

W WINDSOR PLAINSBORO REG BD OF ED-02105715 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	W WINDSOR PLAINSBORO REG BD OF ED-02105715	126	02/26/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:52 AM CAP Accepted				
	Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:16 AM Applications were corrected with complete and correct information, letters were sent to households and statuses were updated. Going forward the determining official will review all pertinent webinars related to determining applications to prevent future errors. Implemented 1/10/24 Colleen O'Cone Tony Kowalak				
	Flagged by Amy Martin 01/25/2024 12:50 PM Incomplete and 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	W WINDSOR PLAINSBORO REG BD OF ED-02105715	129	02/26/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:52 AM CAP Accepted				
	Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:13 AM Applications were corrected. Letters and form 255 were sent and statuses were updated. Going forward the determining official will review all pertinent webinars related to determining applications to prevent future errors. Implemented 1/10/2024 Colleen O'Cone Tony Kowalak				
Verification	Flagged by Amy Martin 01/25/2024 12:50 PM Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. One application was downgraded from free to reduced as a result of an internal audit on 12/14/23. The family was not sent an updated eligibility letter, which is required. The household must be sent NJ Form #255 and be provided 10 calendar days until status is downgraded. 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 (On-Site Assessment Tool) (207H)	W WINDSOR PLAINSBORO REG BD OF ED-02105715	208	02/26/2024	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:52 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:12 AM</p> <p>Confirming official will sign all Verification Trackers, Form 242, moving forward.</p> <p>Going forward the confirming official will review all pertinent webinars related to determining applications to prevent future errors.</p> <p>Implemented 1/10/2024</p> <p>Colleen O'Cone</p> <p>Derek Mead</p> <p>Tony Kowalak</p>				
<p>Verification</p>	<p>Verification (On-Site Assessment Tool) (207H)</p>	<p>W WINDSOR PLAINSBORO REG BD OF ED-02105715</p>	<p>209</p>	<p>02/26/2024</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:52 AM CAP Accepted				
	Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:17 AM Applications were corrected, form 255 sent via letter to parents and statuses updated. Going forward the determining official will review all pertinent webinars related to determining applications to prevent future errors. Implemented 01/10/2024 Colleen O'Cone Tony Kowalak				
	Flagged by Amy Martin 01/25/2024 12:50 PM 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. One application must be changed from free to reduced based on paystubs/income and household size. 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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	DUTCH NECK-1215	325	02/26/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:52 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:11 AM</p> <p>Reviewed the process with the kitchen leads to ensure that each day's Daily Cashier Report is confirmed to their Daily Elementary Breakfast order list after service. This is to make sure that children that ordered breakfast, received breakfast and the breakfast was properly recorded on the Daily Elementary Breakfast order list and in the point-of-sale system. The importance of properly recording each served breakfast with a checkmark for each student on the Daily Elementary Breakfast order list was reiterated.</p> <p>Date of implementation: 1/24/2024</p> <p>Catherine Muto, Sodexo, General Manager</p> <p>Tony Kowalak, WWP District Food Service Manager</p>				
	<p>Flagged by Amy Martin 01/25/2024 12:49 PM</p>				
	<p>At breakfast, all meals are pre-ordered through the computer system on a weekly basis. Meal tickets, including all items ordered, is then generated each morning. This order form is used as the daily breakfast roster (point of service) and checked off once the student receives the breakfast. Once breakfast service is over, the meals are put into the computerized system. One day of the review month (December 19), the State Agency and SFA counts differ.</p> <p>Dec 19, 2023:</p> <p>SFA counts: 3F, 2R, 8P SA counts: 4F, 2R, 8P</p> <p>In addition, on Dec 8, 2023, the POS roster did not contain any check marks or indications that students received their meal. Therefore, all breakfasts are disallowed. 4F, 1R, 8P</p> <p>The State Agency reviewer has determined this to be a non-systemic due to staff vacations and absences in the December.</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>				

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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)	DUTCH NECK-1215	409	02/26/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:52 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:15 AM</p> <p>Reviewed the process with the kitchen leads to ensure that each day's Production Records are completed properly. The Daily Elementary Breakfast order list details what each parent/child ordered, including the grain/protein, fruit/vegetable, juice and milk selections. These items need to be properly documented on the production record, along with time/temperature. The kitchen leads need to confirm both the Daily Elementary Breakfast order list and the Production Records match. The kitchen leads were retrained on proper record keeping for these documents.</p> <p>Date of implementation: 1/24/2024</p> <p>Catherine Muto, Sodexo, General Manager</p> <p>Tony Kowalak, WWP District Food Service Manager</p>				
	<p>Flagged by Amy Martin 01/25/2024 12:50 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>Although no meals were disallowed, at breakfast, the production records (PR) for the review week had multiple record-keeping issues. On Dec 14 and 15, 2023, the production records do not indicate that both graham crackers (14th only) or milk was offered or served to students. These meals were not disallowed due to the order form and rosters indicated that these components were available and served.</p> <p>Production records must document all meal components in the correct quantities are offered and served to students each day.</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>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	GROVER MIDDLE SCHOOL-2570	19	02/26/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:51 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:10 AM</p> <p>On the day of lunch observation, the crispy chicken salads were immediately pulled from preparation. The portion size was corrected and ready for service. Training for all employees on the recipe and correct portion amounts of the crispy chicken on the crispy chicken salad was provided and reviewed.</p> <p>Date of implementation: 1/24/2024</p> <p>Catherine Muto, Sodexo, General Manager</p> <p>Tony Kowalak, WWP District Food Service Manager</p>				
	<p>Flagged by Amy Martin 01/25/2024 12:48 PM</p> <p>In order to ensure a consistent portion size, yield and quality, standardized lunch recipes should be followed exactly. Ingredients should be weighed or measured using standardized weight or measuring utensils.</p> <p>On the day of lunch observation, all of the crispy chicken salads contained eight pieces of chicken. The recipe calls for twelve pieces. Although eight pieces of chicken meets the daily meat/meat alternate requirement of 1 oz equivalence (provides 1.25 oz equivalence), standardized recipes must be followed to guarantee both the daily and week meal patterns are met and ensures consistent quality and yield every time.</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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	GROVER MIDDLE SCHOOL-2570	402	02/26/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 02/16/2024 11:51 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:10 AM</p> <p>On the day of lunch observation, the Gardenburger that was prepared was a substitute provided by the vendor. This product was not compliant. It was immediately pulled from lunch service. Training for all kitchen leads to make sure product substitutions are checked for child nutrition label compliance was provided. The remaining non-compliant gardenburgers will be used for catering events only.</p> <p>Date of implementation: 1/24/2024</p> <p>Catherine Muto, Sodexo, General Manager</p> <p>Tony Kowalak, WWP District Food Service Manager</p>				
	<p>Flagged by Amy Martin 01/25/2024 12:49 PM</p> <p>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.</p> <p>On the day of lunch observation, a Gardenburger on a bun was a planned menu option. Prior to meal service, the State Agency reviewer requested the Child Nutrition (CN) label or Manufacturers' Product Statement (PFS) for the burger patty. It was discovered by the foodservice staff that the Gardenburger was substituted by the distributor for the Morningstar product. The Gardenburger did not have CN or PFS and therefore we do not know how much meat/meat alternate it provides and cannot be used to credit in the Child Nutrition Programs. The Gardenburgers were pulled from service prior to the lunch periods.</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>				
<p>Smart Snacks in School</p>	<p>Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)</p>	<p>GROVER MIDDLE SCHOOL-2570</p>	<p>1105</p>	<p>02/26/2024</p>	<p>CAP Accepted</p>

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	<p>Corrective Action Plan: Submitted by Anthony Kowalak 02/12/2024 09:14 AM</p> <p>On the day of lunch observation, the banana bread was immediately pulled from service. We updated our approved smart snack list for our schools. The smart snack calculator reports were confirmed for each item on our updated list. Any remaining banana bread products will be used for catering. Any new items will be calculated through the smart snack calculator before being added to the approved smart snack list and placed into service.</p> <p>Date of implementation: 1/24/2024</p> <p>Catherine Muto, Sodexo, General Manager</p> <p>Tony Kowalak, WWP District Food Service Manager</p>				
	<p>Flagged by Amy Martin 01/25/2024 12:50 PM</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>One product, the Banana Bread, exceeded the 200 calorie allowance (260 calories).</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>				

Report Selections

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