

MEDFORD TWP BD OF ED-00503080 - 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
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	CHAIRVILLE-905	401	05/22/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/24/2026 10:50 AM CAP Accepted				
	Corrective Action Plan: Submitted by Robyn Eder 04/24/2026 09:23 AM Site: Chairville Date of Implementation: April 23, 2026 Corrective Action: On April 21, 2026, a student at Chairville selected only a chicken patty on a whole grain bun, which did not meet the requirements of a reimbursable meal under Offer Versus Serve (OVS). The meal was missing the required fruit and/or vegetable component (minimum ½ cup), making it non-reimbursable. To correct this issue, all food service staff and cashiers at Chairville were immediately reminded of OVS requirements. Staff were instructed that students must select at least three components in the required quantities, and one of those components must be at least ½ cup of fruit and/or vegetable in order for the meal to be reimbursable. Preventative Measures: To ensure this issue does not recur, the following measures will be implemented across all schools within the District: • Mandatory Staff Training: Staff received refresher training on reimbursable meal requirements, including Offer Versus Serve guidelines. Training emphasized identifying complete meals at the point of service and ensuring compliance before meals are claimed. Sign in sheets available upon request • Point of Service Oversight: Cashiers will be required to visually confirm that each student tray contains at least three components, including the required fruit and/or vegetable component, prior to completing the transaction. • Ongoing Monitoring: Robyn (FSD) will conduct periodic observations at the point of service to ensure staff are correctly identifying reimbursable meals. Any errors identified will be addressed with immediate corrective feedback and additional training if needed. These actions will ensure that all meals claimed for reimbursement meet federal requirements and that staff are consistently applying Offer Versus Serve guidelines across the SFA.				

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	Flagged by Kaitlyn Matthews 04/22/2026 02:20 PM Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. Corrective Action Finding: Day of Review Missing Components Chairville, 4/21/2026: during lunch one student took only a chicken patty on whole grain bun. One meal is non-reimbursable due to missing fruit and/or vegetable component. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	CHAIRVILLE-905	404	05/22/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/24/2026 10:50 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Robyn Eder 04/24/2026 09:17 AM				
	On 04/23/2026, the breakfast menu and reimbursable meal signage were posted at the beginning of the serving area to clearly identify all required meal components for students. The finding was corrected immediately by ensuring that the daily breakfast menu and signage were visible and accessible at or near the start of the serving line. To prevent this issue from recurring, the following measures have been implemented: - All staff were retrained on the requirement that breakfast signage and menus must be posted at or near the beginning of each serving line/serving area each day of service. In-Service sign in sheets available upon request. - A daily opening checklist was updated to include verification that the posted menu and reimbursable meal signage are in place before meal service begins. - Robyn (FSD) will monitor compliance during routine site visits and provide corrective coaching immediately if signage is missing or not properly displayed. - Signage materials will be kept readily available at each site to ensure consistent posting. Date of implementation: 04/23/2026				
Meal Components and Quantities - Review Period	Flagged by Kaitlyn Matthews 04/22/2026 02:19 PM				
	Breakfast menu and signage must be posted at or near the beginning of the serving line/serving area identifying the components of a reimbursable meal. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	KIRBY'S MILL-903	409	05/22/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/24/2026 10:51 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Robyn Eder 04/24/2026 09:26 AM				
	Corrective Action Response – Review Period Missing Component Site: Kirby's Mill Date of Implementation: April 24, 2026 Corrective Action: On March 16, 2026, the preschool lunch production record did not include a vegetable component, resulting in 18 non-reimbursable meals. Site staff were immediately retrained on the requirement to offer all five meal components daily and to accurately document them on production records. Preventative Measures: - All food service staff received refresher training on meal pattern requirements and proper completion of production records. - Robyn (FSD) will review production records daily to ensure all components are planned, offered, and documented. - Menus will be reviewed in advance to confirm all required components are included. In service Sign in-sheets available if needed. - Robyn will conduct periodic monitoring of production records and provide corrective feedback as needed. These actions will ensure all meals meet meal pattern requirements and are properly documented moving forward.				
Corrective Action History	Flagged by Kaitlyn Matthews 04/22/2026 02:19 PM				
	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.				
	Corrective Action Finding: Review Period Missing Component Kirby's Mill, 3/16/2026: Pre-school lunch production record did not have a vegetable documented. 18 meals are non-reimbursable due to missing component.				
	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.				

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Report Selections

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