

WEST DEPTFORD BD OF ED-01505620 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	WEST DEPTFORD BD OF ED-01505620	108	02/26/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 02/09/2024 08:37 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 10:50 AM</p> <p>The verification official will now be Kimberly Regan. This will go into effect immediately but more consistently for next school year(2024-2025) on 9/1/2024.</p> <p>Flagged by Jill Dailey 01/25/2024 09:36 AM</p> <p>The hearing official can not be a person involved with the application approval or the verification process.</p> <p>The BA is currently designated as the verifying official and hearing official.</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)	WEST DEPTFORD BD OF ED-01505620	126	02/26/2024	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 02/26/2024 08:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 02/26/2024 08:32 AM SFA -1 and SFA-2 have been completed.				
	Corrective Action Plan: Rejected by Jill Dailey 02/09/2024 08:40 AM The application errors found during the administrative review have been documented and can be found under the "Errors" tab. Please complete the SFA-1 and SFA-2.				
	Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 10:48 AM We found there to minor issues with some applications' SNAP case numbers. Our system, PaySchools, automatically "approved" these applications even with the error in SNAP case number. Moving forward, we changed the settings in PaySchools to manually view and then approve each application as it comes in. This will go into effect immediately but more consistently for next school year(2024-2025) on 9/1/2024. With these three specific applications(7998, 8043, 8235), our staff has reached out and communicated with the families and are making the necessary adjustments specifically to the SNAP case numbers which will then potentially change the status of these individuals.				
	Flagged by Jill Dailey 01/25/2024 09:34 AM 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 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.				
	Verification	Verification (On-Site Assessment Tool) (207H)	WEST DEPTFORD BD OF ED-01505620	214	02/26/2024

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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 02/09/2024 08:33 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 10:39 AM</p> <p>In our software database, PaySchools, we originally had 5 calendar days before the change become effective. We are now making the change to be 10 calendar days rather than the 5. This will go into effect for next school year(2024-2025) on 9/1/2024.</p> <p>Flagged by Jill Dailey 01/25/2024 09:34 AM</p> <p>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.</p> <p>The letter sent to the families in which benefits would be reduced or termination due to verification was dated for 11/20/2023 and states benefits would be changed on 11/25/2023.</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)	WEST DEPTFORD BD OF ED-01505620	215	02/26/2024	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 02/09/2024 08:34 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 10:41 AM</p> <p>This was not discussed in our end of audit meeting, but moving forward, the dates will reflect the necessary 11/15 deadline date rather than anything after that. This will go into effect for next school year(2024-2025) on 9/1/2024.</p> <p>Flagged by Jill Dailey 01/25/2024 09:34 AM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</p> <p>The Verification Results Letter sent to families were all dated for 11/20/2023, after the 11/15/2023 deadline</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>				
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	WEST DEPTFORD BD OF ED-01505620	701	04/23/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 04/16/2024 12:09 PM CAP Accepted				
	Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 04/16/2024 11:51 AM METHOD OF IMPLEMENTATION: The Food Service Director shall maintain a listing of necessary food service operational enhancements and capital expenditures. By April of each year, the Food Service Director will review cash and expenditures for prior months. If cash is expected to accumulate in excess of 3 months average expenditures, the Food Service Director will begin to purchase items for the Food Service operation contained on the list referenced above. A plan is in place for expending the funds. The SBA has also began budgeting percentages of different salaries in the Food Service budget (Custodial, Accountant, etc). PERSON RESPONSIBLE FOR: Food Service Director & School Business Administrator DATE OF IMPLEMENTATION: June 30, 2024				
	Flagged by Lisa Garland 04/16/2024 11:19 AM FINDING: Net Cash Resources exceeded three months average expenditures which represents noncompliance per USDA CFR 210.14 Please submit a required Corrective Action Plan Thank You				
	Professional Standards	Professional Standards (On-Site Assessment Tool)	WEST DEPTFORD BD OF ED-01505620	1213	02/26/2024

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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 02/09/2024 08:35 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 11:05 AM</p> <p>Our Food Service Director is already working towards acquiring the necessary certification/documentation for this. She will have it in hand no later than 6/30/2024 which ensures her being compliant for the 2024-2025 school year.</p> <p>Flagged by Jill Dailey 01/25/2024 09:35 AM</p> <p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>The FSD's current ServSafe Training Certification expired 9/2023.</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 when the food safety training will be completed.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	WEST DEPTFORD MIDDLE SCHOOL-1520	409	02/26/2024	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 02/26/2024 08:46 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 02/26/2024 08:32 AM				
	Our Food Service Director will monitor more closely what is being served and make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. She will also make sure that daily production records and supporting documentation are in compliance with the meal patterns. This will go into effect immediately on 1/24/2024.				
	Corrective Action Plan: Rejected by Jill Dailey 02/26/2024 08:28 AM				
	Please review and revise the date the corrective action plan went into effect.				
	Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 02/13/2024 02:35 PM				
	Our Food Service Director will monitor more closely what is being served and make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. She will also make sure that daily production records and supporting documentation are in compliance with the meal patterns. This will go into effect immediately on 1/24/2025.				
	Corrective Action Plan: Rejected by Jill Dailey 02/09/2024 08:43 AM				
	Please provide a date of implementation for SY 2023-2024 to ensure that meals being served for the remaining months of this school year are compliant.				
Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 10:55 AM					
Our Food Service Director will monitor more closely what is being served and make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. She will also make sure that daily production records and supporting documentation are in compliance with the meal patterns. This will go into effect immediately but more consistently for next school year(2024-2025) on 9/1/2024.					
Flagged by Jill Dailey 01/25/2024 09:36 AM					
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.					
For the week of review, on Monday, Dec 11th, students who received the mixed green salad with cheese did not have access to the grain component. The recipe does not indicate that a dinner roll or grain item is served with the salad and per the production records no dinner rolls were available to students on that day. 5 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.					

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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)	WEST DEPTFORD MIDDLE SCHOOL-1520	901	02/26/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/09/2024 08:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 11:01 AM				
	There was a transition of Business Administrators in the 22-23 school year. With that being said, there was no breakfast monitoring. The new Business Administrator already has scheduled breakfast site visits prior to 2/1/2024 to accommodate this issue. Moving forward, this will be reconciled and completed each school year prior to 2/1.				
	Flagged by Jill Dailey 01/25/2024 09:35 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 accountability forms for breakfast were not complete as of 1/24/2024 for the 2023-2024SY. The SFA was unable to locate on-site accountability forms for the 2022-2023SY.					
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.					
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	WEST DEPTFORD MIDDLE SCHOOL-1520	1105	02/26/2024	CAP Accepted

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	<p>Corrective Action Plan: Submitted by Steven Jakubowski@wdeptford.k12.nj.us 01/26/2024 10:52 AM</p> <p>Our Food Service Director will monitor more closely what is being served a la carte, specifically in our snack area. Sugar drinks, such as Gatorade, Snapple diet tea, etc. will no longer be served. This will go into effect immediately but more consistently for next school year(2024-2025) on 9/1/2024.</p>				
	<p>Flagged by Jill Dailey 01/25/2024 09:36 AM</p> <p>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.</p> <p>Pretzels from the Philly Pretzel Factory do not meet smart snack requirements.</p> <p>Snapple Diet Tea beverages and Gatorade drinks seen on-site do not meet smart snack requirements for middle school students.</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