

GLOUCESTER CO SPEC SERV-01501774 - 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)	GLOUCESTER CO SPEC SERV-01501774	126	04/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 10:29 AM				
	We worked with LunchTime to make sure that when the parent fills out the online form if they click on no SSN there is no way for them to enter a number in the SSN field. We are also working with LunchTime on the verbiage for the parents that they must set up the account in their name and not the students.				
Flagged by Jill Dailey 03/28/2025 07:23 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.					
There were 3 incorrectly determined applications. 1 application was missing the SSN and 2 were missing adult signatures.					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	GLOUCESTER CO SPEC SERV-01501774	138	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:35 AM CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/16/2025 03:14 PM this issue has been corrected. In LunchTime the verification was not completed it was updated but not completed. On March 24, 2025 the verification was updated and completed. It reflects not only in the POS and SIS programs but also on the MEL Flagged by Jill Dailey 03/28/2025 07:31 AM The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2). Correct the errors indicated and record the date of correction on the SFA-2. The family that was selected for Verification did not respond to the SFA's request. The student's eligibility was changed in the SIS and POS Program, but this information was not reflective on the Master Eligibility List. Explain, in detail how the finding will be 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	GLOUCESTER CO SPEC SERV-01501774	208	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/30/2025 07:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/29/2025 12:03 PM Going forward we will be using the tracking forms and the BA will initial and date that the confirmation review was completed.				
	Corrective Action Plan: Rejected by Jill Dailey 04/29/2025 07:40 AM Please address how future verifications will indicate that a confirmation review took place.				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:23 PM On 3-25-25 it was corrected in LunchTime so that it would show correctly as paid on the MEL. Moving forward we now know how LunchTime works to make sure that the verification process is completed and also updates the MEL.				
	Flagged by Jill Dailey 03/28/2025 07:32 AM The Confirming Official must record on the Verification Tracker, paper application or a print-out of an electronic application the date of the confirmation review. At the time of the review, there was no indication that a confirmation review took place.				
	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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	GLOUCESTER CO SPEC SERV-01501774	709	08/27/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 09/03/2025 12:43 PM CAP Accepted				
	Corrective Action Plan: Submitted by Patricia Stassi 08/28/2025 02:27 PM Starting 9/02/2025 the ala carte, catering and adult prices have been increased to not use Federal Funds.				
Flagged by Lisa Garland 08/20/2025 10:19 AM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You					
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	GLOUCESTER CO SPEC SERV-01501774	806	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:41 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:30 PM				
	Working with our HR department to make sure all staff that is involved in counting and claiming meals will receive civil rights training. Moving forward we will be using vector for Civil Rights training for anyone involved in counting and claiming meals. 4-1-25 going forward we will be using the team work tracker to document training hours. This will also used going forward with the 25-26 SY.				
	Corrective Action Plan: Rejected by Jill Dailey 04/17/2025 11:07 AM				
	The SFA requested to make changes to their Corrective Action Plan.				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 10:32 AM				
We are working with our HR department to make sure that all staff involved in counting and claiming meals receive civil rights training. Moving forward we will make sure that civil rights training will be received every school year by any staff involved in counting and claiming meals.					
Flagged by Jill Dailey 03/28/2025 07:30 AM					
Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.					
At the time of the review, administrative staff and staff involved in the counting and claiming of meals had not received civil rights training pertaining to the School Nutrition Programs.					
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 (On-Site Assessment Tool) (809H)	GLOUCESTER CO SPEC SERV-01501774	810	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:38 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:23 PM</p> <p>We have worked with LunchTime to correct the no-discrimination statement. Moving forward with school year 25-26 we will be using from the state website</p> <p>1st notice letter 236 or 236S</p> <p>2nd notice letter 21 or 21S</p> <p>Incomplete letter 237 or 237S</p> <p>Verification results letter 244 or 244S</p> <p>this is will be implemented in the 25-26 SY</p> <p>Flagged by Jill Dailey 03/28/2025 07:31 AM</p> <p>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 at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>Form #70, Notice of Eligibility and both Verification Notices ("We Must Check Your Application" and "Second Notice: We Must Check Your Application") had the incorrect non-discrimination statement.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	GLOUCESTER CO SPEC SERV-01501774	1213	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:37 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 02:22 PM</p> <p>On 4-4-2025 our food service director completed her ServSafe Certification it is good through 4-4-2030. There is a copy of it hanging in the serving line at Bankbridge Regional.</p> <p>Flagged by Jill Dailey 03/28/2025 07:32 AM</p> <p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>The Food Service Director listed in the User Management section of the Application Packet had an expired ServSafe certificate at the time of the review. The ServSafe Certification expired 3/31/2020.</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.</p> <p>Indicate the date when the food safety training will be completed.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	GLOUCESTER CO SPEC SERV-01501774	1217	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:37 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:21 PM</p> <p>4-1-25 going forward we will be using the team work tracker to document training hours related to school nutrition programs. this will also be implemented at the beginning of the 25-26 SY for all new and current employees.</p> <p>Flagged by Jill Dailey 03/28/2025 07:37 AM</p> <p>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.</p> <p>Currently, no training tracker tool is being used to document annual staff training hours. Certificates of completion are being kept on file, but some required training related to the School Nutrition Programs had also not been completed.</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.</p> <p>Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	GLOUCESTER CO SPEC SERV-01501774	1219	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:42 AM CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:32 PM 4-1-25 going forward we will be using the team work tracker to document training hours related to school nutrition programs. this will also be implemented at the beginning of the 25-26 SY for all new and current administrative employees.				
	Corrective Action Plan: Rejected by Jill Dailey 04/17/2025 12:43 PM SFA requested to make changes to the CAP.				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 09:24 AM On 4-4-2025 our food service director completed her ServSafe Certification it is good through 4-4-2030. There is a copy of it hanging in the serving line at Bankbridge Regional.				
	Flagged by Jill Dailey 03/28/2025 07:34 AM 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/ .				
	At the time of the review, administrative staff only had limited documentation of training hours completed related to the School Nutrition Programs which not meet the required hours. 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 - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BBE Shady Lane-9017	318	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:44 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:58 PM</p> <p>going forward at lunchtime a Gloucester County Special Service employee at POS will make sure the students received a reimbursable meal family style and mark off that student on the roster that they received the meal. 3-28-25</p> <p>Flagged by Jill Dailey 03/28/2025 07:36 AM</p> <p>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.</p> <p>Lunch meal counts for PreK students eating in the classroom were taken using the lunch pre-order form. There was no additional POS for these students.</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. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p> <p>Indicate the date of implementation.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	BBE Shady Lane-9017	325	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/30/2025 07:56 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/29/2025 12:51 PM				
	As of 3/2/25 we have made sure that the roster matches the edit checks daily. We are cross referencing weekly with Administrations Power School vs NSFM POS system.				
	The staff member who is handling POS will also be responsible for signing off on the bottom of the roster.				
	Corrective Action Plan: Rejected by Jill Dailey 04/29/2025 07:44 AM				
	Please address how accurate meal counts will be taken and claimed. Rosters were being used for the month of review, but meals were claimed on 2 days when the roster indicated that no meals were served.				
Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:58 PM					
3-28-25 going forward there is a roster in the classroom.					
Flagged by Jill Dailey 03/28/2025 07:36 AM					
Lunch and 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.					
The rosters for the month of review, are not checked on 2/6 and 2/7 for both breakfast and lunch to indicate that students received a reimbursable meal, but meals were claimed on both days for all students.					
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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.					
Indicate the date of implementation.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	BBE Shady Lane-9017	409	04/28/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:40 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:24 PM</p> <p>better record keeping going forward. this was implemented on 3-28-25</p> <p>Flagged by Jill Dailey 03/28/2025 07:34 AM</p> <p>At breakfast, all required meal components must be offered/served to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>The breakfast production records for Thursday, 2/27 during the month of review indicated that bagels were planned to be served, but the # of portions planned, # of portions left-over and reimbursable portions used column are all blank on the production record for the bagel. The production record was only complete for the fruit and milk components. 3 meals will be disallowed.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Career Center-8848	325	04/28/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:41 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:26 PM</p> <p>3-31-25 we have made sure that staff know to check off only when the student has a full reimbursable meal. They are receiving training on counting and claiming through the training on SNEARS. This will be done going forward.</p> <p>Flagged by Jill Dailey 03/28/2025 07:41 AM</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>Lunch meal counts for the first 3 weeks of the month of review (Feb 2025) were taken from the meal count rosters and entered into the POS. Students who were absent were marked with an "A" and all other students were claimed for a meal if not marked with an "A". There was no point of service count for students that actually received a meal. If a student is present at school that cannot be used as an indication that they received a meal. The state agency was unable to verify that the claim for Feb 2025 reimbursement is accurate.</p> <p>Beginning the week of 2/24, the rosters are showing that a check would indicate that a student received a reimbursable meal (this was also observed on the day of review). The counts were incorrect based on the meal roster and MEL. One student during the month of review was incorrectly categorized as "Paid" when they should have been "Free". This was corrected prior to the on-site month of review and observations.</p> <p>Lastly, according to the edit check for the month of review, 233 paid meals were served, but 234 paid meals was entered into the claim for reimbursement.</p> <p>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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p> <p>Indicate the date of implementation.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Career Center-8848	404	04/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:39 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:24 PM</p> <p>on 3-31-25 more of the offer vs serve signs were placed at the entrance and through out the serving line.</p> <p>Flagged by Jill Dailey 03/28/2025 07:33 AM</p> <p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a monthly menu does not meet this requirement.</p> <p>On the day of review, there was only 1 Offer VS Serve sign on the doorway where students exit the serving line. Students entering the serving line would not be able to see the sign. More signage needs to be present to help them identify a reimbursable meal.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Career Center-8848	409	04/28/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:40 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:24 PM</p> <p>the recipe was updated on 3-25-25 it now reflects the pasta along with the chicken alfredo this will be implemented going forward.</p> <p>Flagged by Jill Dailey 03/28/2025 07:34 AM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>On Thursday 2/27 during the week of review, students selecting the Chicken Alfredo did not have access to a grain component. The recipe did not indicate that the meal should be served with a grain and the production records did not document any grains that the students would have had access to select. The 12 chicken alfredo meals that were served and claimed will be disallowed.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Career Center-8848	410	04/28/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:41 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:24 PM</p> <p>the recipe was updated on 3-25-25 it now reflects the cheese along with the chicken fajita this will be implemented going forward.</p> <p>Flagged by Jill Dailey 03/28/2025 07:35 AM</p> <p>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 Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>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.</p> <p>During the week of review, on Tuesday 2/25 Chicken Fajitas were served. The recipe and supporting crediting documentation only credits the portion of chicken to 1M/MA. This does not meet the 2M/MA daily requirement for the 9-12 grade grouping. This insufficient quantity is a repeat violation from the last review and 7 meals will be disallowed.</p> <p>The weekly vegetable sub-group requirements was also short 1/4 C red/orange for the 9-12 grade grouping. This was related to the corn and salsa served on Tuesday, 2/25. The recipe provided did not accurately demonstrate that each 1/2 C portion would result in 1/4 C starchy and 1/4 C red/orange and therefore the 1/2 C corn and salsa was credited under the "Other" vegetable subgroup category. The recipe must be revised. Insufficient quantities of vegetable subgroups was a repeat violation from the last review and therefore, Monday's 17 lunch meals will be disallowed.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Career Center-8848	501	04/28/2025	CAP Accepted

GLOUCESTER CO SPEC SERV-01501774 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:38 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:21 PM</p> <p>we will be using the training resources from the SNEARS website. We will use the webinar for meal counting and claiming. we will be using the tracking form found on SNEARS</p> <p>We are implementing 3-31-25.</p> <p>Flagged by Jill Dailey 03/28/2025 07:30 AM</p> <p>Staff involved in the counting and claiming of meals must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>At the time of the review, there was no documentation on file to support that staff members taking meal counts at the Career Center at GCIT had received training on OVS.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Career Center-8848	502	04/28/2025	CAP Accepted

GLOUCESTER CO SPEC SERV-01501774 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:41 AM CAP Accepted				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:30 PM The signs have been moved from the exit to the entrance. There has also been additional signs hung up through out the serving line showing offer vs serve. This was implemented on 3-27-25.				
	Corrective Action Plan: Rejected by Jill Dailey 04/17/2025 12:42 PM SFA requested to make changes to the CAP.				
	Corrective Action Plan: Submitted by Donna Wood 04/17/2025 10:25 AM The signs have been moved from the exit to the entrance. There has been additional signage hung though out the serving line.				
	Flagged by Jill Dailey 03/28/2025 07:23 AM				
	<p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</p> <p>The only signage posted at the time of the review was a sign on the doorway where students exit after receiving their lunch. Additional offer vs serve signage must be posted to help students identify a reimbursable meal.</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. Corrective Action must be applied SFA-wide.</p> <p>Indicate the date of implementation.</p>				
Group 1: CA Count (3)		GLOUCESTER CO SPEC SERV-01501774		04/28/2025	CAP Accepted
	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:35 AM CAP Accepted				
	Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:35 AM CAP Accepted				

GLOUCESTER CO SPEC SERV-01501774 - 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 svstee

<p>Corrective Action History</p>	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:46 PM</p> <p>5-1-25 someone from the Administrative office and the nutri-serve food director will start visiting all sites observing breakfast and lunch at POS and in the classroom. We will make sure that this will also will be started in Sept 2025 to ensure it is completed by the Feb 1 deadline going forward. These reviews will be done yearly using the Form (#142)</p>
	<p>Corrective Action Plan: Submitted by Donna Wood 04/17/2025 03:46 PM</p> <p>5-1-25 someone from the Administrative office and the nutri-serve food director will start visiting all sites observing breakfast and lunch at POS and in the classroom. We will make sure that this will also will be started in Sept 2025 to ensure it is completed by the Feb 1 deadline going forward. These reviews will be done yearly using the Form (#142)</p>
	<p>Flagged by Jill Dailey 03/28/2025 07:29 AM</p> <p>All SFAs must conduct an on-site accountability review of breakfast and 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.</p> <p>At the time of the review, on-site monitoring had not been completed for the 24-25 school year.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>
	<p>Flagged by Jill Dailey 03/28/2025 07:29 AM</p> <p>All SFAs must conduct an on-site accountability review of breakfast and 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.</p> <p>At the time of the review, on-site monitoring had not been completed for the 24-25 school year.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>

GLOUCESTER CO SPEC SERV-01501774 - 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 svst

	<p>Flagged by Jill Dailey 03/28/2025 07:29 AM</p> <p>All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The The NSLP and SBP On-Site Review Form (#142) must be used.</p> <p>At the time of the review, no on-site accountability forms had been completed for the sites under Gloucester Co Special Services.</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.</p> <p>Indicate the date of implementation.</p>			
Group 2: CA Count (2)		GLOUCESTER CO SPEC SERV-01501774		04/28/2025 CAP Accepted
	<p>Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 07:34 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Donna Wood 04/28/2025 10:26 AM</p> <p>Going forward we will updated Logan on SNEARS so they are not an offer verses serve site. Going forward we will make sure everyone on site is trained properly on family style serving and what the correct components are for breakfast and lunch.</p>			

GLOUCESTER CO SPEC SERV-01501774 - 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 svst

Corrective Action History	<p>Flagged by Jill Dailey 03/28/2025 07:30 AM</p> <p>Family style meal service has not been implemented properly.</p> <p>On the day of observation, at both breakfast and lunch, students were served all the components as if operating under Serve Only.</p> <p>The Site Details section of the application packet for Gloucester Co Special Services states PreK students will be served under Serve Only, but the Logan Twp Site Details, where the students are currently co-mingled with other Logan Twp PreK students, states the serving method will be Family Style. Either serving method is acceptable, but staff needs to be trained on which method will be used going forward.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>
	<p>Flagged by Jill Dailey 03/28/2025 07:30 AM</p> <p>For lunch, a sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the 5 components for all students. It is the responsibility of the supervising adult(s) to actively encourage each student to accept the required portion of each component of the lunch meal pattern. Staff responsible for serving and overseeing the meal service should be trained to assure reimbursable meals are served.</p> <p>On the day of observation of both breakfast and lunch, the food service staff indicated that PreK students are served under family style meal service. The observation of both breakfast and lunch shows that students are served all meal components. A family style meal service or serve only operation are both acceptable, but the type of service that is intended must be practiced and documented in the Site Details section of the application packet.</p> <p>Gloucester Co Special Services PreK students are currently being served at Logan Twp School District. The application packet for Logan Twp School District indicates Family Style, but the site details for Gloucester Co Special Services indicates Serve Only.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>

GLOUCESTER CO SPEC SERV-01501774 - 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

Report Selections

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