedures to help in implementing a food safety plan at each school.</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.</p> <p>Indicate the date of implementation.</p>			
	<p>Flagged by Kaitlyn Matthews 02/29/2024 10:07 AM</p> <p>SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles.</p> <p>The SFA was directed to the NJDA Forms website to download Form 373 - HACCP-Based Standard Operating Procedures to help in implementing a food safety plan at each school.</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.</p> <p>Indicate the date of implementation.</p>			
Group 2: CA Count (2)		BROOKFIELD ACADEMY, INC-00809647	03/29/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:43 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 12:22 PM</p> <p>An updated MEL will be generated on April 9th. We will ensure going forward we ensure we have updated information for determination of applications. We will also be taking the webinar given over the summer.</p>				
	<p>Flagged by Kaitlyn Matthews 02/29/2024 10:07 AM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1).</p> <p>One application was determined as federally denied, but also marked as eligible for NJEIE. On the MEL, the application was documented as free income. For SY 2023-2024, students attending non-public SFAs are not eligible for NJEIE. The student's eligibility should be federally denied.</p> <p>Correct the errors indicated and record the date of correction in the CA. 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 Kaitlyn Matthews 02/29/2024 10:07 AM</p> <p>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 and/or SFA-2.) 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.</p> <p>The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>				
<p>Group 3: CA Count (2)</p>		<p>BROOKFIELD ACADEMY, INC-00809647</p>		<p>03/29/2024</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:44 AM</p> <p>CAP Accepted</p>				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 12:31 PM</p> <p>Moving forward we will ensure we are using the error prone applications for verification. If we do not have any we will pick randomly. Trainings in verification will be taken over the summer.</p> <p>6/30/2024</p>
	<p>Flagged by Kaitlyn Matthews 02/29/2024 10:07 AM</p> <p>Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.</p> <p>Those selected for Verification were students who were on the direct certification list. It is strongly encouraged that the Verifying Official watch the Verification Part1 and Part 2 webinars 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.</p> <p>Indicate the date of implementation.</p>
	<p>Flagged by Kaitlyn Matthews 02/29/2024 10:07 AM</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>The 2 families selected for Verification were directly certified in August 2023. The Verification process must be completed according to federal regulations. It is strongly encouraged that the Verifying Official watches the Verification Part 1 and Part 2 webinars 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.</p> <p>Indicate the date of implementation.</p>
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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BROOKFIELD ELEMENTARY-2986	318	03/29/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:41 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 10:24 AM</p> <p>If a staff member takes lunch for a student to another designated location, they will also get a roster. The roster will be checked off when the student is served. Once the student is complete with their meal, the staff member will bring the roster down to the food service server. (The staff member in charge of logging the POS).</p> <p>Will be implemented March 1, 2024</p>				
	<p>Flagged by Kaitlyn Matthews 02/29/2024 10:06 AM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. 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.</p> <p>On the day of review at lunch, the SA observed staff taking meals from the lunch line and delivering them to student's in their classroom as these students are unable to make it down to the lunchroom for varying reasons. These students were marked as having received a reimbursable meal without the student being present. A discussion was to have the food service manager deliver the meals to the classroom and check off the student's name on the daily roster once the student receives the meal.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>Fiscal action will be taken. An over claim may be assessed.</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.</p> <p>Indicate the date of implementation.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	BROOKFIELD ELEMENTARY-2986	409	03/29/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:42 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 10:27 AM</p> <p>Food Service Workers have been sent the webinar on production sheets as of February 28th. As of March 1, 2024 production records will be filled out at the end of each meal. Production sheets from the week will be sent to central office to ensure they are completed correctly.</p> <p>Flagged by Kaitlyn Matthews 02/29/2024 10:07 AM</p> <p>At lunch and breakfast, all required meal components must be offered to students daily. When planning menus for lunch, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. When planning menus for breakfast, the SFA must make sure that all 3 components of the reimbursable breakfast, 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.</p> <p>For the week of review, 1/22/24 - 1/26/24, the production records are incomplete. The number of left-over and reimbursable portions for each menu item are left blank. These numbers are required and support the claim that complete, reimbursable meals were served to students. The state agency is unable to determine which meal components the students received and therefore the week of review for both breakfast and lunch are disallowed.</p> <p>170 lunch meals will be disallowed and 134 breakfast meals will be disallowed.</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.</p> <p>Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	BROOKFIELD ELEMENTARY-2986	811	03/29/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:38 AM CAP Accepted				
	Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 10:14 AM "And Justice for All" has been added to every classroom in addition to the cafe and serving line.				
	Flagged by Kaitlyn Matthews 02/29/2024 10:06 AM "And Justice for All" poster is hanging where lunch meals are picked up by students and in the designated lunch room. However, students are able to eat in multiple locations and sometimes both meals are eaten in the classroom. "And Justice for All" poster should be hung in each available feeding location as this changes from day to day. SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	BROOKFIELD ELEMENTARY-2986	901	03/29/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/09/2024 08:39 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Carrieann Olivero 02/29/2024 10:16 AM				
	SFA will review the Forms section of USDA website to ensure an up to date Form 142 is used. SFA will review breakfast and lunch and both locations to fill out updated form 142 in completion. If a follow up visit is needed another Form 142 will be filled out for the observation that is in question.				
	Flagged by Kaitlyn Matthews 02/29/2024 10:06 AM				
All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.					
On-site monitoring forms for breakfast were not completed for Brookfield Academy or Brookfield Elementary for the 2023-2024 school year. An updated version of Form #142 can be found on the NJDA forms website and should be used for future monitoring.					
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