

ELK TWP BD OF ED-01501330 - 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)	ELK TWP BD OF ED-01501330	126	03/06/2026	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 03/12/2026 10:22 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/06/2026 01:14 PM				
	Parent #1 responded to my email with the information requested on February 26, 2026				
	Parent #2 has not responded to my email at this time. I sent the email on February 27, 2026. Her eligibility status is set to be changed to Full Price on March 13, 2026				
	Corrective Action Plan: Rejected by Jill Dailey 03/06/2026 11:53 AM				
	The date the eligibilities were corrected (either based on the information that was received by the parents or the deadline to submit has past) are the dates needed. Please submit the dates of correction both here and under the errors tab in SOARS.				
	Corrective Action Plan: Submitted by Christina Weber 02/25/2026 02:51 PM				
	I emailed the parent for the incomplete application requesting the missing information on their application, February 25, 2026 .				
	I emailed the parent for the verification error informing her that her status will change to federally denied in 10 days. I also gave her the option to send in a new application if circumstances have changed. February 25, 2026				
	I'm waiting on a reply from both parents.				
	Flagged by Jill Dailey 02/04/2026 01:48 PM				
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and SFA-2.)				
	1 application was missing important information for determination and another application was a verification error.				
	The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.				

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Verification	Verification (On-Site Assessment Tool) (207H)	ELK TWP BD OF ED-01501330	208	03/06/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 10:22 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/06/2026 01:19 PM				
	Parent #2 was sent an email on February 27, 2026 to inform her of the status change. The date of status change is set for March 13, 2026. It is a future date but I noticed that my deadline to submit is 3 days so I'm submitting it now.				
	Corrective Action Plan: Rejected by Jill Dailey 03/06/2026 11:55 AM				
	Please provide the date of completion (once the status as been updated) both here and on the errors tab in SOARS.				
	Corrective Action Plan: Submitted by Christina Weber 02/26/2026 02:12 PM				
	I emailed the parent letting them know that their meal status will be changed, with a 10 day grace period. I gave her the option of sending a new application if her circumstances have changed. Her status will change to denied on March 12, 2026. I must've overlooked the signature section on the form. Moving forward I will be sure to have the form signed by the confirming official.				
	Flagged by Jill Dailey 02/04/2026 01:48 PM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review.				
Corrective Action History	The Verification Tracker is dated for 10/28/2025 indicating that a confirmation review took place on this date, but there is no signature for the confirming official. Also, the initial determination of the application selected for Verification was incorrect. Based on the income listed on the application, the family would be federally denied. Based on the incorrect determination and lack of signature it is unclear if a confirmation review did take place.				
	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)	ELK TWP BD OF ED-01501330	209	03/06/2026	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 03/06/2026 11:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 02/27/2026 09:59 AM The initial determination was automatically generated by Lunchtime according to the information the parent entered. I did not realize she listed her net pay during the verification process, nor did I notice the second income listed. Moving forward I know what to double check for on the applications. I emailed the parent letting them know that their meal status will be changed, with a 10 day grace period. I gave her the option of sending a new application if her circumstances have changed. Her status will change to denied on March 12, 2026. I must've overlooked the signature section on the form. Moving forward I will be sure to have the form signed by the confirming official. Flagged by Jill Dailey 02/04/2026 01:48 PM 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. The following errors were found related to the verification process: - Initial determination of the application selected for verification was incorrect - It is unclear if a confirmation review took place - The family sent in supporting documentation for 1 of 2 incomes listed on the application. The verifying official should have reached out for supporting documentation for the 2nd income. - Net income from the paystub submitted was used to complete verification. Gross income must be used for the verification process. 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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	ELK TWP BD OF ED-01501330	709	07/22/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 08/11/2026 01:09 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Pat Rattell 08/04/2026 08:35 PM				
	The district has reassessed and increased ala carte pricing (effective September 1, 2027) to mitigate the shortfall in revenue. Beginning September the district will also increase the frequency of negative balance letters to parents to decrease unpaid meal charges. Flagged by Lisa Garland 07/15/2026 12:36 PM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	ELK TWP BD OF ED-01501330	810	03/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/06/2026 11:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 02/26/2026 01:30 PM				
	I assumed Lunchtime automatically updated the Non Discrimination Statement. I did not realize that I have to create new letters to update the discrimination statement. Now that I know the process, I will be sure to update the letters accordingly before sending them to families. All letters have been updated as of today, 2/26/26 . I also sent the updated statement to be linked to the Aura website.				
	Flagged by Jill Dailey 02/04/2026 01:48 PM				
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf The notification sent to families informing them of eligibility for free/reduced price meals through Direct Certification and the notification sent to families informing them they have been selected for Verification contain an old version of the non-discrimination statement. Additionally. the non-discrimination statement currently posted on the district website is outdated. 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)	AURA-1462	401	03/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/06/2026 11:55 AM CAP Accepted				
	Corrective Action Plan: Submitted by Pat Rattell 03/06/2026 10:35 AM Effective 3/3, all staff have been re-trained on meal components and how to correctly ring up a non-reimbursable meal when meal component requirements are not met. Flagged by Jill Dailey 02/04/2026 01:48 PM Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. On the day of lunch observation, 1 student selected a cereal bag and milk. The cashier tried to encourage the student to take the required fruit and/or vegetable component, but the student entered their pin number and left the line. The meal was claimed for reimbursement. The cashier seems aware of the requirements of offer versus serve, but should be trained/retrained on how to ring a meal up as non-reimbursable in cases like this. 1 meal 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 - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	AURA-1462	409	03/06/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/06/2026 11:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Pat Rattell 03/06/2026 10:38 AM				
	Effective 3/3/26, all staff have been re-train on meal components for both breakfast and lunch. Training also included how to ring in a non-reimbursable meal in the case where a student does not have all components on their tray, so no non-reimbursable meals will be claimed moving forward.				
	Flagged by Jill Dailey 02/04/2026 01:48 PM				
	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.				
	Although the menu and production records demonstrate that students had access to all the requirement meal components at breakfast during the week of review, students must select a 1/2 C fruit and/or vegetable for a reimbursable meal to be claimed. During the week of review, at breakfast, on 1/6/2026 and 1/8/2026 52 meals were claimed for both days, but only 51 fruits were claimed for reimbursement also on both days. 2 meals will be disallowed as the required 1/2 C fruit was not selected. 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