

## LAVALLETTE BD OF ED-02902550 - 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)	LAVALLETTE BD OF ED-02902550		02/18/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 09:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 11:08 AM Effective 2/5/24 SFA staff have been instructed to that all students will be asked to identify themselves regardless of which staff is manning the register.				
	Corrective Action Plan: Rejected by Casey Miller 02/15/2024 02:25 PM Please add a date of correction.				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:13 PM Because the district has a very small population, all students are known personally by all cafeteria staff so it has not been deemed necessary for them to identify themselves unless alternate staff is manning the register. In the future, all students will be asked to identify themselves regardless of which staff is manning the register.				
	Flagged by Casey Miller 01/18/2024 04:42 PM Meal counting and claiming procedures should include having the student identify themselves, for example by stating their name or providing an id card, to the cashier as they pass the point of service to ensure meal benefits are provided correctly and meal counts by eligibility are recorded correctly.				
	Error: The cashier maintained coded student tickets and counted meals based on self-knowledge rather than having the students identify themselves at the point of service.				
	<b>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.</b>				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	LAVALLETTE BD OF ED-02902550	102	02/18/2024	CAP Accepted

## LAVALLETTE BD OF ED-02902550 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 03:20 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 03/11/2024 02:18 PM				
	The Student Data system that the district uses "pushed out" the electronic application available on their system prior to district Child Nutrition personnel being aware of this. District personnel will submit the electronic application for approval both for the current year by April 1, 2024 and in the future will confer with the data system to ensure that the electronic application has been approved prior to being released for use.				
	Corrective Action Plan: Rejected by Casey Miller 03/11/2024 09:42 AM				
	The plan submitted for this question 102 was entered for the wrong question. Please submit how the error of not having State approval for the online application system has been corrected and the date.				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 12:02 PM				
The family was contacted several times beginning on 1/10/24 without response. Forms 255 and 255S were sent on 2/25/24. On 3/7/24 the students will be changed to "paid" lunch unless family responds prior to that date.					
Flagged by Casey Miller 01/18/2024 04:43 PM					
SFAs that use an online application, a scanned application format or an electronic application system that approves the application for free and reduced priced school meals must get state approval from NJDA office on an annual basis to use the software program/form prior to activating it on the district's web site.					
Error: The SFA did not indicate in the Letter to Parent that an online application system was to be utilized and thus, did not get approval to use the system prior to activation.					
<b>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.</b>					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LAVALLETTE BD OF ED-02902550	126	02/18/2024	CAP Accepted

# LAVALLETTE BD OF ED-02902550 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 03:19 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 03/11/2024 02:13 PM				
	The family was contacted several times beginning on 1/10/24 without response. Forms 255 and 255S were sent on 2/25/24. On 2/27/24 the parents returned the form indicating that they do not have a social security number. The students have been maintained as "free" eligible.				
	Corrective Action Plan: Rejected by Casey Miller 03/11/2024 09:35 AM				
	Please copy the CAP entered for question 102 as follows: <i>"The family was contacted several times beginning on 1/10/24 without response. Forms 255 and 255S were sent on 2/25/24. On 3/7/24 the students will be changed to "paid" lunch unless family responds prior to that date."</i> and paste into CAP question 126.				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 10:58 AM				
	On 2/10/24 and several additional times, the district attempted to solicit a SSN or the answer "no SSN" from the parent. District will ensure that this item is checked on future applications. Family has been contacted to get the appropriate information for the application.				
	Corrective Action Plan: Rejected by Casey Miller 02/15/2024 02:20 PM				
	Please add date of correction.				
Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:07 PM					
District will ensure that this item is checked on future applications. Family has been contacted to get the appropriate information for the application.					
Flagged by Casey Miller 01/18/2024 04:40 PM					
Error: An application with incomplete/missing information was found during the State Agency review of the selected applications. This error was recorded on the Eligibility Certification and Benefit Issuance Worksheet (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. Indicate the DATE of implementation. Do not identify the students' names in the explanation. Also, indicate the date of correction for the application error in the Corrections--&gt;Errors tab in SOARS.</b>					
The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.					
Verification	Verification (Off-Site Assessment Tool) (200H)	LAVALLETTE BD OF ED-02902550	203	02/18/2024	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 02/15/2024 02:22 PM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:08 PM Respondent provided SNAP proof in person and was orally told the determination of the verification. In the future, even when applicant is told orally this will be followed with the appropriate letter. Flagged by Casey Miller 01/18/2024 04:40 PM  The SFA must conduct the verification process according to regulations. A verification webinar is available in SNEARS Trainings for guidance on the process.  Error: The final letter indicating the results of verification was not sent to the household whose application was selected for verification.  <b>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.</b>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	LAVALLETTE BD OF ED-02902550	810	02/18/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 09:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 11:06 AM The templates for letters for contacting students' families was updated 2/5/2024. The Lavallette Board of Education website was also updated on 2/5/24 and can be accessed at <a href="https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3626/Lavallette/3975740/USDA_Non-Discrimination_Statement_2024.pdf">https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/3626/Lavallette/3975740/USDA_Non-Discrimination_Statement_2024.pdf</a>				
	Corrective Action Plan: Rejected by Casey Miller 02/15/2024 02:23 PM Please add date of correction.				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:10 PM In the future the updated Civil Rights Statement will be used on the determination notification.				
	Flagged by Casey Miller 01/18/2024 04:40 PM The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is available in SNEARS Resources or on the NJDA Forms website at the following link: <a href="https://www.nj.gov/agriculture/divisions/fn/pdf/Form%20213_USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/divisions/fn/pdf/Form%20213_USDA%20Nondiscrimination%20Statement.pdf</a> .				
	Error: The SFA's letter to notify household of school meal eligibility status, school district website, and lunch menu did not have the current non-discrimination statement. <b>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.</b>				
School Breakfast and Summer Food Service Program Outreach	School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H)	LAVALLETTE BD OF ED-02902550	1601	02/18/2024	CAP Accepted

## LAVALLETTE BD OF ED-02902550 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 02/15/2024 02:25 PM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:15 PM The SFA does not provide meals at the school during the summer. However, the district will distribute the information on where meals can be obtained in its weekly "Wednesday Folder" which is distributed to all families at appropriate weeks of the year. The flyer containing the information will also be posted on the District's website. Flagged by Casey Miller 01/18/2024 04:42 PM SFA's must inform households about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's website: <a href="https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf">https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf</a>  Error: The SFA did not have documentation that households were informed about Summer Meal Programs.  <b>Explain in detail how the finding was corrected and the measures taken to ensure that it will not occur in the future. 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)	LAVALLETTE ELEM-1765	403	02/18/2024	CAP Accepted

# LAVALLETTE BD OF ED-02902550 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 09:27 AM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 11:10 AM Effective 1/16/2024 white and chocolate milk are both offered to all students each lunch.				
	Corrective Action Plan: Rejected by Casey Miller 02/15/2024 02:29 PM Please add a date of correction.				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:38 PM Lavallette SFA will provide white milk as a choice during lunch service going forward.				
	Flagged by Casey Miller 01/18/2024 04:44 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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.  Error: Only one milk variety (chocolate milk) was available during lunch service.  <b>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.</b>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	LAVALLETTE ELEM-1765	410	02/18/2024	CAP Accepted
	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 09:28 AM CAP Accepted				

# LAVALLETTE BD OF ED-02902550 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 11:29 AM</p> <ol style="list-style-type: none"><li>1. Effective 1/16/2024 additional vegetable subgroups, including legumes have been added to the weekly menu.</li><li>2. Effective 1/16/24 garden and Caesar salads include 2 ounces of whole grain croutons.</li><li>3. Effective 1/10/24 Garden salads include 2 cheese sticks which credit as 2 oz equivalent meat/meat alternative</li><li>4. Effective 1/16/24 garden and Caesar salads include 2 ounces of whole grain croutons.</li><li>5. As of 2/5/24 Chicken Caesar salad recipe, along with all recipes have been undated to provide full details as to quantities for all components including meat/meat alternative components.</li><li>6. As of 2/5/24 all recopies have been standardized to provide all required information including ingredients., yield, directions, meat component contributions.</li></ol> <p>Effective 2/5/24 and going forward all projected menus will be reviewed for corresponding standardized recipes before the menus are approved.</p>



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	<p>Flagged by Casey Miller 01/18/2024 04:42 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 and whole-grain rich requirements 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 Department of Agriculture's Forms web site for specific component and minimum quantity requirements.</p> <p>Errors:</p> <ol style="list-style-type: none"> <li>1. For the review week, the SFA did not meet the vegetable subgroup requirement for beans (legumes). It was not offered.</li> <li>2. For the review week, the garden salad and chicken caesar salad did not meet the daily or weekly minimum quantities for the grain component. The recipe provided for the salads had a 0.25oz package of croutons, which only credit as 1/4oz equivalent grain per Exhibit A: Grain Requirements for Child Nutrition Programs chart. This does not meet the K-8 meal pattern minimum requirements of 1oz equivalent daily grain and 8-9 oz equivalent weekly grain.</li> <li>3. For the review week, the garden salad did not meet the weekly minimum quantities for the meat/meat alternate component. The garden salad recipe included one cheese stick, which credits as 1 oz equivalent meat/meat alternate. This would not meet the K-8 meal pattern minimum requirements of 9-10 oz equivalents of weekly meat/meat alternate.</li> <li>4. The salads were insufficient in whole grain rich grain offerings for the week. The croutons served with the salads were not whole grain rich. The recipe did not indicate that any other whole grain rich items were offered with the salad.</li> <li>5. For the review week, unable to determine if the chicken caesar salad meet minimum quantities for meat/meat alternate component due to a incomplete recipe.</li> <li>6. Recipes provided were not standardized and did not include all required information including ingredients, yield, directions, meal component contributions.</li> </ol> <p><b>Explain in detail, how the findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b></p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	LAVALLETTE ELEM-1765	901	02/18/2024	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 02/15/2024 02:29 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:24 PM					
	The on-site monitoring review will take place before February 1 as required.					
Corrective Action History	Flagged by Casey Miller 01/18/2024 04:43 PM					
	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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	Buy American (On-Site Assessment Tool - Site) (1404H)	LAVALLETTE ELEM-1765	1405	02/18/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 02/15/2024 02:29 PM				
CAP Accepted						
Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:35 PM						
On January 19, 2024 an email was sent (copy attached ) to the Ocean County Department of Health asking for two inspections per year for the Lavallette School.						
Corrective Action History	Flagged by Casey Miller 01/18/2024 04:43 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 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 health sanitation/food safety inspection for the current and past school year. SFA did not have written documentation indicating that two food safety inspections were requested in the current or past school year.					
	<b>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.</b>					
Food Safety, Storage and Buy American	Buy American (On-Site Assessment Tool - Site) (1404H)	LAVALLETTE ELEM-1765	1407	02/18/2024	CAP Accepted	

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 03/11/2024 09:25 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 02/26/2024 11:01 AM				
	The SOP and Food Safety Plan have had a sign off sheet added so that SFA personnel will sign off that they have reviewed the procedures at least annually. The sign off sheet was added on 2/21/2024.				
	Corrective Action Plan: Rejected by Casey Miller 02/15/2024 02:28 PM				
	The corrective action explanation submitted doesn't correspond to the error below. The error was that the HACCP book in the kitchen didn't have signed SOP's. The book must be reviewed annually and SOP's signed that they were reviewed.				
	Corrective Action Plan: Submitted by PATRICIA CHRISTOPHER 01/19/2024 03:22 PM				
The online application system was initiated by our Student Data systems software platform after the SFA agreement was approved and without the SBA's knowledge until after it was operational. In the future, the SFA will obtain approval or its electronic application system prior to the implementation of the system.					
Flagged by Casey Miller 01/18/2024 04:43 PM					
SFA has a written food safety plan available on site, but the standard operating procedures (SOPs) were not signed that they were reviewed.					
<b>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.</b>					

**Report Selections**

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