

## WILLINGBORO BD OF ED-00505805 - 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       |
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| Verification                     | Verification (Off-Site Assessment Tool) (200H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WILLINGBORO BD OF ED-00505805 | 202        | 06/13/2025 | CAP Accepted |
| <b>Corrective Action History</b> | <p>Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:20 AM</p> <p>CAP Accepted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |            |            |              |
|                                  | <p>Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:12 PM</p> <p>In the verification tracker Ms. Foreman will be the Determination Official and Dr. Lewis will be the Confirmation official. We will implement these updates starting with the new verification in the 25-26 school year.</p> <p>Flagged by Genel Cook-Wright 05/14/2025 10:22 AM</p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications.</p> <p><b>Corrective Action Finding:</b></p> <p>The determining and confirming official cannot be the same person. It must be someone different than the person who made initial determination. The confirming official must validate the determination, correctly identify that the application is error prone and sign and date in the confirming official section.</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> |                               |            |            |              |
| Verification                     | Verification (On-Site Assessment Tool) (207H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | WILLINGBORO BD OF ED-00505805 | 214        | 06/13/2025 | CAP Accepted |

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| Section                          | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sponsor/Site Name                                        | Question #                    | Due Date | Status     |
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| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:37 AM<br>CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          |                               |          |            |
|                                  | Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:15 PM<br><br>Moving forward, we will promptly update the verification results in the Master Eligibility List starting in May 2025                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |                               |          |            |
|                                  | Flagged by Genel Cook-Wright 05/14/2025 10:23 AM<br><br>The SFA must update student eligibility status when there are changes in eligibility due to verification results.<br><br><b>Corrective Action Finding:</b><br><br>Students' eligibility status that changed due to to verification results was not updated on the Master Eligibility List (MEL). However, it was correctly updated in the POS system.<br><br><b>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.</b> |                                                          |                               |          |            |
|                                  | Local School Wellness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Local School Wellness (Off-Site Assessment Tool) (1000H) | WILLINGBORO BD OF ED-00505805 | 1005     | 06/13/2025 |

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| Section                                                                                                                                                                                                                                                                                                                                                                                | Form Subsection                                                                  | Sponsor/Site Name | Question # | Due Date | Status |
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| <p><b>Corrective Action History</b></p>                                                                                                                                                                                                                                                                                                                                                | <p>Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:38 AM</p> |                   |            |          |        |
|                                                                                                                                                                                                                                                                                                                                                                                        | <p>CAP Accepted</p>                                                              |                   |            |          |        |
|                                                                                                                                                                                                                                                                                                                                                                                        | <p>Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:15 PM</p>    |                   |            |          |        |
|                                                                                                                                                                                                                                                                                                                                                                                        | <p>Date the date the assessment was completed: 10/18/24</p>                      |                   |            |          |        |
| <p>Flagged by Genel Cook-Wright 05/14/2025 10:24 AM</p>                                                                                                                                                                                                                                                                                                                                |                                                                                  |                   |            |          |        |
| <p><b>Corrective Action Finding:</b></p> <p>A copy of the most recent assessment (Form #357) 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.</p> <p><b>Provide the date the assessment was completed.</b></p> |                                                                                  |                   |            |          |        |

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| Section                               | Form Subsection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Sponsor/Site Name             | Question # | Due Date   | Status       |
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| Food Safety, Storage and Buy American | Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | WILLINGBORO BD OF ED-00505805 | 1400       | 06/13/2025 | CAP Accepted |
| <b>Corrective Action History</b>      | Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:28 AM<br>CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |            |            |              |
|                                       | Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:13 PM<br>On May 6, 2025, the HACCP books were delivered to each school and will remain on site.<br>Flagged by Genel Cook-Wright 05/14/2025 10:24 AM<br>A copy of the written HACCP food safety plan must be available at each school.<br><b>Corrective Action Finding:</b><br>On the day of review at W.R. James Elem. School, a copy of the HACCP food safety plan was not available. The state agency auditor informed the FSD that a written copy of the HACCP food safety plan must be available at each school. The FSD had the HACCP food safety book available at Twin Hills School on the second day of review.<br><b>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.</b> |                               |            |            |              |
| Afterschool Snack Program             | Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TWIN HILLS -966               |            | 06/13/2025 | CAP Accepted |
|                                       | Corrective Action Plan: Accepted by Genel Cook-Wright 06/05/2025 09:10 AM<br>CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |            |            |              |
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| <b>Corrective Action History</b> | <p>Corrective Action Plan: Submitted by Sarah Foreman 06/04/2025 11:23 AM</p> <p>Each school that participates in the after-school snack program will be added to the school calendar each year to ensure compliance. All schools will have the 365 monitoring form completed within the required timeframe.</p> <p>The on-site review for the afternoon school program will be conducted on the specified dates listed below.</p> <p>Twin Hills School - Wednesday, Sept. 17, 2025</p> <p>Twin Hills School - Wednesday, May 13, 2026</p> |
|                                  | <p>Corrective Action Plan: Rejected by Genel Cook-Wright 05/28/2025 09:27 AM</p> <p><b>Explain in detail, the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.</b></p>                                                                                                                                                                                                                                                                                                         |
|                                  | <p>Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:13 PM</p> <p>The on-site review for the afternoon school program will be conducted on the specified dates listed below.</p> <p>Twin Hills School - Wednesday, Sept. 17, 2025</p> <p>Twin Hills School - Wednesday, May 13, 2026</p>                                                                                                                                                                                                                                    |
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|                           | <p>Flagged by Genel Cook-Wright 05/14/2025 10:24 AM</p> <p>School Food Authorities (SFAs) participating in the Afterschool Snack Program shall perform two on-site reviews per year for each site that has an afterschool care program. The first onsite review shall be made during the first four weeks that the afterschool care program is in operation. The second onsite review shall be made prior to the end of the school year. The on-site reviews are of the counting and claiming system and the readily observable general areas of review. The on-site reviews must ensure the school's claim is based on the implemented counting and claiming system and yields the actual number of reimbursable free, reduced price, and paid snacks, as applicable, served for each day of operation. SFAs must maintain monitoring documentation on file for three school years, plus the current school year.</p> <p><b>Corrective Action Finding:</b></p> <p>No program monitoring was conducted at Twin Hills within the first four weeks of operation and during the school year. The state agency advised the SFA to use Form #365.</p> <p><b>Explain in detail, how the finding(s) 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.</b></p> |                 |  |            |              |
| Afterschool Snack Program | Afterschool Snack Program (Other Programs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TWIN HILLS -966 |  | 06/13/2025 | CAP Accepted |
|                           | <p>Corrective Action Plan: Accepted by Genel Cook-Wright 06/05/2025 09:10 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Sarah Foreman 06/04/2025 11:23 AM</p> <p>Each school that participates in the after-school snack program will be added to the school calendar each year to ensure compliance. All schools will have the 365 monitoring form completed within the required timeframe.</p> <p>The on-site review for the afternoon school program will be conducted on the specified dates listed below.</p> <p>Twin Hills School - Wednesday, Sept. 17, 2025</p> <p>Twin Hills School - Wednesday, May 13, 2026</p> <p>Corrective Action Plan: Rejected by Genel Cook-Wright 05/28/2025 09:27 AM</p> <p><b>Explain in detail, the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |  |            |              |

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| <b>Corrective Action History</b> | Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:13 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |  |            |              |
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|                                  | Flagged by Genel Cook-Wright 05/16/2025 11:27 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |  |            |              |
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| Afterschool Snack Program        | Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | W.R. JAMES SCHOOL-965 |  | 06/13/2025 | CAP Accepted |
|                                  | Corrective Action Plan: Accepted by Genel Cook-Wright 06/05/2025 09:10 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |  |            |              |
|                                  | CAP Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |  |            |              |

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| <b>Corrective Action History</b> | <p>Corrective Action Plan: Submitted by Sarah Foreman 06/04/2025 11:26 AM</p> <p>Each school that participates in the after-school snack program will be added to the school calendar each year to ensure compliance. All schools will have the 365 monitoring form completed within the required timeframe.</p> <p>The on-site review for the afternoon school program will be conducted on the specified dates listed below.</p> <p>W.R.James School - Wednesday, Sept. 10, 2025</p> <p>W.R.James School - Wednesday, May 6 , 2026</p> |
|                                  | <p>Corrective Action Plan: Rejected by Genel Cook-Wright 05/28/2025 09:37 AM</p> <p><b>Explain in detail, the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.</b></p>                                                                                                                                                                                                                                                                                                       |
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| Afterschool Snack Program | Afterschool Snack Program (Other Programs) | W.R. JAMES SCHOOL-965 |  | 06/13/2025 | CAP Accepted |
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|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |
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| <b>Corrective Action History</b>               | Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:15 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |     |            |              |
|                                                | The on-site review for the afternoon school program will be conducted on the specified dates listed below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |     |            |              |
|                                                | W.R.James School - Wednesday, Sept. 10, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |     |            |              |
|                                                | W.R.James School - Wednesday, May 6 , 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |     |            |              |
|                                                | Flagged by Genel Cook-Wright 05/14/2025 10:23 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |     |            |              |
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| Afterschool Snack Program                      | Afterschool Snack Program (Other Programs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | W.R. JAMES SCHOOL-965 |     |            | Flagged      |
| <b>Corrective Action History</b>               | Flagged by Genel Cook-Wright 05/11/2025 07:28 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |     |            |              |
|                                                | Acceptable education or enrichment activities must be conducted before, during or after the snack meal service. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | W.R. JAMES SCHOOL-965 | 401 | 06/13/2025 | CAP Accepted |

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| Corrective Action History | <p>Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:20 AM</p> <p>CAP Accepted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |            |          |        |
|                           | <p>Corrective Action Plan: Submitted by Sarah Foreman 05/23/2025 12:13 PM</p> <p>On May 8, 2025, All staff members received additional training on the offer vs serve policies and procedures. Fruit/ vegetables component will be available at the POS system to ensure each student receives a complete reimbursable meal.</p> <p>Flagged by Genel Cook-Wright 05/14/2025 10:23 AM</p> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item 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 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.</p> <p><b>Corrective Action Finding:</b></p> <p>Breakfast observation: 5/6/25 -W.R. James Elementary Grades 1-4</p> <p>The state agency auditor observed one student select only two food items and the student was missing the required fruit/vegetable component for a reimbursable meal. The FSD also observed this and proceeded to take the student a fruit.</p> <p>Technical assistance was provided to ensure cashiers do not enter a reimbursable meal in the POS prior to the student receiving the entire meal.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p> |                   |            |          |        |

### Report Selections

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