

COMMERCIAL TWP BD OF ED-01100950 - 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
Professional Standards	Professional Standards (On-Site Assessment Tool)	COMMERCIAL TWP BD OF ED-01100950	1219	04/06/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:58 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 04/08/2026 06:27 AM				
	Pre-K teachers/aides/staff were re-trained on on the requirements and components of a Reimbursable Meal, and the requirements of "Serve Only". They were also retrained on the counting and claiming on a Tally sheet, that students can not be checked off as receiving a reimbursable meal unless all components are served to the student, in the correct portion sizes. Training for Pre-K staff was conducted on March 4, 2026.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/. Due to the errors (meal counting and claiming; identifying a reimbursable meal) found while observing lunch in the PreK classrooms, PreK teachers serving and taking meal counts in the classroom must be retrained on identifying a reimbursable meal and standard meal counting and claiming procedures. 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.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Commercial Township School-549		04/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 03/08/2026 09:36 AM Snacks for the ASSP program are held properly and in refrigerated units (when appropriate), until the time that snack is served. Times and Temperatures will be checked and included on the Production Record for the ASSP, specifically and including days of service of Yogurt and Milk. The implementation of this process started on March 5, 2026. Flagged by Jill Dailey 03/06/2026 07:27 AM Snacks must be properly prepared, held, served, and stored within proper food safety practices. As discussed at the exit conference findings were found in this area. There are no times/temps on the Afterschool Snack Program production records for when milk and yogurt are served. 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.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Commercial Township School-549		04/06/2026	CAP Accepted

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	Snacks for the ASSP program are held properly and in refrigerated units (when appropriate), until the time that snack is served. Times and Temperatures will be checked and included on the Production Record for the ASSP, specifically and including days of service of Yogurt and Milk.				
	The implementation of this process started on March 5, 2026.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM				
	Snacks must be properly prepared, held, served, and stored within proper food safety practices. As discussed at the exit conference findings were found in this area.				
	There are no times/temps on the Afterschool Snack Program production records for when milk and yogurt are served.				
	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 - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Commercial Township School-549	318	04/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:58 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 04/08/2026 06:44 AM				
	Pre K teachers/aides/staff were re-trained on meal counting and claiming procedures with a tally sheet. No student can be checked off on the tally sheet until full portions of all the required components of the meal are placed in front of the student. Teachers/aides/staff were retrained on the components and portion sizes of a reimbursable breakfast and lunch. This training took place on March 4, 2026.				
	Cashiers and cafeteria staff were re-trained on the importance of verifying what is served with the meal and what is on the tray before checking off the meal on the tally sheets. The Uncrustable meal was switched to a clear bag versus a brown bag on March 4, 2026, and moving forward an Uncrustable reimbursable meal, will be served in a clear plastic bag so that all components will be seen, in addition to allowing the students to take the hot veg or additional veg, additional fruit and a milk.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM				
	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. PreK students order meals in advance. In 1 PreK classroom, a meal was ordered for a student who arrives at school late a lot. When the teacher marked the tally sheet, she marked this meal which was ordered even though the student did not come to school and was not present for the lunch meal service. 1 ineligible meal will be disallowed. Additionally, other PreK classrooms are claiming meals sent from home as long as a student took at least 1 component or claiming meals prior to completing service. Additionally, students in the cafeteria were coming through the line with a pre-bagged uncrustable meal in brown paper bags. The individual taking meal counts was not asking to see inside the bag. Without looking inside each bag, the meal counter is unable to clearer identify a reimbursable meal. It was discussed to either open each bag at the POS or switch to clear bags for easy identification. 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Commercial Township School-549	325	04/06/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:57 AM CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 04/08/2026 06:17 AM				
	If students come in late or are required to eat in a different classroom or the office, within the meal period and on school grounds, a tally sheet must be completed at the Point of Service before the meals can be added to the claim. All tally sheets that are completed at the Point of Service for a certain meal period must be totaled and compared to the number of meals being claimed in the POS and on the edit claim. The total claimed must match the total on the tally sheets for that meal period. This process started on March 5th, 2025.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM				
	Breakfast counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. On Thursday, 2/5/2026, the total meal count per the edit check is 334, but the tally sheets (serving as the POS) total to 323. Per discussion with the FSD, on 2/5/2026 there was an incident in the cafeteria at breakfast. 11 students were instructed to eat breakfast in the office. These meals were added into the computerized POS to account for the total for the day, but there is no tally sheet to document that these students received a reimbursable meal. SA Count for the review period: 4849; SFA Count for the review period: 4860 A total of 11 meals will be disallowed. 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 - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Commercial Township School-549	401	04/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:58 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 04/08/2026 06:23 AM				
	Pre K teachers were re-trained on the requirements of "Serve Only". The training included the requirement of all 5 components in the proper quantities, of the meal being placed in front of the student, at which time, the student can be checked off on the roster. Teachers/Aides were trained that ONLY students who receive all 5 components of the meal can be checked off on the roster. Students who get milk only or bring their lunch from home can not be checked on the roster as receiving a complete reimbursable meal. Training was completed by the FSD and the Superintendent on March 4th, 2026, before breakfast was served to the Pre K students.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM				
	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. Food service staff/cashiers/teachers/aides must receive training on how to accurately recognize a reimbursable meal. Students must take all 5 components in the proper quantities when the meal service operation is Serve Only. On the day of lunch observation, PreK students eating in the classroom were being served meals under Serve Only. Teachers/aides were counting and claiming all lunch meals, using tally sheets, even if a meal was brought from home and a student only requested a milk. One classroom marked the tally sheet for all served meals even though service was not complete and students had not received all 5 components. 7 incomplete meals will be disallowed. 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.				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	Commercial Township School-549	811	04/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 03/08/2026 09:43 AM				
	The USDA's "And Justice for All" poster will be displayed in the serving areas and in the classrooms where students eat both breakfast and lunch. The poster that was missing was hung in the classroom on the day of the review, March 4, 2026. The classrooms and serving areas will be monitored, so that if the posters go missing, they will be replaced immediately. Teachers were also re-trained of the importance and requirement that this poster be displayed.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. In 1 classroom, where students eat both breakfast and lunch, there was no "And Justice for All" poster displayed. 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.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Commercial Township School-549	901	04/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 04/13/2026 08:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Dineen Billingham 03/08/2026 09:40 AM				
	Each year, the On-Site monitoring forms for breakfast and lunch will be completed by a SFA staff member, and the review will be completed prior to February 1 of that school year. Implementation of this process was started on March 5, 2026.				
	Two ASSP monitoring forms will be completed each school year, the first review within the first 30 days of the start of the program, and the second review will take place before the end of the school year.				
	Flagged by Jill Dailey 03/06/2026 07:27 AM				
Corrective Action History	All SFAs must conduct an on-site accountability review of lunch and breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.				
	The on-site monitoring forms were complete for the 2025-2026 school year, but after Feb 1, 2026. The on-site monitoring for lunch was completed on 2/4/2026 and the on-site monitoring for breakfast was completed on 2/3/2026.				
	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.				
Corrective Action History	Indicate the date of implementation.				

Report Selections

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