

ISLAND HEIGHTS BD OF ED-02902350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	ISLAND HEIGHTS BD OF ED-02902350	211	03/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:55 PM CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:13 PM Island Heights Elementary School will use the correct letter from https://www.nj.gov/agriculture/applic/forms/ which will be the verification letter not the notifying of household letter. Flagged by Casey Miller 02/06/2024 01:31 PM The SFA must use the appropriate verification letters with all required information to send to households during the verification process. It is highly suggested that the SFA use the verification letters available on the NJDA Forms website https://www.nj.gov/agriculture/applic/forms/ . Error: The SFA sent the incorrect verification results letter. A letter to notify households of eligibility was sent instead of a verification results letter. 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)	ISLAND HEIGHTS BD OF ED-02902350	215	03/06/2024	CAP Accepted

ISLAND HEIGHTS BD OF ED-02902350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:55 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:15 PM Island Heights Elementary will have the letter sent home prior to November 15 in the future.				
Corrective Action History	Flagged by Casey Miller 02/06/2024 01:31 PM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	Error: The SFA completed verification on 11/29. 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	ISLAND HEIGHTS BD OF ED-02902350	1217	03/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:56 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:17 PM In the future Island Heights Elementary School will use USDA Training Tracking Tool. We used sign in sheets and the actual completion form. On February 16, 2024 we had a preschool training and used the USDA Training Tracking Tool.				
Corrective Action History	Flagged by Casey Miller 02/06/2024 01:31 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.				
	Error: The SFA did not document training on a tracker tool. 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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Professional Standards	Professional Standards (On-Site Assessment Tool)	ISLAND HEIGHTS BD OF ED-02902350	1219	03/06/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:58 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:34 PM</p> <p>Island Heights Elementary held training on 2/16/24 for the preschool teacher, aides and servers on civil rights and preschool meals service in the classroom as well reimbursable meals and meal counting.</p> <p>Flagged by Casey Miller 02/06/2024 01:35 PM</p> <p>Cafeteria, 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. 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 in SNEARS and through the Institute of Child Nutrition at: https://theicn.org/.</p> <p>Error: Pre-school teachers and aides that serve lunch to pre-K students in the classroom did not have any training. They are required to have training in topics related to their job duties for the lunch program such as civil rights, preschool meal service in the classroom, reimbursable meals, meal counting and claiming.</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. Indicate the date of implementation.</p>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	ISLAND HEIGHTS ELEM-1744	11	03/06/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:52 PM CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/07/2024 08:44 AM On February 2, 2024 immediately after the review we began to serve lowfat 1 percent milk to the preschool children.				
	Flagged by Casey Miller 02/06/2024 01:28 PM Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. Error: Chocolate milk was served to preschool children in the classroom. 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ISLAND HEIGHTS ELEM-1744	318	03/06/2024	CAP Accepted

ISLAND HEIGHTS BD OF ED-02902350 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/27/2024 03:54 PM CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/27/2024 07:35 AM Island Heights has changed the method of serving the students in the preschool room. Beginning on February 2, 2024 a roster is given to the preschool teacher. The aide comes to pick up the lunch from the cafeteria and then once the lunches are served to the students the preschool teacher checks the roster off and when the aide brings the tray back to cafeteria she then gives the roster to our lunch staff.				
	Corrective Action Plan: Rejected by Casey Miller 02/26/2024 02:55 PM Please add a date of correction to the response. The response is good.				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/07/2024 08:46 AM Island Heights has changed the method of serving the students in the preschool room. Each morning a roster is given to the preschool teacher. The aide comes to pick up the lunch from the cafeteria and then once the lunches are served to the students the preschool teacher checks the roster off and when the aide brings the tray back to cafeteria she then gives the roster to our lunch staff.				
	Flagged by Casey Miller 02/06/2024 01:32 PM An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. Error: There was no point of service count for lunches served to pre-K students in the classroom. The lunches were incorrectly claimed and counted by checking off the roster in the cafeteria when meals were pre-plated before being taken into the classroom and received by the students. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. Fiscal action will be taken. Recalculation and an over claim may be assessed. 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)	ISLAND HEIGHTS ELEM-1744	325	03/06/2024	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 Casey Miller 02/27/2024 03:55 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by LIL BRENDEL 02/27/2024 07:38 AM</p> <p>The point of service count has been changed for the Pre-K students. The teacher in the classroom now does the point of service in the classroom and once trays are brought back to the cafeteria the counts are given to the person who does the daily counts. This procedure began on February 2, 2024.</p>				
	<p>Corrective Action Plan: Rejected by Casey Miller 02/26/2024 02:57 PM</p> <p>Please add a date of correction to the response. The response is good.</p>				
	<p>Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:27 PM</p> <p>The point of service count has been changed for the Pre-K students. The teacher in the classroom now does the point of service in the classroom and once trays are brought back to the cafeteria the counts are given to the person who does the daily counts.</p>				
	<p>Flagged by Casey Miller 02/06/2024 01:33 PM</p> <p>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.</p>				
	<p>Error: There was no point of service count for lunches served to pre-K students in the classroom. These lunches were claimed in the December review period reimbursement claim. Meals with no point of service are not allowed to be claimed for reimbursement.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. Fiscal action will be taken. Recalculation and an over claim may be assessed. 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>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>ISLAND HEIGHTS ELEM-1744</p>	<p>403</p>	<p>03/06/2024</p>	<p>CAP Accepted</p>

ISLAND HEIGHTS BD OF ED-02902350 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:56 PM CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:24 PM After the review which was done on 2/1/24. On 2/2/24, we immediately had 1 % unflavored milk adding to the fat free flavored milk.				
	Flagged by Casey Miller 02/06/2024 01:32 PM A minimum of two varieties of fluid milk must be offered throughout the lunch 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 for grades K-12.				
	Error: Only one variety of milk, fat free chocolate milk, was offered on the lunch line throughout the service. 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.				

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Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ISLAND HEIGHTS ELEM-1744	406	03/06/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:36 PM				
	On 2/2/24 we immediately changed our production records to show 2 different age groups Pre-K as one group and K-6 as another group. We have 2 records daily now.				
	Flagged by Casey Miller 02/06/2024 01:36 PM				
If the school is serving multiple menus and/or age/grade groups, meal service must be structured to comply with the required age/grade group meal pattern requirements. To demonstrate compliance, separate menus and production records must be kept per grade group.					
Error: Although meal pattern requirements were met, one production record was used for all meals served for the two different grade groups (pre-K and K-6). Pre-k meals should be recorded on a separate production record.					
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)	ISLAND HEIGHTS ELEM-1744	410	03/06/2024	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:57 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:29 PM</p> <p>The portion size was immediately changed on 2/2/24 to 1 cup of lettuce in the salad to correct this error.</p>				
	<p>Flagged by Casey Miller 02/06/2024 01:33 PM</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. Vegetable subgroup must also be met. 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. Refer to the Lunch Meal Pattern Charts, available on the NJDA Forms web site for specific component and minimum quantity requirements.</p> <p>Errors: On Friday 12/15 of the review week, insufficient quantity of daily vegetable. A salad was served. Production records indicated 1/2c portion was served, which only credits as 1/4c. K-8 meal pattern requires 3/4c daily vegetable. This also caused insufficient quantity of other vegetable subgroup. This was the only other vegetable planned and offered for the review week. K-8 meal pattern requires 1/2c other vegetable for the week.</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. Indicate the date of implementation.</p>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)</p>	<p>ISLAND HEIGHTS ELEM-1744</p>	<p>1405</p>	<p>03/06/2024</p>	<p>CAP Accepted</p>

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Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/26/2024 02:58 PM CAP Accepted				
	Corrective Action Plan: Submitted by LIL BRENDEL 02/26/2024 02:31 PM We had one inspection done last February and this December, however we already have sent an email to the health department requesting another inspection, so we will meet the inspections of 2 per year.				
	Flagged by Casey Miller 02/06/2024 01:34 PM				
	Schools participating in the school lunch program must obtain a health sanitation/food safety inspection at least twice per school year, conducted by a State or local governmental agency responsible for food safety inspections. If two inspections are not done, the SFA must make a written request for two inspections per school year, to the responsible agency, and maintain dated documentation of this request. Error: SFA only had one food safety inspection for the current and past school years. SFA did not have documentation indicating that two food safety inspections were requested in the current or past school years. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate DATE of implementation in corrective action response.				

Report Selections

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