

# HENRY HUDSON REG BD OF ED-02502120 - 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)	HENRY HUDSON REG BD OF ED-02502120	137	06/16/2024	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/20/2024 10:07 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by TRACEY CAVANAGH 05/17/2024 10:17 AM</p> <p>Application #89 - On 5/16/2024 - Changed the "Meal Sub Status" in Realtime (Student database) to Free Income. This application now appears correctly on the MEL under "Free Income".</p> <p>Application #71 - On 5/16/2024 - Changed the "Meal Sub Status" in Realtime to Denied and this application now appears on the MEL as "Denied".</p> <p>Flagged by Kaitlyn Matthews 05/16/2024 12:49 PM</p> <p>Application #89 is marked on the Master Eligibility List (MEL) as "NJ SNAP/TANF/Foster", however, is free by household size and income through completed application. Student does not qualify as NJ SNAP/TANF/Foster.</p> <p>Application #71 is a denied application and is not marked under the denied column, or at all on the MEL.</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><b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	HENRY HUDSON REG BD OF ED-02502120	138	06/16/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/20/2024 10:07 AM CAP Accepted				
	Corrective Action Plan: Submitted by TRACEY CAVANAGH 05/17/2024 10:13 AM On 5/16/2024 worked with Realtime (student database system) and re-ran MEL to make sure included the withdrawal date for Application Numbers 73 and 166. They now appear on our MEL with the withdrawn dates. Flagged by Kaitlyn Matthews 05/16/2024 12:49 PM  Students on applications #73 and #166 withdrew and did not remain on the Master Eligibility List (MEL). Withdrawn students must remain on the MEL until the end of the school year for record keeping purposes.  The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1.  <b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. 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)	HENRY HUDSON REG SCHOOL-2108	401	06/16/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/20/2024 10:07 AM CAP Accepted				
	Corrective Action Plan: Submitted by Walter Wall 05/18/2024 06:45 AM  The cashier will be trained again in order to make sure they are aware that there all of the components for breakfast and lunch on the tray.  Meeting with the cashiers was conducted on May 16, 2024.				
	Flagged by Kaitlyn Matthews 05/16/2024 12:48 PM  Lunch observation 5/14/2024- one student took lunch without a fruit or vegetable. This meal is disallowed and non-reimbursable due to missing fruit/vegetable component.				
	Breakfast observation 5/15/2024- one student took breakfast without a fruit or vegetable. This meal is disallowed and non-reimbursable due to missing fruit/vegetable component.  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. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. <b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b>				
	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. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. <b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. 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)	HENRY HUDSON REG SCHOOL-2108	402	06/16/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/20/2024 10:07 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Walter Wall 05/18/2024 06:56 AM				
	<p>We will find and offer a larger roll for the burger. We were using a standard size roll in the industry. We talked to our vendor and will find another roll to make up the 2 oz minimum for the high school.</p> <p>May 16, 2024</p>				
Corrective Action History	Flagged by Kaitlyn Matthews 05/16/2024 12:48 PM				
	Lunch observation 5/14/2024, grades 9-12: Cheeseburger was offered on a whole grain (WG) bun= 1.75 whole grain rich (WGR). The daily minimum required grains for grades 9-12 is 2 oz. equivalents. The whole grain rich requirement was not met with the whole grain bun (1.75 WGR).				
	Daily grain requirement was met for grades 7 and 8.				
	<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><b>Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</b></p> <p><b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>				

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Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HENRY HUDSON REG SCHOOL-2108	406	06/16/2024	CAP Accepted
<div style="background-color: #cccccc; padding: 5px;"> <p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/21/2024 08:27 AM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Walter Wall 05/20/2024 06:07 PM</p> <p>Production records for the 7an]n)</p> <p>8 grade meal patterns will be done seperate from the meal pattern for the 9 to 12 group .</p> <p>Production records will show the accurate amounts of complaint meals.? 5/16/20th</p> <hr/> <p>Corrective Action Plan: Rejected by Kaitlyn Matthews 05/20/2024 10:19 AM</p> <p><b>Please indicate the meal pattern used for each grade grouping (6-8 meal pattern must be followed for grades 7 &amp; 8, and the 9-12 meal pattern must be followed for grades 9-12).</b></p> <p><b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p> <hr/> <p>Corrective Action Plan: Submitted by Walter Wall 05/18/2024 06:50 AM</p> <p>Production records for the middle school and the high school will be done separately for now on. we were not aware of this.</p> <p>Starting May 16, 2024 we will doing two sets of production records.</p> </div>					
<b>Corrective Action History</b>					

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	<p>Flagged by Kaitlyn Matthews 05/16/2024 12:48 PM</p> <p>Since middle (7 &amp; 8) and high school (9-12) students are eating in different lunch periods, separate production records must be completed for each grade. In addition, the 6-8 meal pattern must be followed for grades 7 &amp; 8, and the 9-12 meal pattern must be followed for grades 9-12.</p> <p>The required school lunch meal patterns for each grade group (K-5, 6-8, K-8, 9-12) are intended to result in age-appropriate and nutritious meals. The K-8 meal pattern is allowable only for schools with grade configurations that prevent students from being separated into the two required grade groups (K-5 and 6-8). The menu planner may offer students in these grades the same quantities because lunch meal pattern requirements are the same or overlap. Adaptions to the menus must be made to accommodate grades 6-8 and 9-12 within one school (e.g. grades 7-12). A suggestion is to start with the components that overlap, and make only minor adjustments to the vegetables or fruits components to increase calories for the older students.</p> <p><b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HENRY HUDSON REG SCHOOL-2108	410	06/16/2024	CAP Accepted
	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/20/2024 10:08 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Walter Wall 05/18/2024 07:04 AM</p> <p>We will start offering 1 1/4 cups of red/orange vegetable with the meal. Other vegetables are offered each day to meet requirements, tossed salad and bagged carrots.</p> <p>We have spoken to our vendor about a bigger roll.</p> <p>May16, 2024</p>				

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<b>Corrective Action History</b>	<p>Flagged by Kaitlyn Matthews 05/16/2024 12:49 PM</p> <p>During the review week, 4/8/24-4/12/24, only 3/4 cup red/orange vegetable was offered. Per the five day lunch meal pattern, grades 9-12, the weekly minimum red/orange vegetable sub-group requirement is 1 1/4 cup.</p> <p>Red/orange vegetable sub-group was met for grades 7 and 8.</p> <p>Review week, Tuesday, 4/9/24, grades 9-12: Cheeseburger was offered on a whole grain (WG) bun= 1.75 whole grain rich (WGR). The daily minimum required grains for grades 9-12 is 2 oz. equivalents. The whole grain rich requirement was not met with the whole grain bun (1.75 WGR).</p> <p>Daily grain requirement was met for grades 7 and 8.</p> <p><b>Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</b></p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. <b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p> <p>At lunch, 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. <b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>
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**Report Selections**

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