

Catholic Partnership Schools-00809860 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Catholic Partnership Schools-00809860	126	04/29/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 08:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:45 AM				
	Application errors have been completed and documented on SFA-1 and SFA-2 tabs.				
	Flagged by Jill Dailey 03/21/2024 12:08 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 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Catholic Partnership Schools-00809860	128	04/29/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 08:54 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:22 AM</p> <p>A new system of collecting and determining applications for the 24-25 school year will be implemented. One person will be designated across all school sites to determine eligibility to avoid any discrepancies or inconsistencies. Any applications flagged with errors were completed/updated and documented under the SFA-1 and SFA-2 tab as of 4/26/24.</p> <p>Flagged by Jill Dailey 03/21/2024 12:07 PM</p> <p>If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24. If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility.</p> <p>During the review of applications, it was determined that some incomes were being annualized when only 1 income was reported.</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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Catholic Partnership Schools-00809860	131	04/29/2024	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 05/07/2024 08:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:44 AM Application errors have been completed and documented on SFA-1 and SFA-2 tabs.				
	Flagged by Jill Dailey 03/21/2024 12:07 PM During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Catholic Partnership Schools-00809860	137	04/29/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 09:00 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:46 AM</p> <p>Errors have been completed and documented on SFA-1 and SFA-2 tabs.</p> <p>Source documents, applications, and rosters have all been reviewed and checked against the MEL. As of April 26,2024 all documents have been updated and have the correctly transferred information.</p> <p>In the future the MEL will always be used as the master list and primary source. For the school year 24-25 all data will be pulled directly from the MEL and the rosters, etc. will be formulated to avoid incorrectly transferred data.</p>				
	<p>Flagged by Jill Dailey 03/21/2024 12:11 PM</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). Correct the errors indicated and record the date of correction in the CA.</p> <p>Student's eligibilities are not being correctly transferred from the source document to the MEL.</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>				
Verification	Verification (On-Site Assessment Tool) (207H)	Catholic Partnership Schools-00809860	213	04/29/2024	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 05/07/2024 08:57 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:45 AM SFA is using the Verification Results Letter (Form 244). Copies of the documentation sent to the families were not all kept on file. Copies of all correspondence with families will be kept on file and centrally located in the future. Multiple people were involved in collecting the verification information and then completing the verification process. All verifications will be completed by one person in the 2024-25 school year to ensure due dates are met, no misinterpretation occurs and all verification is completed accurately and consistently according to state directives.				
Corrective Action History	Flagged by Jill Dailey 03/21/2024 12:08 PM The SFA did not keep copies of letters sent to the families selected for Verification. The SA is unable to confirm if the notice of adverse action contained all the required information. The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Catholic Partnership Schools-00809860	214	04/29/2024	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 05/07/2024 08:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:44 AM Copies of the documentation sent to the families were not all kept on file. Documentation that the families received 10 days notice of any change and before a change occurs will be kept on file. Copies of all correspondence with families will be kept on file and centrally located in the future. Multiple people were involved in collecting the verification information and then completing the verification process. All verifications will be completed by one person in the 2024-25 school year to ensure due dates are met, no misinterpretation occurs and all verification is completed accurately and consistently according to state directives.				
Flagged by Jill Dailey 03/21/2024 12:07 PM					
One family was changed from Free to Reduced due to the results of Verification. Per the Verification Tracker, the Verification documents were received 11/14/2023, but eligibility changes were made 11/12/2023. The SA is unable to verify if the household was given 10 calendar days prior to change in eligibility status.					
Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.					
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.					
Verification	Verification (On-Site Assessment Tool) (207H)	Catholic Partnership Schools-00809860	215	04/29/2024	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 05/07/2024 08:53 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/26/2024 04:10 PM Verification form 244 was used but copies were not kept on file by the SFA. Copies of all correspondence with families will be kept on file and centrally located in the future. Multiple people were involved in collecting the verification information and then completing the verification process. All verifications will be completed by one person in the future to ensure due dates are met and no misinterpretation occurs. Flagged by Jill Dailey 03/21/2024 12:05 PM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. It was unclear if the Verification Process was complete by November 15th as copies of Form 244 sent to families was not available for review. Per the Verification Trackers, the Verification Process for some families was completed after November 15th. 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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	Catholic Partnership Schools-00809860	807	04/29/2024	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 05/07/2024 09:02 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:46 AM This was the first year as a consolidated SFA with multiple school sites and we erroneously compiled the data into one report. This has been corrected and we are aware how to proceed in the future. On 4/15/24 the civil rights data was accessed from our Student Information System as of October 13, 2023 and we completed a form 86 for each separate site and uploaded those documents. Flagged by Jill Dailey 03/21/2024 12:12 PM SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The Civil Rights Compliance Form #86 presented for the AR had information for all 3 sites combined. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . 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)	Catholic Partnership Schools-00809860	1217	04/29/2024	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 05/07/2024 08:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:43 AM Each school site had previously kept records for their staff individually. Not all information was collated and included in the review binder. Beginning with the 24-25 school year we will be using the USDA Training Tracker Tool. I have created an account and am in the process of updating with the current records. All food service staff for the SFA will need to create an account prior to the 24-25 school year. We will make sure that all previous records are input and all future training will be monitored and tracked there.				
	Flagged by Jill Dailey 03/21/2024 12:05 PM Documentation of training hours completed by all employees must be kept. 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.				
Group 1: CA Count (2)		Catholic Partnership Schools-00809860		04/29/2024	CAP Accepted
	Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 09:03 AM CAP Accepted				
	Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 09:03 AM CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:47 AM</p> <p>All staff members are trained in offer vs serve. We also keep information pages on the clipboards with the daily roster sheets for easy reference for staff and posters are hung around the cafeteria for all to see and reference. Offer vs. Serve training will be added to our annual orientation agenda prior to starting the new school year for review.</p> <p>Each school site had previously kept records for their staff individually. Not all information was collated and included in the review binder. Beginning with the 24-25 school year we will be using the USDA Training Tracker Tool. In April we began the beginning steps of using the Training Tracker Tool and are in the process of updating with the current records. All food service staff for the SFA will need to create an account prior to the 24-25 school year. We will make sure that all previous records are input and all future training will be monitored and tracked there.</p>
	<p>Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:47 AM</p> <p>All staff members are trained in offer vs serve. We also keep information pages on the clipboards with the daily roster sheets for easy reference for staff and posters are hung around the cafeteria for all to see and reference. Offer vs. Serve training will be added to our annual orientation agenda prior to starting the new school year for review.</p> <p>Each school site had previously kept records for their staff individually. Not all information was collated and included in the review binder. Beginning with the 24-25 school year we will be using the USDA Training Tracker Tool. In April we began the beginning steps of using the Training Tracker Tool and are in the process of updating with the current records. All food service staff for the SFA will need to create an account prior to the 24-25 school year. We will make sure that all previous records are input and all future training will be monitored and tracked there.</p>
	<p>Flagged by Jill Dailey 03/21/2024 12:04 PM</p> <p>There was no documentation available to show that all food service works have received Offer VS Serve Training.</p> <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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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	<p>Flagged by Jill Dailey 03/21/2024 12:04 PM</p> <p>There was no documentation available to show that all food service works have received Offer VS Serve Training.</p> <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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)		Catholic Partnership Schools-00809860	04/29/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 09:03 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:48 AM</p> <p>The HACCP manual was located and placed on site, back in the kitchen at Holy Name School on March 21, 2024. At that time we also made an extra copy and this will be kept and readily available in the case that manual cannot be located in the future. All necessary checks/updates were made and staff was retrained on use of the manual on March 26, 2024.</p> <p>Flagged by Jill Dailey 03/21/2024 12:06 PM</p> <p>A copy of the written HACCP food safety plan must be available at each school.</p> <p>A HACCP Manual was not available for review at Holy Name at the time of the on-site review.</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 Jill Dailey 03/21/2024 12:06 PM</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>Holy Name did not have a HACCP manual on-site at the time of the on-site review.</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 3: CA Count (2)		Catholic Partnership Schools-00809860		04/29/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 09:04 AM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:44 AM</p> <p>Any identification or depiction of coding at the bottom or anywhere on the roster page were removed on March 20, 2024. All rosters pages were reviewed for any identifying markers of free or reduced eligible students and all were removed and will not be used in the future.</p>
	<p>Flagged by Jill Dailey 03/21/2024 12:06 PM</p> <p>SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by students.</p> <p>The coded roster being used at St. Cecilia's for meal counts clearing depicts what the codes mean next to each student's name at the bottom of the roster.</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 Jill Dailey 03/21/2024 12:06 PM</p> <p>Safeguards must be in place to ensure that there is no overt identification of students eligible for free or reduced price meals during the meal service or at any other time. Names and eligibility categories of these students must remain confidential and be used only to provide meal benefits.</p> <p>The coded roster being used at St. Cecilia's for meal counts clearing depicts what the codes mean next to each student's name at the bottom of the roster.</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)	Holy Name School-336211	409	04/29/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 08:58 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:45 AM It was recognized that we were not completing the production records properly. It was noted that production records were not always being delivered from vender in timely matter and this was addressed with the vender on 3/20/24. As of 3/21/24 deliveries will not be accepted without a production record from the vender. Each school site was counseled on the production records and the proper way to complete them. On 3/26/24 Holy Name staff was counseled and retrained on completing the production records. The food service director will check in weekly at each site to verify that production records are accurate and that all supporting documentation was reviewed and received. The full implementation was in place as of April 8, 2024.				
	Flagged by Jill Dailey 03/21/2024 12:08 PM At breakfast, all required meal components must be offered to students daily. When planning menus, 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.				
	The Production Records for breakfast for the week of review (2/5/24 - 2/9/24) at Holy Name were not complete. The columns for the number of left-over portions and the number of reimbursable portions were left blank. The SA is unable to determine if students had access to all required components and if a reimbursable meal was received. The breakfast week of review at Holy Name is disallowed. 238 meals are disallowed. 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.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	St Cecilia School-336200		04/29/2024	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 05/07/2024 09:01 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:46 AM It was recognized that we were not completing the production records properly. Each school site was counseled on the production records and the proper way to complete them. (Form 189 and the instructions) Each food service manager also reviewed the ASSP Fact Sheet (Form 224) and ASSP Snack Meal Pattern (Form 71). St Cecilia received training on 3/22/24, Holy Name on 3/26/24 and St Joseph on 3/27. The food service director will check in weekly at each site to verify that production records are accurate. The full implementation was in place as of April 8, 2024. Flagged by Jill Dailey 03/21/2024 12:11 PM Snacks claimed for reimbursement must meet the 2 component per student requirements. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference findings were found in this area. 2/2/2024 - 29 snacks claimed, but no snacks documented on PR 2/8/2024 - 52 snacks claimed, but only 1 of 2 components documented on PR 2/13/2024 - 56 snacks claimed, but only 1 of 2 components documented on PR 2/16/2024 - 29 snacks claimed, but only 1 of 2 components documented on PR 2/23/2024 - 29 snacks claimed, but both snack items were from the grain component 2/29/2024 - 52 snacks claimed, but only 1 of 2 components documented on PR 247 snacks are disallowed for the review period because they did not meet ASP meal pattern regulations. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	St Cecilia School-336200		04/29/2024	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 05/07/2024 09:01 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:46 AM				
	It was recognized that we were not completing the production records properly. Each school site was counseled on the production records and the proper way to complete them. (Form 189 and the instructions) Each food service manager also reviewed the ASSP Fact Sheet (Form 224) and ASSP Snack Meal Pattern (Form 71). St Cecilia received training on 3/22/24, Holy Name on 3/26/24 and St Joseph on 3/27. The food service director will check in weekly at each site to verify that production records are accurate. The full implementation was in place as of April 8, 2024.				
	Flagged by Jill Dailey 03/21/2024 12:11 PM				
	Snacks claimed for reimbursement must meet the 2 component per student requirements. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. As discussed at the exit conference findings were found in this area.				
	2/2/2024 - 29 snacks claimed, but no snacks documented on PR				
	2/8/2024 - 52 snacks claimed, but only 1 of 2 components documented on PR				
	2/13/2024 - 56 snacks claimed, but only 1 of 2 components documented on PR				
	2/16/2024 - 29 snacks claimed, but only 1 of 2 components documented on PR				
2/23/2024 - 29 snacks claimed, but both snack items were from the grain component					
2/29/2024 - 52 snacks claimed, but only 1 of 2 components documented on PR					
247 snacks are disallowed for the review period because they did not meet ASP meal pattern regulations.					
Explain in detail, how the finding(s) 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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Afterschool Snack Program	Afterschool Snack Program (Other Programs)	St Cecilia School-336200		04/29/2024	Flagged
Corrective Action History	Flagged by Jill Dailey 03/21/2024 10:06 AM Point-of-service snack counts by student/benefit category must be maintained. Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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 - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	St Cecilia School-336200	402	04/29/2024	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 05/07/2024 09:00 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:46 AM On 3/22/24 Lunch Meal Pattern charts (Form 198) were reviewed and printed out and placed in kitchen for easy access for all food service staff. It was also noted to check the production record pages for the proper portion size for the day/item. Food Service Managers will now make sure to review each monthly menu with all staff for any new recipes/items and make sure to discuss these items with the staff to verify that the menu is interpreted correctly and proper portion sizes are known before serving. All staff has been directed to verify with Food Service Manager before serving if ever there is any question or doubt in serving or if a change or substitute was made for clarification. Flagged by Jill Dailey 03/21/2024 12:10 PM On the day of review at lunch, the food service staff mixed the chickpeas in with the side salad as on the menu it stated chickpea confetti side salad. The Food Service Staff was portioning out 1C portions. This would only credit to 1/2C due to the romaine lettuce. Students in grades K-8 must be offered a minimum of 3/4C vegetables daily. After discussing with the FSD and Food Service Manager, for the second lunch they offered 1/2C chickpeas and 1C side salad to meet the daily vegetable requirements. It was later determined that the menu was interrupted incorrectly and it should have been a side salad and chickpea confetti salad. The first lunch was only offered a 1/2C portion of vegetables which is insufficient for the day. Portion sizes offered for each required lunch 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 Lunch 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	St Cecilia School-336200	409	04/29/2024	CAP Accepted

Catholic Partnership Schools-00809860 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 05/07/2024 08:58 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Beth Lenkowski 04/29/2024 11:45 AM				
	<p>It was recognized that we were not completing the production records properly. It was noted that production records were not always being delivered from vender in timely matter and this was addressed with the vender on 3/20/24. As of 3/21/24 deliveries will not be accepted without a production record from the vender. Each school site was counseled on the production records and the proper way to complete them. On 3/22/24 St Cecilia staff was counseled and retrained on completing the production records. The food service director will check in weekly at each site to verify that production records are accurate and that all supporting documentation was reviewed and received. The full implementation was in place as of April 8, 2024.</p>				
	<p>Flagged by Jill Dailey 03/21/2024 12:09 PM</p> <p>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.</p> <p>The Production Records for lunch for the week of review (2/5/24 - 2/9/24) at St. Cecilia were not complete. The columns for the number of left-over portions and the number of reimbursable portions were left blank. The SA is unable to determine if students had access to all required components and if a reimbursable was received. The lunch week of review at St. Cecilia is disallowed. 637 meals are 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>				

Report Selections

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