

LAKEHURST BD OF ED-02902500 - 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)	LAKEHURST BD OF ED-02902500	126	02/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 04:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Joseph Firetto 03/17/2025 10:03 AM				
	On January 24, 2025 Application #15 and 51 (Error Prone applications for verification) were reviewed and signed by the certifier.				
	Further, two more Error Prone Applications (#54 and 59) were pulled for another round of verification which were reviewed and signed by the certifier on January 24, 2025.				
	Letters for both were mailed on January 28, 2025 with a February 11, 2025 deadline.				
	Application #54 responded on January 29, 2025 and results letter was mailed January 31, 2025 changing from free to reduced.				
Verification	Application #59 responded on February 5, 2025 and results letter was mailed February 7, 2025 no change; remained free.				
	Flagged by Genel Cook-Wright 01/23/2025 01:12 PM				
	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.				
	Verification (On-Site Assessment Tool) (207H)	LAKEHURST BD OF ED-02902500	208	02/24/2025	CAP Accepted
	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 10:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Joseph Firetto 04/25/2025 10:35 AM				
	The Determining Official will meet and collaborate with the Certifying Official to ensure that all aspects of the determining and verification process have been followed as per the guidelines.				
	In addition, the Confirming Official will record the date and check and validate the original determination. This will be done for the 2025-2026 school year moving forward and will be recorded on the Verification Tracker.				

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Corrective Action History	Corrective Action Plan: Rejected by Genel Cook-Wright 04/25/2025 10:13 AM
	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.
	Corrective Action Plan: Submitted by Joseph Firetto 04/25/2025 09:45 AM
	The Determining Official will meet and collaborate with the Certifying Official to ensure that all aspects of the determining and verification process have been followed as per the guidelines.
	Corrective Action Plan: Rejected by Genel Cook-Wright 03/20/2025 04:53 PM
	Explain, in detail the measures taken to ensure that the Verification Error will not reoccur in the future.
	Corrective Action Plan: Submitted by Joseph Firetto 03/04/2025 11:29 AM
	<p>1) On Thursday, January 22, 2025 the parent of Application #29 was contacted via translator requesting the correct SNAP # The incorrect information was given to the translator: #6104340090456486.</p> <p>On Friday January 23, 2025 the translator was able to reach parent again and requested that a picture of the SNAP card be sent. A copy of which is attached, with the SNAP # that should have been put on the meal application. I wrote the correct number on the meal application on January 23, 2025.</p> <p>Corrective Action Verification Redo:</p> <p>2) Two Error Prone Applications with: Certification Signatures on Applications We Must Check Your Application Letters Responses from Parents We Have Checked Your Application Letters Verification Trackers</p> <p>and the Verification Consolidation form.</p>
	Flagged by Genel Cook-Wright 01/23/2025 01:56 PM
	Corrective Action Plan: Removed by Genel Cook-Wright 01/23/2025 11:40 AM
	CAP Removed

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	<p>Flagged by Genel Cook-Wright 01/23/2025 12:52 PM</p> <p>During the onsite review, the Confirming Official did not record on the Verification Tracker, validate the original determination and sign the household application for Free and Reduced Price School Meals.</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review. If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	LAKEHURST BD OF ED-02902500	806	02/24/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 03:32 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Joseph Firetto 03/17/2025 10:24 AM</p> <p>All the preschool teachers ad paras were given the Civil Rights Training during Professional Development day on September 4, 2024.</p> <p>The remaining required personnel took the training on February 3, 2025, at the beginning of the Wellness Committee Meeting.</p>				
	<p>Flagged by Genel Cook-Wright 01/23/2025 01:58 PM</p> <p>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.</p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	LAKEHURST BD OF ED-02902500	1005	02/24/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 03:28 PM				
	CAP Accepted				
	<p>Corrective Action Plan: Submitted by Joseph Firetto 03/17/2025 10:20 AM</p> <p>A Wellness Committee Meeting held on February 3, 2025.</p> <p>The following personnel were in attendance</p> <p>Loren Fuhring - Superintendent</p> <p>Stephanie Rucci - Vice Principal</p> <p>Joseph Firetto - School Business Administrator -Certifier</p> <p>Carmen Quaglia - Preschool Supervisor</p> <p>Sheila Sumner - Food Service Manager</p> <p>Cecilia Ward - Food Service Coordinator - Determining Official</p> <p>Allen Robinson - Health Instructor</p> <p>Krystal Wojciechowski - Health Instructor</p> <p>Carolyn Keane - School Nurse</p> <p>The Wellness Assessment Work sheet was completed by the Vice Principal.</p>				
Professional Standards	Flagged by Genel Cook-Wright 01/23/2025 01:54 PM				
	A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	LAKEHURST BD OF ED-02902500	1219	02/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 03:27 PM
	CAP Accepted
	Corrective Action Plan: Submitted by Joseph Firetto 03/17/2025 09:34 AM
	<p>The Civil Rights Self -Study Guide for Child Nutrition Programs was distributed and reviewed at the Wellness Committee Meeting held on February 3, 2025.</p> <p>The following personnel were in attendance and signed the statement of Certification:</p> <p>Loren Fuhring - Superintendent</p> <p>Stephanie Rucci - Vice Principal</p> <p>Joseph Firetto - School Business Administrator -Certifier</p> <p>Carmen Quaglia - Preschool Supervisor</p> <p>Sheila Sumner - Food Service Manager</p> <p>Cecilia Ward - Food Service Coordinator - Determining Official</p> <p>Allen Robinson - Health Instructor</p> <p>Krystal Wojciechowski - Health Instructor</p> <p>Carolyn Keane - School Nurse</p> <p>Further training will take place by the Certifier and Determining Official throughout the remaining school year.</p>
	<p>Flagged by Genel Cook-Wright 01/23/2025 01:58 PM</p> <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. g. 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: SNEARS under the trainings tab and additional training can be found at: https://theicn.org/.</p> <p>The Certifier and Determining Official did not complete at least 4 hrs of required annual training including the NJDA civil rights training. The SA recommended the SFA take applicable trainings such as: Determining Official training, Direct Certification training, Administrative Review, General Program Compliance.</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	LAKEHURST BD OF ED-02902500	1500	02/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/20/2025 03:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Joseph Firetto 03/17/2025 10:45 AM				
	<p>To be in compliance, the district completed the Local Wellness Assessment on February 3, 2025; a new Verification tracker was created for second round of verifications (Application 54 and 59) was created - 1/28/2025 and completed on : 1/31/25 for application 54 and created -1/28/2025 and complete 2/7/25; The On-Site Accountability Review was completed on 01/27/2025 for both breakfast and lunch.</p> <p>The district will communicate within departments to ensure that all timelines are adhered to in the future.</p>				
	<p>Flagged by Genel Cook-Wright 01/23/2025 01:56 PM</p> <p>SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.)</p> <p>During the on-site review, the SFA did not complete and provide the Local Wellness Policy Assessment (Form #357), the Verification Tracker (Form #242) and the On-Site Accountability Review Form (Form #142 for breakfast and lunch).</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	LAKEHURST ELEM-1757	901	02/24/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Joseph Firetto 03/12/2025 09:57 AM				
	On Site Monitoring was planned to completed by the deadline of 2.1.2025. At the time of the audit, the monitoring was scheduled and completed on 1.27/2025 to meet all requirements. The attachment is provided for record keeping.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 02/28/2025 03:03 PM				
	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.				
	Corrective Action Plan: Submitted by Joseph Firetto 01/28/2025 03:21 PM				
Corrective Action History	See attached signed forms. completed on 1.27.2025				
	Flagged by Genel Cook-Wright 01/23/2025 01:57 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.				
	During the onsite review, the SFA did not complete the NSLP and SBP On-Site Review Form (#142) yet for this current school year and did not complete and provide last school year's NSLP and SBP On-Site Review Form (#142).				
Corrective Action History	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.				

Report Selections

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