

## VINELAND BD OF ED-01105390 - 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 (Off-Site Assessment Tool) (100H)	VINELAND BD OF ED-01105390	110	03/07/2024	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:42 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:16 AM</p> <p>PCS was contacted and a Non-Discrimination statement has been added to the letters. Corrected on site.</p>				
<p>Flagged by Lea Berry 02/07/2024 03:15 PM</p> <p>Households of directly certified students must be notified, in writing, of their eligibility for free meals. The notification must also inform them that no further application for meal benefits is required, that they should notify the SFA if there are additional students in the household not listed on the notification, and that they have the option to decline benefits. The State Agency direct certification letter is recommended. An SFA developed letter can be used as long as it contains all the required information indicated above.</p> <p>The letters (DC, Verification, Eligibility Letter) that are used by PCS does not have the full version of the non-discrimination statement that is required. PCS needs to add the full version to all letters.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	VINELAND BD OF ED-01105390	126	03/07/2024	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 04/17/2024 08:40 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 04/17/2024 07:43 AM				
	Date of correction:				
	2/16/2024				
	2/12/2024				
	2/14/2024				
	2/13/2024				
	2/16/2024				
	Flagged by Lea Berry 04/16/2024 08:17 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.				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	VINELAND BD OF ED-01105390	314	03/07/2024	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 02/22/2024 10:40 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:16 AM  Breakfast after the bell has been unchecked on all site except for Rossi, Sabater, Dallago, and Wallace School. These sites are over 70% and Breakfast after bell must be implemented. District will time to implement this at 4 of the schools.  Vineland Community Learning Center has been changed to Sabater Elementary School on Schedule A.				
	Flagged by Lea Berry 02/22/2024 10:40 AM  The SFA must update the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal service procedures.				
	The District is not following breakfast after the bell. Breakfast after the Bell means that the majority of the students are eating after the the bell rings to start the day. Uncheck breakfast after the bell for all sites in the distrist immediately. Also, change the name of the Vineland Community Learning Center to Sabater Elementary School on the Schedule A.				
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	VINELAND BD OF ED-01105390	701	04/23/2024	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 Lisa Garland 05/16/2024 03:01 PM CAP Accepted				
	Corrective Action Plan: Submitted by SCOTT MUSTEREL 04/19/2024 08:33 AM  Method of implementation - Vineland plans to use its Net Cash Resources in upgrading school kitchen with equipment. Vineland will utilize the pre-approved equipment list by the state. Form 286  Person responsible for implementation - Scott Musterel, BA  Date of implementation - 4/17/2024				
	Flagged by Lisa Garland 04/16/2024 10:57 AM FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14 Please submit a required Corrective Action Plan  Thank You				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	VINELAND BD OF ED-01105390	807	03/07/2024	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 02/22/2024 10:41 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:16 AM  Civil Right Forms for Dallago and Cunningham have been completed.  Training was conducted.				
	Flagged by Lea Berry 02/07/2024 03:14 PM  SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> .  The Civil Rights Form for Delago and Cunningham was missing. Also, the forms are not being completed correctly. The Hispanic/Latino students in the top ethnicity section must be brought down to the Race section.  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)	VINELAND BD OF ED-01105390	810	03/07/2024

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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 02/22/2024 10:42 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:16 AM PCS was contacted and a Non-Discrimination statement has been added to the letters. Corrected on site.				
	Flagged by Lea Berry 02/07/2024 03:16 PM				
	<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: <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>The letters for verification, direct certification, and eligibility determination do not have the full non-discrimination statement. The full statement must be included and the font must be the same size as the rest of the information.</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>				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	ANTHONY ROSSI Elementary School-579		03/07/2024	Flagged
<b>Corrective Action History</b>	Flagged by Lea Berry 02/07/2024 02:30 PM				
	<p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Snacks for the review period are being overclaimed. The SFA count claimed was 716 and the State verified 701 snacks served. The rosters must be checked against the production records for human error.</p> <p>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.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ANTHONY ROSSI Elementary School-579	318	03/07/2024	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 02/29/2024 07:38 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 12:53 PM Date of implementation - 2/12/24				
	Corrective Action Plan: Rejected by Lea Berry 02/22/2024 10:36 AM Please provide the date of implementation.				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:17 AM Standard operating procedures has been established. All staff members retrieving meal for special needs students will be given a roster list. Only when the student takes/receives the meal, student must be recorded properly. Roster list must be returned to cafeteria immediately for recording.				
	Flagged by Jill Dailey 02/07/2024 03:17 PM  An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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.  On day of review an aid came through the line with a students bar code and received a breakfast. I questioned where the child was and the aid said she was in a wheel chair. I followed the aid to see her give the breakfast to the child and she was not at the school yet. A standard operating procedure must be in place at all schools for when students can not come to the cafeteria for some reason. A roster must go with the aid or teacher and then when the student get the meal it be checked off and go back to the cafeteria.  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. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</b>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ANTHONY ROSSI Elementary School-579	401	03/07/2024	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 02/22/2024 10:38 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:17 AM  raining has been scheduled for all kitchen staff members on components of a meal.  Going forward all food service staff will be re-trained a least 3 times a year.  Date of implementation - 2/14/2024				
	Flagged by Lea Berry 02/07/2024 03:17 PM  Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component 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. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.  On day of review, at Rossi Elementary School, 6 meals were claimed that did not contain a fruit or a vegetable.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ANTHONY ROSSI Elementary School-579	403	03/07/2024	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 02/22/2024 10:37 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:17 AM 2 different varieties of milk will be offered. Re-training of staff will be done Quartey.				
	Flagged by Lea Berry 02/07/2024 03:17 PM  A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk.				
	Prior to meal service there was not a choice of milk for the breakfast cart that serves in the hallway. I made staff aware and they provided a choice of milk by adding the skim milk to the 1 % white milk that they had on the cart.  Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	ANTHONY ROSSI Elementary School-579	500	03/07/2024	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 02/22/2024 10:39 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:17 AM  Training has been scheduled for all kitchen staff members on components of a meal.  Going forward all food service staff will be re-trained a least 3 times a year.  Date of implementation - 2/14/2024				
	Flagged by Lea Berry 02/07/2024 03:17 PM  At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable.  On day of review at Rossi Elementary School, 6 incomplete meals were identified at the point of service. They were claimed for reimbursement but did not have a fruit or vegetable.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b>				
Water	Water (On-Site Assessment Tool - Site) (1300H)	ANTHONY ROSSI Elementary School-579	1300	03/07/2024	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 02/22/2024 10:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:17 AM				
	Water fountain is available in the cafeteria. On the day of the audit water fountain was broken but has been fixed.				
<b>Corrective Action History</b>	Flagged by Lea Berry 02/07/2024 03:17 PM				
	Potable water must be available for students at lunch.				
	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 (Other Programs)	DANE BARSE-581		03/07/2024	Flagged
<b>Corrective Action History</b>	Flagged by Lea Berry 02/07/2024 02:27 PM				
	Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.				
	Snacks for the review period are being underclaimed. The SFA count claimed was 285 and the State verified 292 snacks served. The rosters must be checked against the production records for human error.				
	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.				
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	DANE BARSE-581	1105	03/07/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:38 AM CAP Accepted				
	Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:17 AM  Due to supply change issue regular Doritos were delivered instead of Reduce Fat Doritos.  Re-training staff members on Smart Snack requirement will be conducted Quarterly.				
	Flagged by Jill Dailey 02/07/2024 03:17 PM  All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.  On the day of review, some of the Cool Ranch Doritos on the snack cart were found to exceed the fat content for Smart Snack requirements. After bring this to the attention of the FSD, they were removed.  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)		VINELAND BD OF ED-01105390		03/07/2024

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:31 AM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:21 AM Re-train staff on Verification which is located in SNEARS - Date implemented. 2/12/2024</p>				
<p>Flagged by Jill Dailey 02/07/2024 03:16 PM</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>One family selected for Verification submitted their previous years' tax return for proof of income. The family provided a weekly income on the application. Only special situations, allow for families to provide previous years' tax returns as proof of income including seasonal workers and those that are self-employed.</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>Indicate the date of implementation.</b></p>					
<p>Flagged by Jill Dailey 02/07/2024 03:16 PM</p>					
<p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</p>					
<p>There was no signature from the confirming or verifying official for those applications in which the families did not respond.</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>Indicate the date of implementation.</b></p>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 2: CA Count (2)		VINELAND BD OF ED-01105390		03/07/2024	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:33 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:23 AM</p> <p>Re-train staff on proper recording techniques - Date of implementation 2/14/24</p> <p>Flagged by Jill Dailey 02/07/2024 03:16 PM</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>For the week of review at Rossi Elementary, on <b>Monday 1/8/2024 and Tuesday 1/9/2024</b> the production records indicate that students only had access to LF Non-flavored Milk. Students must have access to two different types of milk at breakfast. This can be indicated on the production records by completing the "Servings Produced" section of the production record.</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>Indicate the date of implementation.</b></p>				

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	<p>Flagged by Jill Dailey 02/07/2024 03:16 PM</p> <p>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.</p> <p>For the week of review at Dane Barse Elementary, on Monday 1/8/2024 and Tuesday 1/9/2024 the production records indicate that students only had access to LF Non-flavored Milk. Students must have access to two different types of milk at breakfast. This can be indicated on the production records by completing the "Servings Produced" section of the production record.</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>Indicate the date of implementation.</b></p>			
Group 3: CA Count (3)		VINELAND BD OF ED-01105390	03/07/2024	CAP Accepted
	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:34 AM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:34 AM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Lea Berry 02/22/2024 10:34 AM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:25 AM</p> <p>Roster will be checked by multiple staff member to ensure proper recording. Date of implementation 2/12/2024</p>			
	<p>Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:25 AM</p> <p>Roster will be checked by multiple staff member to ensure proper recording. Date of implementation 2/12/2024</p>			
	<p>Corrective Action Plan: Submitted by PURVESH PATEL 02/22/2024 10:25 AM</p> <p>Roster will be checked by multiple staff member to ensure proper recording. Date of implementation 2/12/2024</p>			

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<b>Corrective Action History</b>	Flagged by Jill Dailey 02/07/2024 03:16 PM				
	<p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Snacks for the review period are being underclaimed. The SFA count claimed was 1029 and the State verified 1039 snacks served. The rosters must be checked against the production records for human error.</p> <p>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.</p>				
	Flagged by Jill Dailey 02/07/2024 03:16 PM				
<b>Corrective Action History</b>	<p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Snacks for the review period are being underclaimed. The SFA count claimed was 285 and the State verified 292 snacks served. The rosters must be checked against the production records for human error.</p> <p>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.</p>				
	Flagged by Jill Dailey 02/07/2024 03:16 PM				
	<p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Snacks for the review period are being overclaimed. The SFA count claimed was 716 and the State verified 701 snacks served. The rosters must be checked against the production records for human error.</p> <p>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.</p>				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Vineland Community Learning Center-7623		03/07/2024	Flagged



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<b>Corrective Action History</b>	<p>Flagged by Lea Berry 02/07/2024 02:23 PM</p> <p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area.</p> <p>Snacks for the review period are being underclaimed. The SFA count claimed was 1029 and the State verified 1039 snacks served. The rosters must be checked against the production records for human error.</p> <p>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.</p>				

**Report Selections**

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