Westbridge Academy-01409361 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	Westbridge Academy-01409361	208	04/02/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:23 PM This corrective action was noted and implemented on March 2, 2026 to be administered upon our next verification.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 06:01 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/01/2026 12:58 PM We will use the update form and and record all dates of communication on the Verification Tracker. These changes will be implemented immediately and will be reflective upon our next verification process.				
	Flagged by Kaitlyn Matthews 03/02/2026 09:04 AM The Confirming Official must record on the Verification Tracker the date of the confirmation review. **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.**				
Verification	Verification (On-Site Assessment Tool) (207H)	Westbridge Academy-01409361	214	04/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:22 PM This corrective action was noted and implemented on March 2, 2026 to be administered upon our next verification.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 06:00 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/01/2026 01:00 PM We misunderstood the notification of change time change. We thought it was within 10 days of verification completion not an advance notification of 10 days. We are now aware of this detail and will implement this time frame upon our next verification.				
	Flagged by Kaitlyn Matthews 03/02/2026 09:05 AM 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. **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.**				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Westbridge Academy-01409361	1217	04/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:23 PM This was implemented on March 2, 2026.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 06:00 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/01/2026 01:09 PM We have documentation of training hours of each employee. However, we were unaware of the tracking log requirement. We are currently transferring this information onto an internal spreadsheet that reflects the USDA Training Tracking Tool. This was implemented immediately and will be an ongoing effort that reflects any internal changes.				
	Flagged by Kaitlyn Matthews 03/02/2026 09:06 AM Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. **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.**				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Westbridge Academy-1420	325	04/02/2026	CAP Accepted

Westbridge Academy-01409361 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:25 AM CAP Accepted
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:16 PM This was implemented on March 2, 2026.
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 05:59 AM Please indicate the date of implementation.
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/02/2026 03:32 PM The corrective action taken for this error is to ensure that meal tracking log being used are current and reflect the database that produces our edit check worksheets for submissions. This corrective action was put in place immediately and will be review more diligently for accuracy.
	Flagged by Kaitlyn Matthews 03/02/2026 09:06 AM Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. **Corrective Action Finding:** Review period (January) reimbursement claim does not match the edit check/rosters for **PAID** students on the following days: **Breakfast** SFA Count SA Count 1/13/26 4 3 1/14/16 2 1 1/15/26 3 2 **Lunch** SFA Count SA Count 1/12/26 4 3 1/14/26 5 4 **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.**

Westbridge Academy-01409361 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Westbridge Academy-1420	402	04/02/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:25 AM CAP Accepted				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:18 PM This was implemented on March 2, 2026.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 06:00 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/01/2026 01:13 PM Nu-Way was immediately contacted regarding the inadequate portion sizes being given per meal. They ensure us they would make the necessary adjustments to menu items. This was implemented immediately following the onsite review.				
	Flagged by Kaitlyn Matthews 03/02/2026 09:08 AM 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. **Corrective Action Finding: Insufficient quantities, day of review** Per the Lunch Meal Pattern, grades 9-12, a minimum of one cup vegetables must be offered. Baby carrots (1.6 oz bag) were served= 1/4 cup vegetable. Resulting in insufficient vegetable quantities. **Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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)	Westbridge Academy-1420	409	04/02/2026	CAP Accepted

Westbridge Academy-01409361 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:25 AM CAP Accepted
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:17 PM This was implemented on March 2, 2026.
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 06:00 AM Please indicate the date of implementation.
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/01/2026 01:20 PM Nu-Way has been contacted regarding the components required for each meal. They ensured that this would be corrected immediately. We will continue to work with Nu-Way to create menus that reflect the requirements needed for meals to be reimbursed. This change was implemented immediately and reflective in the next months menu selections.

Westbridge Academy-01409361 - Corrective Action Report (Detail)

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	Flagged by Kaitlyn Matthews 03/02/2026 09:05 AM At breakfast and lunch, 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. **Corrective Action Finding: Review week production records, missing components** Review week breakfast and lunch production records are not complete. Breakfast: 1/12/26- 22 meals are non-reimbursable 1/13/26- 28 meals are non-reimbursable 1/14/26- 28 meals are non-reimbursable 1/15/26- 22 meals are non-reimbursable 1/16/26- 25 meals are non-reimbursable Total: 125 meals are non-reimbursable due to missing components Lunch: 1/12/26- 25 meals are non-reimbursable 1/13/26- 32 meals are non-reimbursable 1/14/26- 29 meals are non-reimbursable 1/15/26- 27 meals are non-reimbursable 1/16/26- 32 meals are non-reimbursable Total: 145 meals are non-reimbursable due to missing components. **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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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Westbridge Academy-1420	410	04/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/09/2026 08:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/08/2026 06:19 PM This was implemented on March 2, 2026.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 04/06/2026 06:00 AM Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Shadiyqah Chambliss 04/01/2026 01:05 PM Our meal service provider, Nu-Way, has been contacted regarding the inadequate portion sizes. They ensure they would correct each item of insufficient quantity. This change was implemented immediately.				
	Flagged by Kaitlyn Matthews 03/02/2026 09:07 AM 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 Agricultures Form web site for specific component and minimum quantity requirements. **Corrective Action Finding: Review week, insufficient quantities (daily and weekly)** Per the Lunch Meal Pattern, grades 9-12, a minimum of 2 oz. equivalents Meat/Meat Alternates (M/MA) and 2 oz. equivalents Whole Grain Rich (WGR) must be offered daily. 1/12/26- French toast sticks (1 slice) = 1.5 WGR 1/13/26- Mozzarella sticks (5 pieces) = 1.8 WGR, 1.65 M/MA Insufficient vegetable subgroups: other and additional were not offered **Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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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Report Selections

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