

RIVERDALE BORO BD OF ED-02704440 - 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)	RIVERDALE BORO BD OF ED-02704440	126	03/15/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 08:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:36 AM Letter 255 was sent to the family regarding their free and reduced application, and their status was changed in POS system.				
	Flagged by Katie Hunter 02/16/2024 01:52 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	RIVERDALE BORO BD OF ED-02704440	213	03/15/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/20/2024 10:36 PM 3/12/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 08:57 AM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:40 AM Checks and balances were put into place so this does not happen again. Trained another position to know how to review free and reduced applications.				
	Flagged by Katie Hunter 02/16/2024 01:53 PM The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	RIVERDALE BORO BD OF ED-02704440	214	03/15/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/20/2024 10:37 PM 3/12/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 08:57 AM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:41 AM Checks and balances were put into place so this does not happen again. Trained another position to know how to review free and reduced applications.				
	Flagged by Katie Hunter 02/16/2024 01:54 PM 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. 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	Verification (On-Site Assessment Tool) (207H)	RIVERDALE BORO BD OF ED-02704440	215	03/15/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/20/2024 10:35 PM 3/12/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 08:56 AM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:39 AM Checks and balances were put into place so this does not happen again. Trained another position to know how to review free and reduced applications.				
	Flagged by Katie Hunter 02/16/2024 01:52 PM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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 (Off-Site Assessment Tool) (800H)	RIVERDALE BORO BD OF ED-02704440	807	03/15/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 09:05 AM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/15/2024 02:33 PM Attached is Form #86. As of now no written or verbal complaints have been issued.				
	Flagged by Katie Hunter 02/16/2024 02:15 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: www.nj.gov/agriculture/applic/forms/#5 . 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.				
	Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	RIVERDALE BORO BD OF ED-02704440	1005	03/15/2024
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 09:05 AM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/15/2024 12:17 PM See attached our Wellness Assessment Tool. It was completed 12/13/23.				
	Flagged by Katie Hunter 02/16/2024 02:15 PM A copy of the most recent assessment Form #357 of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	RIVERDALE BORO BD OF ED-02704440	1214	03/15/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:51 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/21/2024 03:38 PM Jaclyn Pacifico has taken the role of Food Service Director. She has completed 12 hours of training effective 2/16/24.				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 09:01 AM 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.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:52 AM The district Food Service Director has left the position. Looking to replace.				
	Flagged by Katie Hunter 02/16/2024 01:54 PM 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.				
	Professional Standards	Professional Standards (On-Site Assessment Tool)	RIVERDALE BORO BD OF ED-02704440	1215	03/15/2024
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 09:01 AM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:56 AM The Manager currently has 8 hours of training. During Spring Break we will do an in-service with additional 2 hour training.				
	Flagged by Katie Hunter 02/16/2024 01:55 PM School Nutrition Program managers are required to complete at least 10 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.				
	Professional Standards	Professional Standards (On-Site Assessment Tool)	RIVERDALE BORO BD OF ED-02704440	1217	03/15/2024

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:51 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/21/2024 03:38 PM 2/16/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 08:58 AM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:44 AM The district will use the HACCP Employee Food Safety Training Record to track training.				
	Flagged by Katie Hunter 02/16/2024 01:55 PM 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..				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	RIVERDALE BORO BD OF ED-02704440	1219	03/15/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/21/2024 02:31 PM We had training on all staff employees completed by 2/12/2024 for the correct hours. We eliminated the pre school program and did not include those involved in the classroom for training hours. We will continue to have our full training sessions in August and ensure proper documentation of hours. We also will continue follow up trainings mid year with proper documentation Effective 2/17/2024				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 09:02 AM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:59 AM Yes, they have received 8 hours training.				
	Flagged by Katie Hunter 02/16/2024 01:55 PM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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 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)	RIVERDALE PUBLIC-2357	325	03/15/2024

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/20/2024 11:12 PM				
	The POS system and register were updated on 2/16/24. The Food Service Coordinator takes meal counts on paper and compares it to the Edit Check from the POS system to confirm the numbers are correct.				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 09:05 AM				
	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.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/14/2024 05:50 PM				
Corrective Action History	Contacted the system and confirmed there was a delay in the system. There were 2 students that were categorized as free and were changed to reduced. The district worked with IT and POS system and updated the cafeteria register.				
	Flagged by Katie Hunter 02/16/2024 01:50 PM				
	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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.				
	Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. Explain in detail, how the finding				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RIVERDALE PUBLIC-2357	400	03/15/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 08:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:29 AM				
	We have removed the Prek students from the NSLP effective January 1st, 2024.				
Corrective Action History	Flagged by Katie Hunter 02/16/2024 01:50 PM				
	All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RIVERDALE PUBLIC-2357	403	03/15/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 01:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/21/2024 02:30 PM We immediately offered both low-fat chocolate and 1% white milk starting 2/7/24.				
	Corrective Action Plan: Rejected by Katie Hunter 03/19/2024 09:03 AM 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.				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 12:14 PM The problem was addressed immediately and continues to be correctly served.				
	Flagged by Katie Hunter 02/16/2024 02:16 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. 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. 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)	RIVERDALE PUBLIC-2357	406	03/15/2024
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 08:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:30 AM We have removed the Prek students from the NSLP effective January 1st, 2024.				
	Flagged by Katie Hunter 02/16/2024 01:51 PM The required school lunch and breakfast meal patterns for each grade group (PreK, 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 required grade groups (PreK, 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. 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)	RIVERDALE PUBLIC-2357	501	03/15/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 08:55 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Sandy Vicale 03/07/2024 11:33 AM					
	The cafeteria staff has been retrained on offer vs served on Feb 12, 2024.					
Corrective Action History	Flagged by Katie Hunter 02/16/2024 01:51 PM					
	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)	RIVERDALE PUBLIC-2357	1405	03/15/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/19/2024 09:03 AM				
CAP Accepted						
Corrective Action Plan: Submitted by Sandy Vicale 03/14/2024 05:00 PM						
The district did have 2 inspections in a year. See attached.						
Corrective Action History	Flagged by Katie Hunter 02/16/2024 01:51 PM					
	SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections.					
	SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. Indicated date of implementation.					

Report Selections

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