

CENTER FOR FAMILY SERV-10809668 - 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 svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CENTER FOR FAMILY SERV-10809668	125	09/12/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:22 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:41 AM</p> <p>All sites must submit a roster each month that includes the client name, date of birth, admission and discharge dates. This will be used to ensure that all Eligibility Sheets are reviewed and maintained in a timely manner. Centralized processing, with communication to the sites, will ensure more accuracy and timely attention.</p> <p>This change was communicated to all child nutrition managers and program directors, in addition to leadership, as of August 22, 2025.</p> <p>Flagged by Amy Martin 08/11/2025 12:38 PM</p> <p>Although the SFA has eligibility sheets on file for each of the residents, the documents must be updated to reflect resident release dates, including the dates they are discharged from the facility or become ineligible for the Child Nutrition Programs (CNP). While on-site, 61 intake applications (using the Eligibility Sheet, Form 118) were reviewed. Two of those residents are no longer eligible for CNP due to age, and one of these residents was recently discharged. Form 118 was not updated to reflect the date of release or the date the resident was no longer eligible for the CNP. In addition, one resident who had active eligibility was not listed on the active roster as of 8/5/2025. According to the eligibility form, the resident was admitted on 7/30/2025. The SFA must maintain updated files of currently approved and denied free and reduced price certification documentation.</p> <p>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.</p>				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	CENTER FOR FAMILY SERV-10809668	301	09/12/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:44 AM				
	<p>As of August 22, 2025, staff are required to maintain tally marks at the point of service for meal counts. Staff were informed "At the time of meal service, tally marks must be made on the menu to count eligible meals. After the meal service is over, those tally marks must be counted and documented on the menu. When a site has youth that are NOT eligible for the School Nutrition Program, those tally marks must be made separately on the menu; however, it cannot be identifiable for the youth in the program to see who is eligible or not." They were provided with samples showing slight differences in location in the menu box to differentiate and the annual training was updated for FY2026 to show tally marks as their point of service counting mechanism.</p> <p>Flagged by Amy Martin 08/11/2025 12:40 PM</p> <p>The SFA currently lacks a method for identifying resident's eligibility at the point of service (POS). Currently, meal counts are written directly on the menu at the end of meal service and transferred to the edit check worksheet, which is used to the submit reimbursement voucher. During a review of eligibility documents (intake applications and roster), it was discovered that there were two residents over the age of 21. Since a child in the Child Nutrition Programs (CNP) is defined as a person under 21 chronological years of age, these residents are not eligible to receive reimbursable meals in the CNP. The SFA must implement a POS method that differentiates between residents based on eligibility without resulting in overt identification.</p> <p>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.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Benson House-9036	318	09/12/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:20 PM CAP Accepted				
	Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:39 AM As of August 22, 2025, staff are required to maintain tally marks at the point of service for meal counts. Staff were informed "At the time of meal service, tally marks must be made on the menu to count eligible meals. After the meal service is over, those tally marks must be counted and documented on the menu." They were provided with samples and the annual training was updated for FY2026 to show tally marks as their point of service counting mechanism. Flagged by Amy Martin 08/11/2025 12:30 PM At breakfast, on the day of observation, meal counts were written directly on the menu. These numbers were then transferred to the edit check worksheet (ECW) to be claimed for reimbursement. Claiming numbers were recorded on the menu after the meal service had ended. Although the meals claimed for breakfast were accurate, if the daily census were to increase or changes were to occur mid-meal, the numbers might not have been accurate. Staff must also be trained that tic marks may only be used when all residents at the site meet program eligibility criteria and have the same eligibility status. Staff must keep a tally of claimed meals as service occurs, rather than relying on a cumulative amount at the end of service. This was discussed with Benson House staff at breakfast, and tic marks were observed being recorded on the menu for lunch. Explain, in detail how the finding was 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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Benson House-9036	325	09/12/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:22 PM CAP Accepted				
	Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:40 AM As of August 22, 2025, staff are required to maintain tally marks at the point of service for meal counts. Staff were informed "At the time of meal service, tally marks must be made on the menu to count eligible meals. After the meal service is over, those tally marks must be counted and documented on the menu." All tally counts on the menu must match the billed meals on the edit checks, which must match the production records. This will be double checked at the point of submission for accuracy. Flagged by Amy Martin 08/11/2025 12:32 PM Breakfast and 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. Meals claimed at Benson House for both breakfast and lunch do not match the recorded meals served (Meal count counts on menus do not the ECW or claim for reimbursement). Claiming errors were determined to be non-systemic, as they only occurred during one week of the review month. The errors were likely due to human mistakes when transcribing numbers onto the edit check worksheets (ECW). Explain in detail, how the finding was 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Benson House-9036	403	09/12/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:22 PM CAP Accepted				
	Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:40 AM On August 22, 2025, the USDA milk requirements were clarified for all sites. Sites were told that "Appropriate milk options include 1% unflavored white milk, Fat free unflavored or flavored milk and/or similar Lactaid." They were also told that "Almond Milk is not an acceptable substitute for the School Nutrition Program." The annual training materials were also updated to include more clarity for program staff about which milk substitutes are allowed. Flagged by Amy Martin 08/11/2025 12:35 PM When milk substitutions are made for breakfast and/or lunch, the SFA must offer allowable substitutes that meet USDA requirements. Refer to the USDA Memo, Fluid Milk Requirements for School Meals SP-01-2025. https://www.fns.usda.gov/cn/fluid-milk-requirements-schools Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.				
Group 1: CA Count (2)		CENTER FOR FAMILY SERV-10809668		09/12/2025	CAP Rejected

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History					Corrective Action Plan: Rejected by Amy Martin 09/12/2025 01:27 PM
					<i>The corrective action has been rejected due to not obtaining a sanitation inspection. The corrective action will remain rejected until one is obtained. When obtained, please re-submit this corrective action and upload a copy of the certificate in the Documents tab.</i>
					Corrective Action Plan: Rejected by Amy Martin 09/12/2025 01:27 PM
					<i>The corrective action has been rejected due to not obtaining a sanitation inspection. The corrective action will remain rejected until one is obtained. When obtained, please re-submit this corrective action and upload a copy of the certificate in the Documents tab.</i>
					Corrective Action Plan: Submitted by Alexis Maneely 09/12/2025 12:01 PM
					Center For Family Services has submitted the Retail Food Establishment Application to Camden County Department of Health and Human Services Division of Environmental Health. Envision Unity was submitted as a change of ownership. This was due to the fact that a previous CFS site was at that address. (See attached application). Envision Thrive was submitted as a New Establishment Application. We are requesting consideration for an extension as we have not heard back from the Department of Health at this time for scheduling of the Health Inspection.
					Corrective Action Plan: Submitted by Alexis Maneely 09/12/2025 12:01 PM
					Center For Family Services has submitted the Retail Food Establishment Application to Camden County Department of Health and Human Services Division of Environmental Health. Envision Unity was submitted as a change of ownership. This was due to the fact that a previous CFS site was at that address. (See attached application). Envision Thrive was submitted as a New Establishment Application. We are requesting consideration for an extension as we have not heard back from the Department of Health at this time for scheduling of the Health Inspection.
				Flagged by Amy Martin 08/11/2025 12:41 PM	
				The site did not have a current food safety inspection certificate. Sites participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) must obtain two food safety inspections during each school year from the appropriate governing agency, such as the New Jersey Department of Health or a local governmental agency responsible for food safety inspections, as required by 7 CFR §210.13(b). Additionally, they must ensure that the most recent food safety inspection certificate is posted in a publicly visible location.	
				Describe in the corrective action how this was corrected. Upload the sanitation inspection report and certificate obtained. Corrective Action must be applied SFA-wide.	
				Flagged by Amy Martin 08/11/2025 12:41 PM	
				The site did not have a current food safety inspection certificate. Sites participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) must obtain two food safety inspections during each school year from the appropriate governing agency, such as the New Jersey Department of Health or a local governmental agency responsible for food safety inspections, as required by 7 CFR §210.13(b). Additionally, they must ensure that the most recent food safety inspection certificate is posted in a publicly visible location.	
				Describe in the corrective action how this was corrected. Upload the sanitation inspection report and certificate obtained. Corrective Action must be applied SFA-wide.	

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Group 2: CA Count (2)		CENTER FOR FAMILY SERV-10809668		09/12/2025	CAP Rejected
Corrective Action History	Corrective Action Plan: Rejected by Amy Martin 09/12/2025 01:28 PM				
	<i>The corrective action has been rejected due to not obtaining a sanitation inspection. The corrective action will remain rejected until one is obtained. When obtained, please re-submit this corrective action and upload a copy of the certificate in the Documents tab.</i>				
	Corrective Action Plan: Rejected by Amy Martin 09/12/2025 01:28 PM				
	<i>The corrective action has been rejected due to not obtaining a sanitation inspection. The corrective action will remain rejected until one is obtained. When obtained, please re-submit this corrective action and upload a copy of the certificate in the Documents tab.</i>				
	Corrective Action Plan: Submitted by Alexis Maneely 09/12/2025 12:02 PM				
	Center For Family Services has submitted the Retail Food Establishment Application to Camden County Department of Health and Human Services Division of Environmental Health. Envision Unity was submitted as a change of ownership. This was due to the fact that a previous CFS site was at that address. (See attached application). Envision Thrive was submitted as a New Establishment Application. We are requesting consideration for an extension as we have not heard back from the Department of Health at this time for scheduling of the Health Inspection.				
	Corrective Action Plan: Submitted by Alexis Maneely 09/12/2025 12:02 PM				
	Center For Family Services has submitted the Retail Food Establishment Application to Camden County Department of Health and Human Services Division of Environmental Health. Envision Unity was submitted as a change of ownership. This was due to the fact that a previous CFS site was at that address. (See attached application). Envision Thrive was submitted as a New Establishment Application. We are requesting consideration for an extension as we have not heard back from the Department of Health at this time for scheduling of the Health Inspection.				
	Flagged by Amy Martin 08/11/2025 12:42 PM				
	The site did not have a current food safety inspection certificate. Once obtained, it must be posted in a publicly visible location.				
Describe in the corrective action how and when this was corrected. Corrective Action must be applied SFA-wide.					
Flagged by Amy Martin 08/11/2025 12:42 PM					
The site did not have a current food safety inspection certificate. Once obtained, it must be posted in a publicly visible location.					
Describe in the corrective action how and when this was corrected. Corrective Action must be applied SFA-wide.					
Group 3: CA Count (3)		CENTER FOR FAMILY SERV-10809668		09/12/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:28 PM CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:28 PM CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:28 PM CAP Accepted
	Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:46 AM Child Nutrition Manager and Program Leadership were informed and shown how to appropriately document both milk varieties on the production record as of August 22, 2025. "We need to ensure that two varieties of milk are offered in compliance with USDA Fluid Milk Requirements . Appropriate milk options include 1% unflavored white milk, Fat free unflavored or flavored milk and/or similar Lactaid. Almond Milk is not an acceptable substitute for the School Nutrition Program. As proof that two milk varieties are available at our programs, we have to document on our production records each day, the temperature and amount of each variety that was served – even if the amount served was 0." They were also provided with samples to demonstrate. The annual training that all staff receive on Production Record completion was also updated to include visual examples for how to document milk varieties at all sites.

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Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:46 AM

Child Nutrition Manager and Program Leadership were informed and shown how to appropriately document both milk varieties on the production record as of August 22, 2025.

"We need to ensure that two varieties of milk are offered in compliance with [USDA Fluid Milk Requirements](#). Appropriate milk options include 1% unflavored white milk, Fat free unflavored or flavored milk and/or similar Lactaid. Almond Milk is not an acceptable substitute for the School Nutrition Program.

As proof that two milk varieties are available at our programs, we have to document on our production records each day, the temperature and amount of each variety that was served – even if the amount served was 0." They were also provided with samples to demonstrate.

The annual training that all staff receive on Production Record completion was also updated to include visual examples for how to document milk varieties at all sites.

Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:46 AM

Child Nutrition Manager and Program Leadership were informed and shown how to appropriately document both milk varieties on the production record as of August 22, 2025.

"We need to ensure that two varieties of milk are offered in compliance with [USDA Fluid Milk Requirements](#). Appropriate milk options include 1% unflavored white milk, Fat free unflavored or flavored milk and/or similar Lactaid. Almond Milk is not an acceptable substitute for the School Nutrition Program.

As proof that two milk varieties are available at our programs, we have to document on our production records each day, the temperature and amount of each variety that was served – even if the amount served was 0." They were also provided with samples to demonstrate.

The annual training that all staff receive on Production Record completion was also updated to include visual examples for how to document milk varieties at all sites.

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Flagged by Amy Martin 08/11/2025 12:45 PM

At breakfast and lunch, all required meal components must be offered to students daily.

At breakfast and lunch during the review week, the production productions do not indicate that two allowable milk varieties were ready for meal service. The production records must indicate the temperatures of the two varieties (or more) milks offered.

This is a Performance Standard 2 violation. Failure to correct the identified issues will lead to fiscal action in subsequent reviews.

Corrective Action must be applied SFA-wide. Indicate the date of implementation.

Flagged by Amy Martin 08/11/2025 12:45 PM

At breakfast and lunch, all required meal components must be offered to students daily.

At breakfast and lunch during the review week, the production productions do not indicate that two allowable milk varieties were ready for meal service. The production records must indicate the temperatures of the two varieties (or more) milks offered.

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	<p>Flagged by Amy Martin 08/11/2025 12:45 PM</p> <p>At lunch, all required meal components must be offered to students daily.</p> <p>At lunch during the review week, the production productions do not indicate that two allowable milk varieties were ready for meal service. The production records must indicate the temperatures of the two varieties (or more) milks offered.</p> <p>This is a Performance Standard 2 violation. Failure to correct the identified issues will lead to fiscal action in subsequent reviews.</p> <p>Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>			
Group 4: CA Count (3)		CENTER FOR FAMILY SERV-10809668	09/12/2025	CAP Accepted
	<p>Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:28 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:28 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Accepted by Amy Martin 09/12/2025 01:28 PM</p> <p>CAP Accepted</p>			
	<p>Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:47 AM</p> <p>The menu has been updated as of August 22, 2025. The whole wheat bun has been changed to the Arnold's 100% Whole Wheat Bun as of this date. This change has been communicated SFA-wide, and all accompanying menus and recipes have been updated.</p> <p>The new bun is 57g, which credits to 2oz eq. grain. The label for the bun is uploaded.</p>			
	<p>Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:47 AM</p> <p>The menu has been updated as of August 22, 2025. The whole wheat bun has been changed to the Arnold's 100% Whole Wheat Bun as of this date. This change has been communicated SFA-wide, and all accompanying menus and recipes have been updated.</p> <p>The new bun is 57g, which credits to 2oz eq. grain. The label for the bun is uploaded.</p>			

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Corrective Action History

Corrective Action Plan: Submitted by Alexis Maneely 08/28/2025 10:47 AM

The menu has been updated as of August 22, 2025. The whole wheat bun has been changed to the Arnold's 100% Whole Wheat Bun as of this date. This change has been communicated SFA-wide, and all accompanying menus and recipes have been updated.

The new bun is 57g, which credits to 2oz eq. grain. The label for the bun is uploaded.

Flagged by Amy Martin 08/11/2025 12:48 PM

At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. On July 13, 2025, for lunch, a hamburger on a bun was offered as the only grain component. The hamburger bun weighed 51g, which credits as 1.75 oz eq. According to the meal pattern for the 9-12 age/grade grouping, 2oz eq. grain must be offered daily. Therefore, the lunch meal pattern requirements were not met.

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.

This is a Performance Standard 2 violation. Failure to correct the identified issues will lead to fiscal action in subsequent reviews.

Explain in detail, how the finding was 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.

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Report Selections

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