

MORRIS SCH DIST BD OF ED-02703385 - 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)	MORRIS SCH DIST BD OF ED-02703385	126	03/02/2024	CAP Accepted	
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 08:32 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Carla Walker 02/22/2024 04:37 PM					
	Corrections were made on December 7th and 8th of 2023 for all application errors.					
Corrective Action History	Flagged by Katie Hunter 02/02/2024 09:55 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/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.					
	Professional Standards	Professional Standards (On-Site Assessment Tool)	MORRIS SCH DIST BD OF ED-02703385	1214	03/02/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:32 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:48 PM						
Annual Alchemy online training courses has been uploaded in the documents. An account with the USDA Training Tracking Tool was set up on February 26, 2024. Going forward we will input our training list into the tracker.						
Corrective Action History	Flagged by Katie Hunter 02/02/2024 09:55 AM					
	FSM training was not provided on site or uploaded to SOARS. School Nutrition Program directors are required to complete at least 12 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: https://theicn.org/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.					

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	MORRIS SCH DIST BD OF ED-02703385	1217	03/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 08:33 AM CAP Accepted				
	Corrective Action Plan: Submitted by Carla Walker 02/22/2024 04:38 PM An account with the USDA Training Tracking Tool was set up on February 12th, 2024. Documentation of training hours for all BO staff will be recorded going forward.				
	Flagged by Katie Hunter 02/02/2024 09:55 AM FSMC did not provide tracker. Board Office staff did not provide tracker, only back up documentation for BO staff was available on site. Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	MORRIS SCH DIST BD OF ED-02703385	1400	03/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:33 PM CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:49 PM Date of Implementation - 01/05/24 HACCP Book has been reviewed and signed at each location.				
	Flagged by Katie Hunter 02/02/2024 09:55 AM Blank HACCP was provided at each site. 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. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	MORRIS SCH DIST BD OF ED-02703385	1403	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:49 PM				
	Date of Implementation - 02/12/24 Moving forward cooks have been retrained to ensure that all products meet the buy American standard. Any products that are not up to standard will be sent back and we have communicated with our vendor/rep to make sure they are aware of the buy American standards as well.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	SUSSEX AVENUE-2321	323	03/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:29 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:47 PM				
	Date of Implementation- 03/25/24 With regard to the specific class, the teacher has been retrained on proper accountability. Full Faculty retraining is schedule for the next faculty meeting.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	SUSSEX AVENUE-2321	324	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:49 PM				
	Date of Implementation - 01/05/24				
Corrective Action History	SOP has been put into place for counting breakfast properly utilizing student rosters. Training has been given to all hourly staff on how to properly input breakfast meals from rosters and training has been provided to principals/teachers on how to properly account for breakfast meals.				
	Flagged by Katie Hunter 02/02/2024 09:56 AM				
	The system for counting breakfast meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SUSSEX AVENUE-2321	401	03/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:46 PM				
	Date of Implementation - 1/29/24				
Corrective Action History	Staff has been retrained and meal components are now pre bagged so students can select a complete meal with multiple menu options. Signage has been added in a all serving areas.				
	Flagged by Katie Hunter 02/02/2024 09:54 AM				
	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. 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.				

MORRIS SCH DIST BD OF ED-02703385 - 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)	SUSSEX AVENUE-2321	402	03/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:46 PM				
	Date of Implementation - 01/05/24				
Upon further review we have adjusted menus to ensure that all components are at the minimum serving component to meet all meal pattern requirements. Furthermore, we also ensured that all serving lines have the appropriate serving utensils for each sub component. The secondary grain component has been changed to a whole 1oz equivalent to accompany any cereal or cereal bars which are 1oz components.					
Flagged by Katie Hunter 02/02/2024 09:54 AM					
Portion sizes offered for each required breakfast 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. 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.					
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	SUSSEX AVENUE-2321	501	03/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:29 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:47 PM				
	Entire staff was retrained on both reimbursable breakfast meals and lunch 1/29/24. Staff is audited on a weekly basis by onsite manager. Signage has been added in serving location to remind staff on a daily basis.				
Flagged by Katie Hunter 02/02/2024 09:54 AM					
Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.					
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	SUSSEX AVENUE-2321	1406	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 08:33 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Shannon Burton 02/29/2024 10:22 AM					
	<p>Food Safety Inspection was completed on : 12/7/24</p> <p>Please see attached photo displayed in serving area.</p>					
Corrective Action History	Flagged by Katie Hunter 02/02/2024 09:54 AM					
	No food safety inspection report was posted in a publicly visible location. Describe in the CAP how this will be corrected. Indicate date of implementation.					
	Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	SUSSEX AVENUE-2321	1407	03/02/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:29 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:47 PM						
<p>Date of Implementation- 1/05/24</p> <p>We have ensured that all team members have reviewed and signed the HACCP Manual and review SOP on a regular basis. Please see attached for signature page.</p>						
Corrective Action History	Flagged by Katie Hunter 02/02/2024 09:54 AM					
	SFA has a written food safety plan, but was not signed. 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.					
	Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	SUSSEX AVENUE-2321	1409	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:31 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:48 PM					
	Date of Implementation - 01/29/24 Have retrained cafeteria staff and teachers on what acceptable share table policies. On site team will be monitoring the share table after every lunch period(20 min intervals). Any foods that are not in correct temperature zones will be discarded.					
Corrective Action History	Flagged by Katie Hunter 02/02/2024 09:54 AM					
	Observations on the day of review indicated storage violations for a Share Table. 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.					
	Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	SUSSEX AVENUE-2321	1411	03/02/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:30 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:47 PM						
Date of Implementation - 01/05/24 Moving forward cooks have been retrained to ensure that all products meet the buy American standard. Any products that are not up to standard upon receiving will be sent back and we have communicated with out vendor/rep to make sure they are aware of the buy American standards as well.						
Corrective Action History	Flagged by Katie Hunter 02/02/2024 09:54 AM					
	The review of products on-site at reviewed schools facilities indicated violations with Buy American. 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. Documentation must be on file for agricultural food components that are not produced or manufactured in the US. 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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	THOMAS JEFFERSON-2322	402	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:31 PM CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:48 PM Date of Implementation - 01/05/24 Upon further review we have adjusted menus to ensure that all components are at the minimum serving component to meet all meal pattern requirements. Furthermore, we also ensured that all serving lines have the appropriate serving utensils for each sub component. The secondary grain component has been changed to a whole 1oz equivalent to accompany any cereal or cereal bars which are 1oz components.				
	Flagged by Katie Hunter 02/02/2024 09:54 AM 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. 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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	THOMAS JEFFERSON-2322	410	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:48 PM				
	Date of Implementation - 01/05/24				
We reviewed menus to ensure all meal pattern requirements are meet across the district. We also ensured that the production records reflect the accurate portion size and have made sure to have the proper serving utensil sizes.					
Flagged by Katie Hunter 02/02/2024 09:55 AM					
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 Agriculures Form web site for specific component and minimum quantity requirements. 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. 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. 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.					
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	THOMAS JEFFERSON-2322	1407	03/02/2024	CAP Accepted

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:32 PM CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:48 PM Date of Implementation - 01/05/24 We have ensured that all team members have reviewed and signed the HACCP Manual and review SOP on a regular basis. Please see attached for signature page.				
	Flagged by Katie Hunter 02/02/2024 09:55 AM SFA has a written food safety plan, but was not signed. 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.				
	Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	THOMAS JEFFERSON-2322	1411	03/02/2024

MORRIS SCH DIST BD OF ED-02703385 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:32 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon Burton 03/01/2024 12:48 PM				
	Date of Implementation - 01/29/24				
<p>Moving forward cooks have been retrained to ensure that all products meet the buy American standard. Any products that are not up to standard upon receiving will be sent back and we have communicated with out vendor/rep to make sure they are aware of the buy American standards as well.</p>					
<p>Flagged by Katie Hunter 02/02/2024 09:55 AM</p> <p>The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. 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>Documentation must be on file for agricultural food components that are not produced or manufactured in the US. 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>					

Report Selections

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