

RUNNEMEDE BD OF ED-00704590 - 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
Verification	Verification (On-Site Assessment Tool) (207H)	RUNNEMEDE BD OF ED-00704590	214	05/19/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:27 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ANNE WILDER 04/28/2025 08:35 AM				
	We have updated form 244 to state the status would not be changed for 10 days.				
	(I am also putting a note in my verification instructions so I do not repeat this next year).				
	Flagged by Lauren Renn 04/17/2025 10:34 PM				
	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.				
	Application #469 that was verified went from Federally Free to Federally Reduced, this is a decrease in benefits. The notice of change letter went out on 10/16 and benefits were changed on 10/16.				
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..					
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	BINGHAM-1117	13	05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 12:16 PM				
	Signage has been placed in all preschool classrooms, with pictures of required components, to instruct students, teachers, and aides that all 3 items must be taken by the student. This will ensure a full meal is received by each PK student.				
	Implemented 5/1/25				
	Flagged by Lauren Renn 04/17/2025 10:32 PM				
At breakfast Offer Versus Serve is not an option for pre-school age students. All students must get all three components.					
Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BINGHAM-1117	318	05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:15 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 01:10 PM</p> <p>When preschool lunches are served, as there is not a POS system, the teacher / aide will complete the lunch count as the meals are provided to the students. The same process will be completed for any in class distribution of meals to special ed students not obtaining their lunch directly from the cafeteria employees.</p> <p>Teachers will then submit the lunch counts to the cafeteria where they will be added into the daily lunch count for reimbursable meals. The production records will keep the in-class counts as supporting documentation for review by the Food Services Manager.</p> <p>Implemented 05/01/2025</p> <p>Flagged by Lauren Renn 04/17/2025 10:33 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>On the day of review for lunch on 4/15, it was observed that preschool meals sent to the classroom had no POS count and count was taken from the attendance sheet that morning and meals were claimed before the lunches were sent to the class. It was also observed that for children with disabilities a teacher comes to cafeteria to pick up lunch at which point the meal is entered into POS. This was corrected on the day of review by sending a sheet with the teacher to check off the student received a reimbursable lunch.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BINGHAM-1117	400	05/19/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:16 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 12:55 PM				
	<p>A review of the menu prior to its approval and meal service will occur to ensure that all 5 components are provided in each meal served. Production records will correctly reflect all components, recipe numbers, and serving sizes of each component.</p> <p>Implemented 05/01/2025</p>				
	<p>Flagged by Lauren Renn 04/17/2025 10:33 PM</p> <p>All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service and offered to each student. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. Accurate production records must be kept and should be used to plan appropriate quantities of meal components.</p> <p>On the day of review 4/15 students that received the cereal and grilled chicken nugget meals were not offered all 5 meal components. Students receiving cereal meal were not offered MMA and students that received chicken meal were not offered grain. There were 4 cereal meals served and 4 chicken meals served per PR for day of review 4/15 that were missing meal components. 8 total non reimbursable meals.</p> <p>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.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	BINGHAM-1117	403	05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:16 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 12:26 PM				
	All students will be offered a minimum of two options of milk with breakfast. Implemented 05/01/25.				
	Flagged by Lauren Renn 04/17/2025 10:32 PM				
	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.				
	On the day of review for breakfast 4/15 it was observed that only one milk type was offered to all students including k-3 students. This was also observed on PR for breakfast for the review period that only one milk type was offered.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	BINGHAM-1117	409	05/19/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 12:24 PM				
	<p>Kitchen servers, teachers/aides in PK rooms have been instructed that every meal served must include all components. Signage will reflect that all components be taken to count as a complete breakfast. Production record counts will correctly reflect fruit and vegetables for their serving sizes per meal - not by total quantity received from the kitchen.</p> <p>Implemented 5/1/25.</p>				
	<p>Flagged by Lauren Renn 04/17/2025 10:32 PM</p> <p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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>On the production records for 3/12 of the review period there were 42 meals claimed for reimbursement but only 36 1/2 cup servings of fruit were served. Fruit is a required component for reimbursable breakfast and students must take 1/2 cup of fruit under OVS to be counted and claimed as a reimbursable meal therefore 6 meals are non reimbursable (42-36=6).</p> <p>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.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	BINGHAM-1117	410	05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 11:45 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 02:00 PM				
	The daily production record sheet has been amended to include details for all required items. Breakfast records indicate daily & weekly minimums. Portion sizes, number of portions served, and crediting documentation have been added to the production record sheet. Individual daily production sheets containing the specific menu choices for that day will be used rather than a generic form. Production sheets are prepared by the food service manager and given to the kitchen. The kitchen at Volz records meals planned using individual meals and serving sizes. Those sheets then accompany the meals to the distributing school, who will complete the actual amounts served and any remaining waste. Production records will now accurately reflect both planned and served quantities by individual servings.				
	Example of revised production record sheet for Pretzel Dog Day has been uploaded.				
	Implemented 05/01/2025				
	Flagged by Lauren Renn 04/17/2025 10:33 PM				
	At breakfast, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.				
	Production records on 3/11 and 3/13 of the review period show that only 1/2 cup of fruit was offered to students for breakfast. Per the meal pattern students must be offered the full component of 1 cup fruit and OVS they must take at least 1/2 cup of fruit. This is a repeat insufficient quantity violation that was seen for SBP in the last AR from 2019-2020. 86 breakfast meals are non reimbursable.				
	The lunch production records (PR) are incomplete. The PR are missing pertinent and required information, such as recipe numbers, accurate crediting documentation, portion sizes, and appropriate numbers of portions planned and reimbursable portions used. It therefore cannot be ascertained if all students were served all components in the required quantities. The prior (2019-2020) Administrative Review also documented insufficient quantities of fruit, vegetables, and grains at the lunch service. This is therefore a repeat finding and all lunches served for the review week are disallowed. Failure to correct these issues will result in additional fiscal action on subsequent ARs. 374 lunch meals are non reimbursable.				
Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	BINGHAM-1117	811	05/19/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 01:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/13/2025 12:44 PM				
	As of lunch service 04/15/25 we posted "And Justice For All" inside the PreK room at Bingham.				
	Flagged by Lauren Renn 04/17/2025 10:32 PM				
	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the pre-k students. Prek students eat both breakfast and lunch in classroom and no poster was posted.				
	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.				
Group 1: CA Count (2)		RUNNEMEDE BD OF ED-00704590		05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/19/2025 11:41 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ALYSE DVORAK 05/16/2025 02:02 PM				
	Printed records are sent daily after service has been completed to the Food Services Manager and kept in binders by date for a minimum of 3 years.				
	Implemented 05/01/2025				
	Flagged by Lauren Renn 05/12/2025 09:07 AM				
	SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings.				
	SFA does not maintain POS rosters after being entered into the computer. It is important to maintain these records for reporting purposes.				
	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.				
	Flagged by Lauren Renn 05/12/2025 09:07 AM				
	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.				
	Breakfast POS rosters for the review period 3/10-3/14 could not be reviewed as SFA does not maintain these records. SFA must take accurate POS counts and maintain these records on file.				
	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. Fiscal action will be taken. An over claim may be assessed.				

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Report Selections

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