

VENTNOR CITY BD OF ED-00105350 - 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		VENTNOR CITY BD OF ED-00105350	207	02/22/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/05/2026 07:35 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 02/03/2026 08:55 AM The SFA selected a new eligible application and has completed the verification process for both applications in full compliance with the guidelines established in the Eligibility Manual for School Meals. Verification was conducted on 1/16/26 using the required procedures, timelines, and documentation, and Janet has reviewed the Eligibility Manual and the recorded Verification webinar available in SNEARS to ensure continued compliance.				
	Corrective Action Plan: Rejected by Lorena Paredes 02/02/2026 12:50 PM Please indicate the date the Verification process was completed for both applications. Thank you.				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:10 AM The SFA has selected a new eligible application and has completed the verification process for both applications in full compliance with the guidelines established in the Eligibility Manual for School Meals. Verification was conducted using the required procedures, timelines, and documentation, and Janet has reviewed the Eligibility Manual and the recorded Verification webinar available in SNEARS to ensure continued compliance.				
	Flagged by Lorena Paredes 01/22/2026 12:22 AM SFA selected one DC student with an application ineligible for Verification and did not complete the Verification Process at the time of Administrative Review for the second selected application. The SFA must select one new application and complete the verification process for both applications according to guidelines established in The Eligibility Manual for School Meals.				
	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	VENTNOR CITY BD OF ED-00105350	208	02/22/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 07:28 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:10 AM				
	Effective January 16, 2026, Janet, our confirming official, will record on the Verification Trackers the date of the confirmation review.				
Corrective Action History	Flagged by Lorena Paredes 01/22/2026 12:22 AM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review.				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	VENTNOR CITY BD OF ED-00105350	209	02/22/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 07:27 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:10 AM				
	Effective January 16, 2026, we will ensure that applications selected for verification are randomly chosen from the error-prone pool first, and if insufficient, additional approved applications will be randomly selected to meet the required sample size in accordance with the Eligibility Manual for School Meals. Our Business Clerk has reviewed the Eligibility Manual and has viewed the Verification webinar in SNEARS again. A standardized verification checklist will be used to ensure all required steps, timelines, and documentation are completed correctly.				
Corrective Action History	Flagged by Lorena Paredes 01/22/2026 12:21 AM				
	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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.				
	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	VENTNOR CITY BD OF ED-00105350	212	02/22/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 07:28 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:10 AM Effective January 16, 2026, the SFA will ensure that when households do not respond to the initial verification request, a documented second attempt will be made using a phone call, email, or the Second Notice to Household (Form 21), and will use a checklist used to confirm compliance and prevent recurrence.				
	Flagged by Lorena Paredes 01/22/2026 12:22 AM When households fail to respond to the request for verification, a second attempt must be made. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	VENTNOR CITY BD OF ED-00105350	215	02/22/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 07:29 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:10 AM Effective January 16, 2026, a verification checklist and administrative review will be used to ensure all required notices are sent by the November 15 deadline and to prevent recurrence.				
	Flagged by Lorena Paredes 01/22/2026 12:22 AM 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.				
Group 1: CA Count (2)		VENTNOR CITY BD OF ED-00105350		02/22/2026	CAP Accepted
	Corrective Action Plan: Accepted by Lorena Paredes 02/05/2026 07:39 AM CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Beth Steinen 02/03/2026 08:58 AM</p> <p>Effective 1/16/26, preschool teachers have been retrained on "family style" service with all food items in the middle of the table for students to help themselves. Teachers have been reminded to encourage students to take components, but at least the fruit portion. Staff understands that if a student takes the fruit portion then that counts as a reimbursable meal. The remainder of the meal will be kept in the classroom refrigerator until the end of the school day, and will be sent home with students. (Parents are instructed to remove food items from students' backpacks as soon as they get home to put in their own refrigerator.) The completely untouched meals will be sent back to the cafeteria (and not counted as reimbursable). Food service director and preschool supervisor will do random visits to ensure these requirements are being followed.</p>
	<p>Corrective Action Plan: Rejected by Lorena Paredes 02/02/2026 09:17 PM</p> <p>Sending the remainder of meals home with students is not a requirement. However, if the leftover items are sent home, procedures for safe food handling and temperature control must be in place. Please explain how this will be accomplished to ensure food safety measures.</p>
	<p>Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:10 AM</p> <p>Effective 1/16/26, preschool teachers have been retrained on "family style" service with all food items in the middle of the table for students to help themselves. Teachers have been reminded to encourage students to take components, but at least the fruit portion. Staff understands that if a student takes the fruit portion then that counts as a reimbursable meal. The remainder of the meal will be sent home with students. The completely untouched meals will be sent back to the cafeteria (and not counted as reimbursable). Food service director and preschool supervisor will do random visits to ensure these requirements are being followed.</p>
	<p>Flagged by Lorena Paredes 01/22/2026 12:21 AM</p> <p>Family style meal service has not been implemented properly.</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>
	<p>Flagged by Lorena Paredes 01/22/2026 12:21 AM</p> <p>SBP: For breakfast, one PreK classroom was observed having placed all components for breakfast on a table separate from where they were eating, and where the students came up, took the items they wanted, and bought it back to their table.</p> <p>Family Style meal service allows for children to serve themselves. For breakfast, the sufficient amount of prepared food must be placed on each table where students eat to provide the full required portions of each of the 3 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 breakfast meal pattern. Meals are reimbursable as long as all food components are offered and students take at least 1/4 cup fruit or vegetable. Staff responsible for serving and overseeing the meal service should be trained to assure reimbursable meals are served.</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>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	VENTNOR ED COMM COMPLEX-213	318	02/22/2026	CAP Accepted
<div style="background-color: #cccccc; padding: 5px;">Corrective Action History</div> <p>Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 07:24 AM CAP Accepted</p> <p>Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:09 AM</p> <p>Effective 1/16/26, we have corrected the systemic meal counting error by ensuring that all preschool breakfast and lunch meals are counted only at the point of service. Teachers will check off each student on the meal roster only when a complete reimbursable meal is actually served to the child. Rosters will no longer be pre-checked or used for attendance purposes.</p> <p>Meals not served (including absent students, refusals, or students who already ate elsewhere) will not be checked off. Meals will not be saved for future dates.</p> <ul style="list-style-type: none"> • All preschool staff involved in meal service and counting have been retrained on point of service meal counting requirements for SBP and NSLP. • Written procedures will be reinforced stating that rosters must be completed during meal service only and may not be used for attendance. • Food service staff will review preschool rosters daily prior to claiming to verify accuracy. • Delivered meals, meals served, and meals returned will be reconciled daily to identify discrepancies. • Ongoing monitoring will be conducted, with immediate corrective coaching if errors are observed. 					

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	<p>Flagged by Lorena Paredes 01/22/2026 12:13 AM</p> <p>NSLP: Lunch meals for Preschool are delivered to classrooms with order form and roster. Teachers are to distribute lunch meals, check off the roster, and place the completed roster in bin for cafeteria to collect. One classroom (Smith) observed had checked off all meals on the roster before the serving of meals took place. Meals were not checked off at the point of service.</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>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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p> <p>SBP: At preschool for breakfast, one classroom (Morgan) observed had checked off all students that were in attendance as receiving a meal but only 4 students actually received meals. When questioned, teacher stated she uses the roster as attendance. In addition, teacher mentioned that other students already had eaten. However, the meals remaining in the bin did not reflect the difference in the number of meals that had been checked off for claiming. Meals were not checked off at the point of service.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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>The State Agency has determined that the inaccurate counting of meals observed at breakfast 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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	VENTNOR ED COMM COMPLEX-213	320	02/22/2026	CAP Removed
	<p>Corrective Action Plan: Removed by Lorena Paredes 01/22/2026 12:02 AM</p> <p>CAP Removed</p>				

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Flagged by Lorena Paredes 01/16/2026 02:40 PM

NSLP: Lunch meals for Preschool are delivered to classrooms with order form and roster. Teachers are to distribute lunch meals, check off the roster, and place the completed roster in bin for cafeteria to collect. One classroom (Smith) observed had checked off all meals on the roster before the serving of meals took place. Meals were not checked off at the point of service.

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.

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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.**

SBP: At preschool for breakfast, one classroom (Morgan) observed had checked off all students that were in attendance as receiving a meal but only 4 students actually received meals. When questioned, teacher stated she uses the roster as attendance. In addition, teacher mentioned that other students already had eaten. However, the meals remaining in the bin did not reflect the difference in the number of meals that had been checked off for claiming. Meals were not checked off at the point of service.

An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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.

The State Agency has determined that the inaccurate counting of meals observed at breakfast 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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.**

Corrective Action History

Corrective Action Plan: Removed by Lorena Paredes 01/16/2026 02:39 PM

CAP Removed

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	<p>Flagged by Lorena Paredes 01/16/2026 02:36 PM</p> <p>NSLP: Lunch meals for Preschool are delivered to classrooms with order form and roster. Teachers are to distribute lunch meals, check off the roster, and place the completed roster in bin for cafeteria to collect. One classroom (Smith) observed had checked off all meals on the roster before the serving of meals took place. Meals were not checked off at the point of service.</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>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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p> <p>SBP: At preschool for breakfast, one classroom (Morgan) observed had checked off all students that were in attendance as receiving a meal but only 4 students actually received meals. When questioned, teacher stated she uses the roster as attendance. In addition, teacher mentioned that other students already had eaten. However, the meals remaining in the bin did not reflect the difference in the number of meals that had been checked off for claiming. Meals were not checked off at the point of service.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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>The State Agency has determined that the inaccurate counting of meals observed at breakfast 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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p>				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	VENTNOR ED COMM COMPLEX-213	811	02/22/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 07:32 AM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:09 AM Preschool teachers have been directed to immediately (1/16/26) hang up Justice For All posters next to the sink in each classroom. Supervisor confirmed they are up.				
	Flagged by Lorena Paredes 01/22/2026 12:14 AM The USDA's "And Justice for All" poster was not displayed in several preschool classrooms. SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the Preschool students. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	VENTNOR ED COMM COMPLEX-213	1405	02/22/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/02/2026 12:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Beth Steinen 01/30/2026 10:09 AM Food safety inspections were completed within required timeframes. Certificates were available in the Food Service Director's office. See documentation.				
	Flagged by Lorena Paredes 01/22/2026 12:15 AM SFA did not have documentation indicating that two food safety inspections were requested in the previous school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. Corrective Action must be applied SFA-wide.				

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Report Selections

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