BELLMAWR BD OF ED-00700260 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BELLMAWR BD OF ED-00700260	126	06/01/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by PATRICK DOYLE 05/05/2026 11:56 AM The Business Administrator (Hearing Official) and Determining/Verifying Official met to review the applications on May 5, 2026 and establish protocols on application determination for an additional review of all self-reported "Homeless" statuses made via application, as well as ensuring the signer of the application as Head of Household is listed on the application, with pertinent income, and included in the household total. Additionally, Form #255 was issued to both households affected dated May 5, 2026 with a 10-day hearing period running through May 15, 2026. Without a hearing determination or new application submitted prior, the new statuses for all students listed on the SFA-1 and SFA-2 will go into effect on May 18, 2026.				
	Flagged by Amy Martin 04/30/2026 11:27 AM 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. Two application errors documented on the SFA-1 and SFA-2.				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	BELLMAWR BD OF ED-00700260	314	06/01/2026	CAP Accepted

BELLMAWR BD OF ED-00700260 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:14 AM CAP Accepted Corrective Action Plan: Submitted by PATRICK DOYLE 04/30/2026 01:51 PM This error was resolved on the day of the visit, so it can be deemed corrected as of date of flag 4/30/2026 Flagged by Amy Martin 04/30/2026 11:28 AM The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The SFA-SA application packet listed the school as participating in OvS at breakfast. On the day of observation, the SFA was serving using the Serve ALL method. The Site Details was updated on the day of observation to reflect the change. No further corrective action is required.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	BELL OAKS-987		06/01/2026	CAP Accepted

BELLMAWR BD OF ED-00700260 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by Deborah Lachawiec 05/05/2026 08:12 AM Offer vs serve retraining and register training were given to all cashiers in the District. The employee and manager were also retrained on the snack program and proprewr food safety practices. This took place on 5/5/2026.				
	Flagged by Amy Martin 04/30/2026 11:30 AM Snacks must be properly prepared, held, served, and stored within proper food safety practices. The production record does not indicate that a milk temperature was checked on day milk was served. 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.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	BELL OAKS-987		06/01/2026	CAP Accepted

BELLMAWR BD OF ED-00700260 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by Deborah Lachawiec 05/05/2026 08:12 AM Offer vs serve retraining and register training were given to all cashiers in the District. The employee and manager were also retrained on the snack program and proprewr food safety practices. This took place on 5/5/2026.				
	Flagged by Amy Martin 04/30/2026 11:30 AM Snacks must be properly prepared, held, served, and stored within proper food safety practices. The production record does not indicate that a milk temperature was checked on day milk was served. 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.				

BELLMAWR BD OF ED-00700260 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	BELL OAKS-987		06/01/2026	Flagged
Corrective Action History	Flagged by Amy Martin 04/30/2026 10:10 AM Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. In addition, on at list one week in March, juice was served everyday as part of the ASP.. Per the USDA ASP regulations, no more than half (50%) of the weekly fruit or vegetable offerings may be in the form of juice. Therefore the weekly juice allowance was exceeded. 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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	BELL OAKS-987	325	06/01/2026	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by Deborah Lachawiec 05/05/2026 08:15 AM Offer vs serve retraining and register training were given to all cashiers in the District. This took place on 5/5/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed and meal components for each meal. Faculty have also been retrained on how to use the rosters/check marks.				

BELLMAWR BD OF ED-00700260 - 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 syste

Corrective Action History	Flagged by Amy Martin 04/30/2026 11:28 AM Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. At breakfast, rosters are completed in the 24 classrooms. After breakfast service, the rosters are returned to the cafeteria, and the names are entered into the POS system. The eligibility status is not noted on the rosters since this information is already in the POS, which is used to create the edit check worksheet (ECW) and entered into SNEARS as the claim for reimbursement. Total meal counts were used to begin the audit of the review month (March 2026). On 11 of the 22 meal service days, the state reviewer obtained different total meal counts than those on the rosters. Further analysis revealed multiple issues that caused the errors to be identified as systemic. These issues include, but are not limited to: 1. On 3/5/26, a student with a clear check mark indicating breakfast was served was not charged in the cash register for a meal. 2. On 3/6/26, a student charged in the cash register as receiving a meal was not listed on any roster, including their homeroom roster. A student in the same homeroom with the same last name (not from the same household) had a check mark indicating they received breakfast. 3. A note on the roster indicated that student names were not checked off and that the roster was given to staff to "back date." In addition to the issues above, the rosters must be consistently dated. Explain in detail, how the finding was 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.

Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BELL OAKS-987	401	06/01/2026	CAP Accepted

BELLMAWR BD OF ED-00700260 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:14 AM CAP Accepted Corrective Action Plan: Submitted by Liz Caccia 05/05/2026 08:08 AM Offer vs serve retraining and register training was given to all cashiers in the District. This took palce on 5/5/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed and meal components for each meal. Flagged by Amy Martin 04/30/2026 11:28 AM Students must take the required number of components for breakfast and lunch in order for their meals to be claimed for reimbursement. Food service staff/cashiers and teachers providing breakfast must receive training on how to accurately recognize a reimbursable breakfast. One breakfast claimed for reimbursement only contained the apple bites (no fruit and/or vegetable) Two lunches claimed for reimbursement did not meet the meal requirements. 1-1/2 cup smile fries + 2-1/2 cups apple sauce (only 2 components) 1-pancakes, 1/2 cup carrots, 1/2 cup smile fries (2 components) Explain in detail, how the finding was 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.				
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	BELL OAKS-987	1105	06/01/2026	CAP Accepted

BELLMAWR BD OF ED-00700260 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:14 AM CAP Accepted Corrective Action Plan: Submitted by PATRICK DOYLE 05/04/2026 01:46 PM Staff managing the Bell Oaks Snack Cart have been informed effective 5/1/2026 that sales from the cart may ONLY take place from 3:30pm (given the 3:00pm dismissal) through 11:00pm during the school week. The sign was updated to reflect these new times. Flagged by Amy Martin 04/30/2026 11:29 AM All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.). **the school day is defined as 12 am on a day of instruction to 30 minutes after the end of the official school day.** The Bells Snack Cart, which according to the sign, is "open daily 8:25-8:35 am & 3:15-3:15pm Outside the Library Media Center" contains numerous items that do not meet Smart Snack regulations. Items include, but are not limited to, Takis, Milk Way bars, Skittles, Airheads, Sunny D, Coca Cola. It should be noted, I did not see the Snack Cart in operation. Explain in detail, how the finding was 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.				
Group 1: CA Count (2)		BELLMAWR BD OF ED-00700260		06/01/2026	CAP Accepted

BELLMAWR BD OF ED-00700260 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/11/2026 07:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by Deborah Lachawiec 05/05/2026 08:15 AM Offer vs serve retraining and register training were given to all cashiers in the District. The employee and manager were also retrained on the snack program and proprewr food safety practices. This took place on 5/5/2026.				
	Flagged by Amy Martin 04/30/2026 11:29 AM As discussed at the exit conference, violations were found for the After School Snack Program. 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.				
	Flagged by Amy Martin 04/30/2026 11:29 AM Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. In addition, on at list one week in March, juice was served everyday as part of the ASP. Per the USDA ASP regulations, no more than half (50%) of the weekly fruit or vegetable offerings may be in the form of juice. Therefore the weekly juice allowance was exceeded. 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.				
Group 2: CA Count (2)		BELLMAWR BD OF ED-00700260		06/01/2026	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 05/20/2026 10:16 AM CAP Accepted				

BELLMAWR BD OF ED-00700260 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Submitted by Deborah Lachawiec 05/11/2026 07:38 AM Breakfast: Before breakfast started on 5/5, we retrained Offer vs serve breakfast and register training was given to all cashiers in the District. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed and meal components for each meal. Lunch: Before lunch on 5/5/2026, we retrained Offer vs serve lunch and register training was given to all cashiers in the District.Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed and meal components for each meal.
	Corrective Action Plan: Rejected by Amy Martin 05/11/2026 07:20 AM Please specify the date of correction for lunch (missing production records) and how this issue was corrected. In addition, please specify the date of correction for breakfast (missing and/or inadequate meal components and quantities). I apologize if I was unclear, but I need two dates due to two different issues identified. Thank you.
	Corrective Action Plan: Submitted by Deborah Lachawiec 05/05/2026 08:16 AM Offer vs serve retraining and register training was given to all cashiers in the District. This took palce on 5/5/2026. Our onsite manager will continue to monitor this daily to ensure that proper meals are being claimed and meal components for each meal.
	Flagged by Amy Martin 04/30/2026 12:29 PM At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all components of the reimbursable meal, in minimum daily and weekly requirements, are offered and served. 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. Source production records must be kept on file and must be an accurate reflection of what is offered and served to students at the time of meal service. After service, the daily records must be reviewed by the Food Service Director (FSD). No adjustments or alternations may occur after FSD reviews them each day. As discussed in detail throughout the AR and at the Exit Conference, a review of the production records (PRs) for the review week (March 9-13, 2026) raised concerns regarding the authenticity of the production records. This prompted a request for the entire review month's (March 2026) PRs for both breakfast and lunch. The following issues were identified: **Lunch:** The food service staff completes a two-page PR. Since these PRs are completed by staff during and immediately following meal service, they serve as the primary source documents. For the review week, these source documents were later used to complete a summary PR. During the AR, source documents for three of the five days were missing, and the school was unable to provide them when requested. Additionally, since the summary PR is transcribed from the source PRs, the number and

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type of food items must match. On the two available days, they did not match, specifically regarding the vegetable and vegetable subgroup documentation.

Due to missing source documents, it cannot be ascertained whether the required meal components in the proper quantities were offered and served to students. Therefore, all meals claimed for reimbursement on Tuesday, March 10; Thursday, March 12; and Friday, March 13, 2026, are disallowed:

- Tuesday, March 10: 150F, 19R, 74P
- Thursday, March 12: 149F, 16R, 64P
- Friday, March 13: 143F, 19R, 71P
- **Total: 442F, 54R, 209P**

In addition, the source PRs for the week of March 2-6, 2026, were evaluated to determine whether the weekly vegetable subgroup requirement was met. During this week, the beans, peas, and lentils subgroup requirement was not met; it was not offered on any of the five serving days.

Breakfast: While the review week's records appeared satisfactory, critical issues were identified in the remainder of the review month's records. Specifically, on all meal service days, only ½ cup of fruit was offered and served to students. Since the breakfast meal pattern requires 1 cup of fruit daily, this is an insufficient quantity, and the daily and weekly breakfast requirements were not met. In addition, on all days except one, milk is not documented as being temperature-checked, offered, or served to students. This is a missing meal component; therefore, all breakfasts claimed during the review week of March 9-13, 2026, are disallowed:

- Monday, March 9: 52F, 5R, 20P
- Tuesday, March 10: 62F, 6R, 30P
- Wednesday, March 11: 68F, 8R, 27P
- Thursday, March 12: 67F, 8R, 29P
- Friday, March 13: 64F, 6R, 22P
- **Total: 313F, 33R, 128P**

Explain in detail, how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.

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The issues described above, are Performance Standard 2 (PS2) violations. Failure to correct these issues will lead to additional fiscal action on subsequent reviews.

Indicate the date of implementation for each of the issues identified.

Flagged by Amy Martin 04/30/2026 12:28 PM

At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all components of the reimbursable meal, in minimum daily and weekly requirements, are offered and served. 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. Source production records must be kept on file and must be an accurate reflection of what is offered and served to students at the time of meal service. After service, the daily records must be reviewed by the Food Service Director (FSD). No adjustments or alternations may occur after FSD reviews them each day.

As discussed in detail throughout the AR and at the Exit Conference, a review of the production records (PRs) for the review week (March 9-13, 2026) raised concerns regarding the authenticity of the production records. This prompted a request for the entire review month's (March 2026) PRs for both breakfast and lunch. The following issues were identified:

Lunch: The food service staff completes a two-page PR. Since these PRs are completed by staff during and immediately following meal service, they serve as the primary source documents. For the review week, these source documents were later used to complete a summary PR. During the AR, source documents for three of the five days were missing, and the school was unable to provide them when requested. Additionally, since the summary PR is transcribed from the source PRs, the number and type of food items must match. On the two available days, they did not match, specifically regarding the vegetable and vegetable subgroup documentation.

Due to missing source documents, it cannot be ascertained whether the required meal components in the proper quantities were offered and served to students. Therefore, all meals claimed for reimbursement on Tuesday, March 10; Thursday, March 12; and Friday, March 13, 2026, are disallowed:

- Tuesday, March 10: 150F, 19R, 74P
- Thursday, March 12: 149F, 16R, 64P
- Friday, March 13: 143F, 19R, 71P
- **Total: 442F, 54R, 209P**

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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 syste

	In addition, the source PRs for the week of March 2-6, 2026, were evaluated to determine whether the weekly vegetable subgroup requirement was met. During this week, the beans, peas, and lentils subgroup requirement was not met; it was not offered on any of the five serving days. **Breakfast:** While the review week's records appeared satisfactory, critical issues were identified in the remainder of the review month's records. Specifically, on all meal service days, only ½ cup of fruit was offered and served to students. Since the breakfast meal pattern requires 1 cup of fruit daily, this is an insufficient quantity, and the daily and weekly breakfast requirements were not met. In addition, on all days except one, milk is not documented as being temperature-checked, offered, or served to students. This is a missing meal component; therefore, all breakfasts claimed during the review week of March 9-13, 2026, are disallowed: • Monday, March 9: 52F, 5R, 20P • Tuesday, March 10: 62F, 6R, 30P • Wednesday, March 11: 68F, 8R, 27P • Thursday, March 12: 67F, 8R, 29P • Friday, March 13: 64F, 6R, 22P • **Total: 313F, 33R, 128P** Explain in detail, how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. The issues described above, are Performance Standard 2 (PS2) violations. Failure to correct these issues will lead to additional fiscal action on subsequent reviews. Indicate the date of implementation for each of the issues identified.

Report Selections

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