

WATERFORD TWP BD OF ED-00705560 - 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
Verification	Verification (On-Site Assessment Tool) (207H)	WATERFORD TWP BD OF ED-00705560	213	12/24/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:14 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Christopher Eberly 11/26/2025 11:18 AM</p> <p>The letter was sent out to the family on 11/26/2025. We will use 10 calendar days before we change the student status in the system.</p> <p>Flagged by Amy Martin 11/21/2025 01:11 PM</p> <p>The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244).</p> <p>No notification letter was sent to the household.</p> <p>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	WATERFORD TWP BD OF ED-00705560	214	12/24/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:14 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Christopher Eberly 11/26/2025 11:23 AM</p> <p>On 11/26/2025 any household where the benefits were reduced was sent a letter, given 10 calendar days' notice written notice.</p> <p>Flagged by Amy Martin 11/21/2025 01:13 PM</p> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.</p> <p>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.</p> <p>Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	WATERFORD TWP BD OF ED-00705560	806	12/24/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:14 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Christopher Eberly 11/26/2025 11:15 AM</p> <p>On November 26th, the determining official reviewed the Civil Rights Self-Study Guide and signed and dated it and put into personnel file. Civil Rights training will be conducted every year for all staff who interacts with program participants or applicants before the start of the new school year.</p> <p>Flagged by Amy Martin 11/21/2025 01:12 PM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.</p> <p>Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p>The Determining Official must have annual Civil Rights training.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	WATERFORD TWP BD OF ED-00705560	810	12/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:14 AM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Christopher Eberly 11/26/2025 11:20 AM				
	<p>On 11/26/2025, we updated our letters to include the Non-Discrimination Statement. Using the states letters will ensure that the Non-Discrimination Statement is the most current.</p> <p>Flagged by Amy Martin 11/21/2025 01:12 PM</p> <p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website.</p> <p>Program materials were reviewed. Some, including the Verification letters, must be updated to include the most recently released Non-Discrimination Statement. The statements can be found at:</p> <p>https://www.fns.usda.gov/civil-rights/nds or the 2022 Non-Discrimination Statement or https://www.nj.gov/agriculture/applc/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>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.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	WATERFORD ELEM SCHOOL-1130	319	12/24/2025	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:15 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Christine Storey 12/10/2025 07:10 PM</p> <p>On November 22, 2025 the Non-Reimbursable Meal Key was created and marked to "allow when negative". This will allow the cashier to enter the incomplete meal at the time of the purchase.</p> <p>The excessive overrides were due to cashier error along with over focusing on the review which put a lot of anxiety on the students and team. Procedures were changed where the main entree was bundled with a fruit along with offering another fruit choice and milk choice. Due to our new recipes, these recipes were not available, so we separated the items. We are working with our Dietician to create bundled recipes that will be completed in December 2025.</p> <p>Flagged by Amy Martin 11/21/2025 01:13 PM</p> <p>Excessive overrides used in the POS system indicate a problem with the computer and/or meal counting system for breakfast. An explanation for the excessive overrides must be determined and corrected.</p> <p>On the day of observation, the students who did not select a reimbursable meal and had no money in their accounts had their numbers written on a pad of paper. After breakfast, those numbers were manually entered into the POS system. At the end of breakfast, there were 10-20 numbers on the list. Since these meals were not reimbursable, they had to be charged a la carte. Because there was no money or insufficient funds in the students' accounts, they could not be entered into the POS system at the front of the house.</p> <p>It should also be noted that during the review month (October 2025), between 0 and 3 a la carte items were sold at breakfast daily. However, on the day of observation (November 17, 2025), 15 a la carte items were purchased. This increase may indicate a change in the system or procedures, such as how meals were processed or recorded, on the day of observation.</p> <p>Explain in detail the reasons for the excessive overrides in the POS system. Describe how the issue was corrected and the measures taken to ensure it will not recur in the future. Corrective action must be applied across the School Food Authority (SFA).</p> <p>Indicate the date of implementation.</p>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)</p>	<p>WATERFORD ELEM SCHOOL-1130</p>	<p>1405</p>	<p>12/24/2025</p>	<p>CAP Accepted</p>

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:14 AM CAP Accepted				
	Corrective Action Plan: Submitted by Christine Storey 12/03/2025 12:33 PM An email requesting a second inspection was sent to Camden County Health Department on 11/21/2025. Please see response in Documents Flagged by Amy Martin 11/21/2025 01:12 PM The SFA did not have documentation indicating that two food safety inspections were requested. Schools participating in the school lunch and breakfast programs must obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspections at least twice during each school year. If two inspections are not completed, the site must request the second inspection. Proof of the inspection request must be maintained on file. The request must include the time and date of the inspection request, as well as the sender and recipient information. Describe in the corrective action was corrected. Indicate the date of implementation. Corrective Action must be applied SFA-wide.				
Group 1: CA Count (2)		WATERFORD TWP BD OF ED-00705560		12/24/2025	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 12/18/2025 10:16 AM CAP Accepted				
	Corrective Action Plan: Submitted by Christine Storey 12/10/2025 07:11 PM The new cook was not following the procedures that she was trained on. Due to staff shortages the Food Service Director was not following through with overseeing and signing off on the production records daily. This is not an excuse, and once identified, training and focus on the production records resumed. A team of Nutri Serve Directors and Operations Manager visited often to support and train which also led to some confusion. Beginning November 22, 2025, all procedures and policies have been reviewed, employees retrained and recipes created to ensure compliance and ease for the students.				

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Flagged by Amy Martin 11/21/2025 01:14 PM

At breakfast and 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.

Upon observing the meal service and reviewing the production records for the review week (October 27-31, 2025), concerns regarding the accuracy of the production records arose, prompting a request for the entire review month's (October 2025) production records for both breakfast and lunch. While the review week's records appeared satisfactory, critical issues were identified in the remainder of the review month's records. Specifically, two breakfast records were missing, and both breakfast and lunch production records lacked essential data, such as missing meal components, portions planned, and portions served, and were overall incomplete. Consequently, it was impossible to ascertain whether reimbursable meals were offered and served to students. Due to these issues, all breakfasts and lunches claimed during the review week are disallowed.

The review week meals to be reclaimed are:

Breakfast 300F, 25R, 318 P

Lunch: 442F, 46R, 501P

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.

Corrective Action History

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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 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.

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Report Selections

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