

## SOUTHAMPTON TWP BD OF ED-00504930 - 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
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTHAMPTON TWP BD OF ED-00504930	212	02/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/29/2025 09:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeanne Horner 01/28/2025 11:22 AM				
	During the Verification process for school year 25-26 we will follow all the steps outlined in the SNEARS Training to properly complete verification The first, second and final letters will be sent to each parent accordingly.				
	Flagged by Genel Cook-Wright 01/16/2025 02:32 PM				
	When households fail to respond to the request for verification, a second attempt must be made.				
	During the on-site review, the SFA did not meet the follow-up requirements when the household failed to respond to the request for verification. The SFA can either call, email, or use the "Second Notice to Household" (Form 21).				
	Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				

## SOUTHAMPTON TWP BD OF ED-00504930 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTHAMPTON TWP BD OF ED-00504930	214	02/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/29/2025 09:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeanne Horner 01/28/2025 11:22 AM				
	The district is looking to move the application approval process to LunchTimes On-Line system to enhance our accuracy. Starting January 17, 2025, all applications will be checked by two district staff to ensure they have been calculated correctly.				
	Flagged by Genel Cook-Wright 01/16/2025 02:33 PM				
Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.					
Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTHAMPTON TWP BD OF ED-00504930	215	02/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/29/2025 09:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeanne Horner 01/28/2025 11:22 AM				
	Beginning January 27,2025 District employees will take the online training available in SNEARS to understand the Verification Process along with any new trainings that are offered. Beginning October 2025, School Business Administrator will follow up that all steps to Verification have been completed on time.				
	Flagged by Genel Cook-Wright 01/16/2025 02:42 PM				
The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.					
Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	SOUTHAMPTON TWP BD OF ED-00504930	709	03/18/2025	CAP Accepted

## SOUTHAMPTON TWP BD OF ED-00504930 - 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

applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syst					
Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 03/26/2025 08:39 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeanne Horner 03/11/2025 12:49 PM				
	Revenue was low due to the amount of charged meals. Beginning 3/12/2025 the district will implement a more stringent method to recover these funds along with checking that ala carte and adult meals are priced accordingly.				
	Flagged by Lisa Garland 03/11/2025 11:45 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				
Professional Standards	Professional Standards (On-Site Assessment Tool)	SOUTHAMPTON TWP BD OF ED-00504930	1219	02/17/2025	CAP Accepted

## SOUTHAMPTON TWP BD OF ED-00504930 - 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
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/29/2025 09:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeanne Horner 01/28/2025 11:22 AM				
	On 1/17/2025 the two employees did complete their Civil Rights training. Moving forward, all Nutri Serve and non-nutrition will complete Civil Rights training in August. Any new hires will complete Civil Rights training before their first day working with the students.				
	Flagged by Genel Cook-Wright 01/16/2025 02:32 PM				
	<p>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: <a href="https://theicn.org/">https://theicn.org/</a> and SNEARS.</p> <p>During the on-site review, non-nutrition staff did not complete at least 4 hours of annual continuing education/training, including NJDA Civil Rights Training. The SA recommended staff view the listing of SNEARS webinars such as: Administrative Review, General Program Compliance, Verification, Determining Official, Meal Counting and Claiming.</p> <p><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></p>				

### Report Selections

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