

MAURICE RIVER BD OF ED-01103050 - 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)	MAURICE RIVER BD OF ED-01103050	137	02/20/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:17 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:19 PM				
	Recommendation: Two clerical errors on the Master Eligibility List regarding two students. Students were correct in POS and in SIS of school district. Students were not claimed incorrectly, but were just not updated on the MEL. Students were correctly claimed.				
	Correction action: Excel copy of MEL will be compared with SIS copy of MEL to assure no discrepancies exist between same.				
	Person responsible for implementation of corrective action: Patricia Powell, SBA and Laura Taylor, Secretary				
	Effective date of implementation: January 21, 2026				
	See Revised CAP, Recommendation #1, attached hereto.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:46 AM				
	Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here.				
Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:10 PM					
See attached.					

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	<p>Flagged by Jill Dailey 01/22/2026 09:56 AM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly.</p> <p>There were 2 eligibilities transferred from the source document incorrectly to the manual MEL. One student was originally directly certified as Medicaid Reduced, but received a program source updated to DC SNAP. Another household was determined as Federally Free based on household size and income, but the application shows a SNAP/TANF case number in the correct format. This household should be documented as categorically eligible on the MEL. Both households were documented correctly in the SIS and POS as Federally Free. Although neither of these changes to the MEL will affect the household eligibility, the updated must be made.</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.</p> <p>Indicate the date of implementation.</p>				
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Verification	Verification (On-Site Assessment Tool) (207H)	MAURICE RIVER BD OF ED-01103050	208	02/20/2026	CAP Accepted
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	<p>Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:15 AM</p> <p>CAP Accepted</p>				
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Corrective Action History	<p>Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:19 PM</p> <p>Recommendation: Verification Form - Confirming official needs to review and sign verification form. Be sure that gross pay and not net pay is used for verification. No verification was done incorrectly, but there was a question as to which pay was used.</p> <p>Corrective Action: Confirming Official (Joanne Sbrana) was informed by SBA to review and sign verification form. Research was conducted to determine if gross pay was used for the verifications, and in fact it was. A specific note designating same will now be written on verification documents, just to clarify.</p> <p>Person Responsible for Implementation of corrective action: Patricia Powell, SBA, Joanne Sbrana, Confirming Official, and Laura Taylor, Verifying Official.</p> <p>Effective date of implementation: January 21, 2025</p> <p>See Revised CAP, Recommendation #2, attached hereto.</p>
	<p>Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:45 AM</p> <p>Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here.</p>
	<p>Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:08 PM</p> <p>See attached.</p>
	<p>Flagged by Jill Dailey 01/22/2026 09:55 AM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</p> <p>At the time of the review, there was no indication that a confirmation review of the applications selected for verification took place. The confirming official can sign the application and Verification Tracker.</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.</p> <p>Indicate the date of implementation.</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	MAURICE RIVER BD OF ED-01103050	209	02/20/2026	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:18 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:20 PM</p> <p>Recommendation: Verification Form - Confirming official needs to review and sign verification form. Be sure that gross pay and not new pay is used for verification. No verification was done incorrectly, but there was a question as to which pay was used.</p> <p>Corrective Action: Confirming Official (Joanne Sbrana) was informed by SBA to review and sign verification form. Research was conducted to determine if gross pay was used for the verifications, and in fact it was. A specific note designating same will now be written on verification documents, just to clarify.</p> <p>Person Responsible for Implementation of corrective action: Patricia Powell, SBA, Joanne Sbrana, Confirming Official, and Laura Taylor, Verifying Official.</p> <p>Effective date of implementation: January 21, 2025</p> <p>See Revised CAP, Recommendation #2, attached hereto.</p>				
	<p>Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:46 AM</p> <p>Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here.</p>				
	<p>Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:10 PM</p> <p>See attached.</p>				
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	<p>Flagged by Jill Dailey 01/22/2026 09:55 AM</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p>A household that responded to the Verification request sent in paystubs as supporting documentation. For one of the paystubs, the net amount was used to calculate the annual income. Although the outcome of Verification for this household was not affected, the gross income must be used for verification of applications.</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.</p> <p>Indicate the date of implementation.</p>				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	MAURICE RIVER BD OF ED-01103050	305	02/20/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:17 AM CAP Accepted					
	Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:19 PM Recommendation: Policy - Unpaid meal service policy needs to be updated to be in accordance with the language of the law. Corrective Action: SBA advised board policy committee to update policy language of the unpaid meal charge policy and meals on credit/charged meals to reflect current language of the law. The revised policies received from district policy service with language updates will be adopted which will incorporate the Hunger-Free Students' Bill of Rights Act signed into law in 2020. Person responsible for implementation of the corrective action: Patricia Powell SBA Effective date of implementation: March 17, 2026 (Board Meeting). See Revised CAP, Recommendation #3, attached hereto.					
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:46 AM Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here. Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:09 PM See attached.					
	Flagged by Jill Dailey 01/22/2026 09:56 AM The current Unpaid Meal Charge Policy (Meals on Credit / Charged Meals) was last revised in 2017. The current policy does not accurately reflect the Hunger-Free Students' Bill of Rights Act which was signed into law in 2020. The Unpaid Meal Charge Policy must be updated. Indicate the date of implementation.					
	Group 1: CA Count (2)		MAURICE RIVER BD OF ED-01103050		02/20/2026	CAP Accepted

MAURICE RIVER BD OF ED-01103050 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:18 AM CAP Accepted
	Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:20 PM Recommendation: HACCP was completed and located in business office. A copy should also be located in the kitchen area. Plan should be updated for current staff. Corrective action: A copy of HACCP was placed in kitchen area. Plan was updated for current staff. Person responsible for the implementation of the corrective action: Patricia Powell, SBA and Lisa Byrne, Food Service Director Effective date of implementation: January 21, 2026 See Revised CAP, Recommendation #4, attached hereto.
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:47 AM Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here.
	Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:13 PM See attached.

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	<p>Flagged by Jill Dailey 01/22/2026 09:56 AM</p> <p>A copy of the written HACCP food safety plan must be available at each school.</p> <p>Although a copy of the HACCP food safety plan was available, it was located at the board office. Also, it was originally implemented in 2010 and then reviewed and revised in 2017. The HACCP food safety plan should be updated and implemented with current staff. It also needs to remain on-site at the school.</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.</p> <p>Indicate the date of implementation.</p>				
	<p>Flagged by Jill Dailey 01/22/2026 09:56 AM</p> <p>SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles.</p> <p>Although a copy of the HACCP food safety plan was available, it was located at the board office. Also, it was originally implemented in 2010 and then reviewed and revised in 2017. The HACCP food safety plan should be updated and implemented with current staff. It also needs to remain on-site at the school.</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.</p> <p>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)	MAURICE RIVER TWP-560	318	02/20/2026	CAP Accepted
	<p>Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:21 AM</p> <p>CAP Accepted</p>				

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Corrective Action History	<p>Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:20 PM</p> <p>Recommendation: One special education kindergarten student did not go through the service line for breakfast. Teacher was sent to pick up student's breakfast. Reviewer advised that the student must be present for meal to be counted and claimed. Meal was delivered to student with the delivery of PK meals, students' attendance was verified by Food Service Director, and student was placed in the POS system by Food Service Director.</p> <p>Corrective action: Prior to administrative review, a procedure was in place to verify this one particular students' attendance each day before breakfast meal was picked up. Student's parent would contact Food Service Director directly on a daily basis to confirm student's attendance or absence. No over-claiming occurred. However, student will go through the service line with either an aide or teacher to monitor student's needs, or student's breakfast will be delivered to the classroom by kitchen staff and an attendance and delivery roster will be maintained.</p> <p>Person responsible for implementation of the corrective action: Patricia Powell, SBA and Lisa Byrne, Food Service Director</p> <p>Effective date of implementation: January 22, 2026</p> <p>See Revised CAP, Recommendation #6, attached hereto.</p>
	<p>Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:46 AM</p> <p>Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here.</p>
	<p>Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:11 PM</p> <p>See attached.</p>

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	<p>Flagged by Jill Dailey 01/22/2026 01:47 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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 breakfast observation, a teacher came to the cafeteria to obtain a breakfast meal for a student. The teacher began to select various items for the student who was not present with her. Prior to the teacher leaving the cafeteria with the breakfast meal, I advised the FSD that the student must be present for this meal to be counted and claimed. The FSD intervened and said the meal can be delivered to the classroom when the PreK breakfast meals are delivered. Although the reimbursable meal was delivered and confirmed that the student was present on the day of observation, a teacher cannot receive a meal on-behalf of a student.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast 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.</p> <p>Indicate the date of implementation. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p>				
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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	MAURICE RIVER TWP-560	410	02/20/2026	CAP Accepted
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	<p>Corrective Action Plan: Accepted by Jill Dailey 02/11/2026 08:20 AM</p> <p>CAP Accepted</p>				
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Corrective Action History	Corrective Action Plan: Submitted by PATRICIA POWELL 02/10/2026 07:20 PM
	Recommendation: Nutrition - Insufficient quantity of vegetables offered on 2 days of the month. Sufficient amount of vegetables was offered for the week of those two days, but 2 vegetables were not offered on those 2 days of the month of that review week.
	Corrective action: Two vegetables in the amount of one half cup each will be offered to each student every day of service to students.
	Person responsible for the implementation of corrective action: Patricia Powell, SBA and Lisa Byrne, Food Service Director
	Effective date of implementation: January 22, 2026
	See Revised CAP, Recommendation #5, attached hereto.
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 08:47 AM
	Please transfer the corrective action plan and implementation date from the corrective action plan document in the documents tab to here.
	Corrective Action Plan: Submitted by PATRICIA POWELL 02/05/2026 07:13 PM
	See attached.

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Flagged by Jill Dailey 01/22/2026 01:47 PM

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. 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.

Per the K-8 meal pattern, students must be offered a 3/4 C portion of vegetables on a daily basis. On Monday, 12/15, per the production records, students were offered a 1/2 C portion of carrots. On Thursday, 12/18, per the production records, students had access to a 1/2 C of green beans. While the students opting for the Lasagna Rollup and Meatball Sub on Thursday also had access to a 1/4 C portion of marinara sauce, the students opting for the Turkey & Cheese Sandwich, Lunchable, Grilled Cheese and PB&J only had access to a 1/2 C portion of vegetables. All students must have access to at least 3/4 cups of vegetables daily. It was suggested to offer 2 vegetables daily (either hot or cold) in 1/2 C portions.

This is a first time violation of insufficient quantities of vegetables on these days during the week of review. Repeat violations in this same area in future reviews will lead to fiscal action.

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.

Report Selections

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