

# FAIRFIELD TWP BD OF ED-01101460 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	FAIRFIELD TWP BD OF ED-01101460	800	12/15/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 12/18/2023 01:08 PM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 07:05 PM</p> <p>Explain, in detail, how the correct non discrimination statement will be incorporated in program materials  <b>The correct non discrimination statement will be incorporated onto family surveys and the district website.</b></p> <p>Measures taken to ensure that it will not reoccur in the future  <b>Administrative staff, office staff, and cafeteria manger were trained on all areas of the process.</b></p> <p>The date of implementation  <b>The implementation date is January 15, 2023.</b></p>				
	<p>Flagged by Lea Berry 11/15/2023 11:09 AM</p> <p>The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below:</p> <p><a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a></p> <p>Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	FAIRFIELD TWP BD OF ED-01101460	803	12/15/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:28 AM CAP Accepted				
	Corrective Action Plan: Submitted by Lea Berry 12/19/2023 07:28 AM all good!				
	Corrective Action Plan: Rejected by Lea Berry 12/18/2023 01:10 PM Hit the wrong button				
	Corrective Action Plan: Submitted by Josette Carter 12/07/2023 07:59 PM how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future <b>Since the district is CEP we will post the procedures and processes for complaints on the district website.</b> Indicate the date of implementation. <b>This will be implemented by January 15, 2023</b>				
	Flagged by Lea Berry 11/15/2023 11:09 AM SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applc/forms/#5">www.nj.gov/agriculture/applc/forms/#5</a> . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . 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 (On-Site Assessment Tool) (809H)	FAIRFIELD TWP BD OF ED-01101460	810	12/15/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:27 AM CAP Accepted				
	Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:19 PM  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.  <b>The correct version of the non-discrimination statement will be uploaded.</b>  Indicate the date of implementation.  <b>January 15, 2023</b>				
	Flagged by Lea Berry 11/15/2023 11:13 AM  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: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form %20213%20USDA%20Nondiscrimination%20Statement.pdf</a>  The statement that was uploaded in the off-site section is not the correct version.  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)	FAIRFIELD TWP BD OF ED-01101460	1219	12/15/2023	CAP Accepted

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<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:27 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:21 PM</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><b>Staff members who serve breakfast in the classroom will have civil rights training and this will be conducted during one of the district's professional development days.</b></p> <p>Indicate the date of implementation..</p> <p><b>This will be completed by January 15, 2023</b></p>				
	<p>Flagged by Lea Berry 11/15/2023 11:24 AM</p> <p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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: <a href="https://theicn.org/">https://theicn.org/</a>.</p> <p>Teachers responsible for handing out meals must have the Department of Agriculture Civil Rights training. They can watch the webinar in SNEARS or read the Civil Rights Self Assessment Guide that is in the application packet. Also, teachers must have offer versus serve training so that they are capable of identifying a reimbursable breakfast.</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>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)</p>	<p>FAIRFIELD TWP BD OF ED-01101460</p>	<p>1400</p>	<p>12/15/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:27 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:24 PM</p> <p>Explain in detail, how the finding will be corrected</p> <p><b>The district will put in place a HACCP compliant food safety plan that will include standard operating procedures, monitoring, corrective action, and record keeping procedures. This plan will be in the administrative offices of the district.</b></p> <p>The date of correction.</p> <p><b>January 15, 2023</b></p>				
	<p>Flagged by Lea Berry 11/15/2023 11:33 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>Here is the link for your conveyance: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20361%20Facility%20Overview%2012.2016.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20361%20Facility%20Overview%2012.2016.pdf</a></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> <p>A copy of the written HACCP food safety plan must be available at each school. 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 - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	FAIRFIELD TWP SCHOOL-555	318	12/15/2023	CAP Accepted
	<p>Corrective Action Plan: Accepted by Lea Berry 12/18/2023 01:10 PM</p> <p>CAP Accepted</p>				

# FAIRFIELD TWP BD OF ED-01101460 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:04 PM</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><b>The district will correct this finding by training all staff members on the correct process for counting meals during breakfast in the classroom. Staff will be trained on the counting / claiming process and what counts as a qualified meal.</b></p> <p>Indicate the date of implementation</p> <p><b>Date of implementation was Monday, November 27, 2023 after training was provided to staff.</b></p> <p>Fiscal action will be taken. An over claim may be assessed.</p>
	<p>Flagged by Lea Berry 11/15/2023 11:10 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. The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem.</p> <p>On the day of review the following errors were found at breakfast:</p> <ul style="list-style-type: none"> <li>-Rosters were completed with one item next to the students name and it was counted as a meal.</li> <li>-Students were checking themselves off of the roster.</li> <li>-There was a number at the bottom of the column with no check marks taken.</li> <li>-There was a roster with no check marks or numbers and just to students identified as absent. The blank spaces were supposed to be counted as a meal taken.</li> <li>-Two pre-k rosters came back after breakfast with the check marks completed for lunch.</li> </ul> <p>The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>

# FAIRFIELD TWP BD OF ED-01101460 - Corrective Action Report (Detail)

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)	FAIRFIELD TWP SCHOOL-555	320	12/15/2023	Flagged
<b>Corrective Action History</b>	Flagged by Lea Berry 12/19/2023 07:41 AM  The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast is an ongoing systemic problem. The system of counting meals, must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.				

# FAIRFIELD TWP BD OF ED-01101460 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	FAIRFIELD TWP SCHOOL-555	401	12/15/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:26 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:14 PM</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><b>Staff will be trained on procedures and processes to ensure that production records are accurate and numbers match the Point of Sale system.</b></p> <p>Indicate the date of implementation.</p> <p><b>Date of implementation was Monday, November 27, 2023 after staff was trained.</b></p>				
	<p>Flagged by Lea Berry 12/19/2023 07:26 AM</p> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>K-8 Breakfast was in the classroom- students were taking what ever they want. I was not able to get a count class by class. There were many incomplete meals. Students were not being told to take a fruit.</p> <p>Teachers need to be trained on offer vs serve. They don't know what the students are supposed to take as a reimbursable meal.</p> <p>Pre-k ate in the cafeteria and the rosters were filled out correctly.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	FAIRFIELD TWP SCHOOL-555	409	12/15/2023	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 Lea Berry 12/19/2023 07:23 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:13 PM</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><b>Staff will be trained on procedures and processes to ensure that production records are accurate and numbers match the Point of Sale system.</b></p> <p>Indicate the date of implementation.</p> <p><b>Date of implementation was Monday, November 27, 2023 after staff was trained.</b></p>				
	<p>Flagged by Lea Berry 11/15/2023 11:11 AM</p> <p>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.</p> <p>Although there are no missing components, the production records for breakfast are not being completed correctly for K-8. They are being completed as if the site is serve only. Offer versus serve is used for breakfast for K-8. The left over and served per item should reflect correct, and actual counts.</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>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	FAIRFIELD TWP SCHOOL-555	500	12/15/2023	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 Lea Berry 12/19/2023 07:22 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:07 PM</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><b>The district will correct this finding by training all staff members on the correct process for counting meals during breakfast in the classroom. Staff will be trained on the counting / claiming process and what counts as a qualified meal.</b></p> <p>Indicate the date of implementation.</p> <p><b>Date of implementation was Monday, November 27, 2023 after training was provided to staff.</b></p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	FAIRFIELD TWP SCHOOL-555	501	12/15/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:26 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:17 PM</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><b>Staff will be trained on procedures and processes to serve students breakfast in the classroom and complete forms accurately based on complete meals.</b></p> <p>Indicate the date of implementation.</p> <p><b>Date of implementation was Monday, November 27, 2023 after staff was trained.</b></p>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)</p>	<p>FAIRFIELD TWP SCHOOL-555</p>	<p>1407</p>	<p>12/15/2023</p>	<p>CAP Accepted</p>

# FAIRFIELD TWP BD OF ED-01101460 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 12/19/2023 07:29 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Josette Carter 12/07/2023 08:10 PM</p> <p>Explain in detail, how the finding will be corrected</p> <p><b>The district will put in place a HACCP compliant food safety plan.</b></p> <p>The date of correction.</p> <p><b>January 15, 2023</b></p>				
	<p>Flagged by Lea Berry 11/15/2023 11:11 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 HACCP principals are available to be downloaded on the NJ website at <a href="https://www.nj.gov/agriculture/applic/forms/Form%20373%20HACCP-Based%20Standard%20Operating%20Procedures.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20373%20HACCP-Based%20Standard%20Operating%20Procedures.pdf</a></p> <p>Download the principals and make a book with the sheets that you would use in your kitchen. Have everyone trained on this yearly.</p> <p>Explain in detail, how the finding will be corrected and the date of correction.</p>				

**Report Selections**

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