

## DELSEA REG HS DISTRICT-01504940 - 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)	DELSEA REG HS DISTRICT-01504940	137	03/26/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:58 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/10/2025 09:55 AM				
	02/25/2025-The finding was corrected by manually adding the 2 siblings to the existing application, which then activates them on the MEL. In the future I will sort the Direct Certification Upload by address instead of last name as this will give accurate eligibility for each household.				
	Flagged by Jill Dailey 02/26/2025 08:58 AM				
	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. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet SFA-1 and SFA-2. Correct the errors indicated and record the date of correction in the CA.				
	There was a student on the 117 that was not listed on the MEL. It was determined that this student and another sibling, as missing from the MEL, were documented based on a paper application when 2 of their siblings were Directly Certified. Although the eligibility of these students is still Federally Free, the SFA should manually extend the DC benefits to all siblings and ensure all students are active on the MEL.				
	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.					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	DELSEA REG HS DISTRICT-01504940	141	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:56 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/14/2025 03:01 PM				
	I manually added the students who were missing from the household/MEL on 2/25/25. I am not sure why they are not being picked up when I do Direct Certification.				
	Now and moving forward I will thoroughly check the direct certification list by address to ensure the benefits are extended to all household members correctly.				
	Flagged by Jill Dailey 02/26/2025 08:53 AM				
	The SFA must extend free meal benefits to all students living in a household where any member has either been directly certified or has submitted an application with a SNAP or TANF case number. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet SFA-1 and SFA-2. Correct the errors indicated and record the date of correction on the SFA-1.				
	There was a student on the 117 that was not listed on the MEL. It was determined that this student and another sibling, also missing from the MEL, had eligibilities documented based on a paper application when 2 of their siblings were Directly Certified. Although the eligibility of these students is still Federally Free, the SFA should manually extend the DC benefits to all siblings and ensure all students are active on the MEL.				
	Corrective Action must be applied SFA-wide. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.				
	<b>Indicate the date of implementation.</b>				
Verification	Verification (On-Site Assessment Tool) (207H)	DELSEA REG HS DISTRICT-01504940	208	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:56 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/24/2025 10:54 AM				
	After follow up letters were sent and statuses were updated in Lunchtime, Joe Collins completed the confirmation review and signed off on all applications.				
	This will not reoccur in the school years moving forward as I now understand the whole verification process. Joe Collins will be the confirming official this school year and moving forward.				
<b>Corrective Action History</b>	Flagged by Jill Dailey 02/26/2025 08:53 AM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review.				
	There was no indication that a Confirmation Review took place for the applications selected for Verification. The confirming official can either sign the Verification Tracker, a print out of the electronic application or the back of a paper application.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.				
	<b>Indicate the date of implementation.</b>				
Verification	Verification (On-Site Assessment Tool) (207H)	DELSEA REG HS DISTRICT-01504940	212	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/14/2025 02:50 PM				
	I emailed Form 21 on 3/3/25 with a due date of 3/7/25. Because we had a tragedy in our district I waited until 3/12/25 to send the final notice. This will not happen in the future now that i am aware of the correct process.				
	Flagged by Jill Dailey 02/26/2025 08:53 AM				
	<p>When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21).</p> <p>Five applications selected for Verification did not respond to the SFA's initial request for supporting documentation. There was no second attempt made by the SFA to obtain the documentation from those 5 households.</p> <p>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future.</p> <p><b>Indicate the date of implementation.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	DELSEA REG HS DISTRICT-01504940	215	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/14/2025 02:43 PM				
	I sent the second notice on March 3, 2024 and the final results on March 12, 2024 to the families that were chosen for verification. I updated Lunchtime with the status change on March 14, 2025. I will be more aware and more prepared for this process next year.				
	Flagged by Jill Dailey 02/26/2025 08:54 AM				
	<p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</p> <p>At the time of the review, the Verification process was not complete for several applications. As part of the correction action plan for the administrative review, the verification process must be complete for remaining 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><b>Indicate the date of implementation.</b></p>				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	DELSEA REG HS DISTRICT-01504940	308	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:59 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA RATTELL 03/07/2025 11:21 AM				
	Site details updated to reflect alternate points of service, effective 2/1/25.				
	<p>Flagged by Jill Dailey 02/26/2025 08:58 AM</p> <p>Meal service at alternate points of service other than the cafeteria (e.g. classrooms, kiosks, trailers, etc.) must be approved by the State Agency. To receive approval for alternate serving locations, the Site Details page of the Schedule A in SNEARS must be revised.</p> <p>Currently, the Site Details do not include the alternate points of service for both breakfast lunch, The media center and gym (concession stand) must be added to the Site Details.</p> <p><b>Indicate the date of revision.</b></p>				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	DELSEA REG HS DISTRICT-01504940	709	06/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 06/17/2025 03:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA RATTELL 06/17/2025 11:31 AM				
	July 1, 2025 we will evaluate and increase the prices for Ala Carte Items, Teachers Meals and Catering Events to increase Revenue.				
	<p>Flagged by Lisa Garland 06/10/2025 02:21 PM</p> <p>INDING: Non-Program Food Revenue Tool.</p> <p>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</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	DELSEA REG HS DISTRICT-01504940	806	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/14/2025 02:37 PM				
	I completed the district mandatory civil rights training on 10/18/2024. I did not realize there was another training available through the state. Noe that I am aware, I will be sure to complete the correct training in the future.				
	Flagged by Jill Dailey 02/26/2025 08:52 AM				
	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.				
	At the time of the review, administrative staff overseeing the application approval and maintaining eligibility documentation had not completed annual civil rights training.				
	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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	DELSEA REG HS DISTRICT-01504940	807	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:56 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/24/2025 02:24 PM				
	I redid the totals and completed a separate form for each site for this school year. Moving forward I will complete form 86 correctly now that I am aware of my mistake.				
	Flagged by Jill Dailey 02/26/2025 08:58 AM				
	<p>SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>.</p> <p>Although the Civil Rights Compliance Form #86 was complete for the 2024-2025 school year, it must be completed separately per site.</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><b>Indicate the date of implementation.</b></p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	DELSEA REG HS DISTRICT-01504940	1219	03/26/2025	CAP Accepted



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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/26/2025 11:14 AM				
	Now that I am aware of what trainings to complete and I am familiar with SNEARS, moving forward I will be sure to complete all necessary trainings that pertain to my roll in the lunch program.				
	Flagged by Jill Dailey 02/26/2025 08:57 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. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. 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: <a href="https://theicn.org/">https://theicn.org/</a> .				
	At the time of the review, the administrative office staff involved in application determinations, verification, direct certification and maintaining eligibility documentation did not have supporting documentation of completed training hours.				
	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.				
	Group 1: CA Count (2)		DELSEA REG HS DISTRICT-01504940		03/26/2025
	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 11:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Christina Weber 03/26/2025 11:05 AM				
	I emailed the second notice on March 3, 2024 and the final results letter on March 12, 2024 for the outstanding applications. On March 14, 2025 I updated Lunchtime with the status changes.				
	Every year moving forward I will complete the verification training prior to starting the verification process so that I do not miss any steps.				

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<b>Corrective Action History</b>	<p>Flagged by Jill Dailey 02/26/2025 08:56 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>Verification was not complete according to the guidelines. There were several households who did not receive a follow up notice when they did not respond to the first request and Verification for those households was not complete. Additionally, there was another household who may have only submitted 1 proof of income when there should have been two. The Verification process for these outstanding applications must be complete.</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><b>Indicate the date of implementation.</b></p>				
	<p>Flagged by Jill Dailey 02/26/2025 08:56 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>Verification was not complete according to the guidelines. There were several households who did not receive a follow up notice when they did not respond to the first request and Verification for those households was not complete. Additionally, there was another household who may have only submitted 1 proof of income when there should have been two. The Verification process for these outstanding applications must be complete.</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. Describe in the CAP how this will be corrected.</p> <p><b>Indicate the date of implementation.</b></p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	DELSEA REGIONAL HIGH-1500	318	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 12:01 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA RATTALL 03/07/2025 09:11 AM				
	New checkout process started on 2/25/25 and fully implemented as of 3/4/25. The new checkout process for the deli bar is as follows. Students placed their order, then wait for their sandwich to be made/pressed before getting their remaining components and getting rung up at the register. This insures that no student is rung up before they have their complete meal.				
	Flagged by Jill Dailey 02/26/2025 08:54 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.				
	On the day of review at lunch, it was observed that students ordering at the first deli counter would order their sandwiches and if they wished to have it pressed, they would grab any additional components (fruits/vegetables/milk) for their meal, head to the cashier and enter their number/pin into the POS. The meal would be claimed and the student would wait along the wall until they were called for their sandwich. A meal cannot be claimed for reimbursement until the student has a complete meal. This is a systemic error and must be corrected.				
	It was clear with the set-up of the deli counter that all sandwiches are created to ensure students receive at least 2M/MA and 2Grain. It was observed that students were waiting for their sandwiches and all students received/picked-up their sandwiches. The cashier was also diligent in ensuring students took at least a 1/2 C fruit or vegetable. Based on these observations, a recalculation of meals will not be taken, but the system of counting and claiming must be changed.				
Meal Components and Quantities - Day of Review	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.				
	<b>Indicate the date of implementation.</b>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	DELSEA REGIONAL HIGH-1500	402	03/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 12:00 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA RATTELL 03/07/2025 09:19 AM				
	Implemented via training on 2/26/25, staff will check all incoming hot dog buns and other bread to insure correct item has been delivered and it meets nutritional requirements/recipe standards. In a case where the hot dog buns/bread received are not what was ordered, the corresponding menu item will be pulled from service for that day, unless the supplier can make another delivery before meal time.				
	Flagged by Jill Dailey 02/26/2025 08:55 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.				
	On the day of review at lunch, hot dogs were available to students. The hot dog buns being used on-site were 43grams per the package. These would credit for 1.5oz eq grain which is less than the required daily 2oz eq grain for the high school grade grouping. This is a PS2 repeat violation. The 13 hot dog meals served on the day of review 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)	DELSEA REGIONAL HIGH-1500	409	03/26/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Jill Dailey 03/31/2025 12:00 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by PATRICIA RATTELL 03/07/2025 09:32 AM				
	Implemented via training on 2/26/25, staff at each serving line will insure they have a surplus of fruits/vegetables for the given meal. They will also insure that students are not rung up for a reimbursable meal if they do not have the required components on their tray. Daily production records will be used to make sure menus are in compliance with the meal pattern.				
	Flagged by Jill Dailey 02/26/2025 08:55 AM				
	<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 1/29 the Media Center Production Records documented that 26 meals were claimed for reimbursement, but only 15 - 1/2 C portions of fruit were served. The one strawberry parfait that was served has a 1/2 C portion of fruit per the recipe. 10 meals were claimed for reimbursement that were missing the required 1/2 C portion of fruit and will be disallowed.</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><b>Indicate the date of implementation.</b></p>				

### Report Selections

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