

# BLACK HORSE PIKE REG BD OF ED-00700390 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BLACK HORSE PIKE REG BD OF ED-00700390	126	03/18/2026	CAP Accepted
<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:19 AM</p> <p>CAP Accepted</p>					

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Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:04 AM

**Corrective Action History**

- #966 2020224 Transferred to Camden Prep 1-7-2026
- #880 2017810 SS# given by parent. Signed and dated by VP Office on application 2/26/26
- #820 2020104 SS# given by parent. Signed and dated by VP Office on application 2/27/26
- #852 2019028 Parent signed application on 3/2/26 in VP office
- #896 2016895, 2014902 SS# given by parent. Signed and dated by VP office on application 2/26/26
- #848 2018886 SS# given by parent. Signed and dated by VP office on application 2/26/26
- #1017 2016400 SS# given by parent. Signed and dated by VP Office on application 2/26/26
  
- #434 2020672, 2019186 VP Office spoke to and sent letter to family notifying of change in determination. MEL and POS were updated on 3/2/26
  
- # 628 2021258 SS# given by parent. Signed and dated by VP Office on application 2/25/26
- # 752 2016998 Parent signed application on 2/26/26 in VP office
- #891 2019548 VP office spoke to parent. No SS# signed and dated by VP office 2/25/26
- # 765 correction was made to reduced after parent was contacted by VP office. As of 3/4/26 student appears on DC list. benefits update
- #3 parent signature was on the original paper application in VP office
- #577 No response from family changed to paid 3/16/26
- #907 parent signature was on the original paper application in VP office. Both students listed on the application are receiving benefits
- #1004 parent signature was on the original application in the VP office
- #866 No response from family , benefit changed to paid 3/16/26

Flagged by Kaitlyn Matthews 02/18/2026 02:31 PM

Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 1: CA Count (2)		BLACK HORSE PIKE REG BD OF ED-00700390		03/18/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:18 AM CAP Accepted				
	Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:06 AM  All food service staff and cashiers will receive training on how to accurately recognize a reimbursable meal under Offer Versus Serve (OVS). The training will include a review of required meal components, minimum portion sizes, and the requirement that students select at least three components in the proper quantities, including at least ½ cup of fruit and/or vegetable for lunch. Staff will be instructed on identifying reimbursable versus non-reimbursable meals at the point of service and on appropriately prompting students to select missing components before the meal is claimed.				
	<ul style="list-style-type: none"> <li>• Training will start with OVS requires</li> <li>• Use visual tray examples</li> <li>• Teach staff what to look for at the register</li> <li>• Review portion size</li> <li>• Provide:                             <ul style="list-style-type: none"> <li>◦ OVS signage on serving lines</li> <li>◦ A cashier cheat sheet near POS</li> </ul> </li> </ul>				
	Training will be documented with an agenda and signed attendance sheets and will be implemented SFA-wide effective March 30 2026  Ongoing refresher training will be conducted annually and as needed to ensure continued compliance.				
Flagged by Kaitlyn Matthews 02/18/2026 02:33 PM  Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.					
<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>					

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	<p>Flagged by Kaitlyn Matthews 02/18/2026 02:33 PM</p> <p>At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable.</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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HIGHLAND HIGH-993	401	03/18/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:18 AM				
	CAP Accepted				
	<p>Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:05 AM</p> <p>Effective 3/19/26, all food service staff and cashiers will be retrained on the Offer Versus Serve (OVS) requirements. The training will included:</p> <ul style="list-style-type: none"> <li>Review of the five required lunch components.</li> <li>Reinforcement that students must select at least three components in the proper quantities.</li> <li>Emphasis that one of the selected components must be a minimum of ½ cup fruit and/or vegetable.</li> <li>Identification of reimbursable versus non-reimbursable meals using meal examples and line practice scenarios.</li> <li>Refresher training on reimbursable meal requirements will be provided at the start of each school year and mid-year as needed.</li> <li>Documentation of the training and signed attendance sheets will be kept on file</li> </ul>				
<b>Corrective Action History</b>	Flagged by Kaitlyn Matthews 02/18/2026 02:32 PM				
	<p>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.</p> <p><b>Corrective Action Finding:</b></p> <p>Lunch, day of observation, 2/17/26: 13 students did not take a fruit or vegetable with their lunch. 13 meals are non-reimbursable due to missing fruit or vegetable component.</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>				
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HIGHLAND HIGH-993	402	03/18/2026

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:18 AM  CAP Accepted
	Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:05 AM  A meat or meal alternative will be added to garden salad meal  <b>Menu Revision</b> <ul style="list-style-type: none"><li>Beginning 2/23/26 All affected menus for grades 9–12 have been reviewed and revised to ensure that a minimum of 2 oz. equivalent M/MA is offered daily. For entrée salads, the protein portion has been increased to meet at least 2 oz. equivalent M/MA.</li></ul> <b>Menu Planning Verification Process</b> <p>Beginning 3/9/2026:</p> <ul style="list-style-type: none"><li>All menus are reviewed by the Food Service Director prior to implementation to ensure compliance with daily and weekly component requirements.</li><li>A standardized meal pattern checklist is completed for each weekly menu to verify minimum quantities are met.</li><li>Supporting documentation for all creditable items is maintained and reviewed during menu planning.</li></ul> <b>Ongoing Monitoring</b> <ul style="list-style-type: none"><li>Annual training will be provided at the start of each school year, with refresher training as needed.</li><li>Any future discrepancies will be corrected immediately</li></ul>

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	<p>Flagged by Kaitlyn Matthews 02/18/2026 02:32 PM</p> <p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.</p> <p><b>Corrective Action Finding: Insufficient quantities, day of lunch observation</b></p> <p>Per the Lunch Meal Pattern, grades 9-12, a minimum of 2 meat/meat alternates (M/MA) must be served daily during lunch. A garden salad was served with one cheese stick and a whole grain roll. One cheese stick= 1 M/MA, which is not enough M/MA to meet the daily or weekly meal component requirement.</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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HIGHLAND HIGH-993	409	03/18/2026	CAP Accepted
	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:18 AM</p> <p>CAP Accepted</p>				

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Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:05 AM

### Daily Verification Process

Beginning 3/9/2026:

- managers are required to review and sign production records daily to verify completeness and accuracy.
- Milk counts are reconciled daily with point-of-service (POS) meal counts.
- Any discrepancies are corrected the same day.

### Annual and Refresher Training

- Annual training will be provided at the beginning of each school year.
- Mid-year refresher training will be conducted as needed.
- New staff will receive training on production record completion prior to assuming duties.

### Mandatory Production Record Training

All food service staff were retrained on:

- Daily and weekly meal pattern requirements for breakfast and lunch.
- Proper completion of production records, including planned servings, actual servings, and the "reimbursable" column.
- Accurate documentation of all required components
- Maintaining and attaching required supporting documentation

Corrective Action History

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	<p>Flagged by Kaitlyn Matthews 02/18/2026 02:32 PM</p> <p>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 a reimbursable breakfast and 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.</p> <p><b>Corrective Action Finding: Review period, missing components</b></p> <p><b>1/13/2026, breakfast:</b> 24 meals were served, however, only 14 fruits are documented on the production record. 10 meals are non-reimbursable due to missing fruit component.</p> <p><b>1/14/2026, lunch:</b> the "reimbursable" column for all entrees and milk are not complete on the production record. 152 meals are non-reimbursable due to missing meat/meat alternate (M/MA), whole grain rich (WGR), and milk components.</p> <p><b>1/15/2026, lunch:</b> milk is not complete on the production record. 172 meals are non-reimbursable due to missing milk component.</p> <p>Total meals non-reimbursable due to missing components: 334</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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HIGHLAND HIGH-993	410	03/18/2026	CAP Accepted
	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:18 AM</p> <p>CAP Accepted</p>				

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Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:05 AM

Manager will review the menu to confirm quantities and subgroups are meet beginning 2-23-26

## **. Menu Revision – Meat/Meat Alternate (M/MA) As of 2/23/26**

- lunch menus have been reviewed and revised to ensure a minimum of 2 oz. equivalent M/MA is offered daily.
- Entrée salads have been updated to include:
  - A minimum of 2 oz. equivalent cheese; or
  - An additional creditable protein such as grilled chicken, beans, tofu, turkey, or other compliant M/MA items.

### **Going Forward FSD will ensure**

- All lunch menus meet daily M/MA requirements for grades 9–12.
- Weekly vegetable subgroup minimums are met and documented.
- Menu planning is verified prior to service.

Ongoing oversight prevents recurrence of insufficient quantity finding

**Corrective Action History**

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	<p>Flagged by Kaitlyn Matthews 02/18/2026 02:32 PM</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p><b>Corrective Action Finding: Insufficient quantities, review period</b></p> <p>Per the Lunch Meal Pattern, grades 9-12, a minimum of 2 meat/meat alternates (M/MA) must be served daily during lunch. A garden salad was served with one cheese stick and a whole grain roll. One cheese stick= 1 M/MA, which is not enough M/MA to meet the daily or weekly meal component requirement.</p> <p>Insufficient quantities, vegetable subgroups: beans, peas, and lentils and red/orange.</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>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	HIGHLAND HIGH-993	1407	03/18/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/17/2026 09:17 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Nicole Belfiore-Racioppo 03/17/2026 09:03 AM <ul style="list-style-type: none"> <li>Review the existing food safety plan in its entirety to ensure all procedures remain current and accurate.</li> <li>Added a <b>signature and date line</b> for the Food Service Director (or designated staff) to indicate annual review.</li> <li>The SFA has implemented a procedure to review, update (if needed), and sign/date the food safety plan annually.</li> <li>Reviews will be scheduled at the start of each school year to ensure the plan remains current.</li> <li>The review and execution of the 2025/2026 school year plan was completed on 3/2/26</li> <li>Going forward the food safety plan will be reviewed and signed by each cafeteria manager prior to the start of each school year</li> </ul>				
Flagged by Kaitlyn Matthews 02/18/2026 02:31 PM					
SFA has a written food safety plan, but it was not signed and dated indicating annual review of procedures.					
<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>					

**Report Selections**

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