

MANTUA TWP BD OF ED-01502990 - 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)	MANTUA TWP BD OF ED-01502990	126	02/14/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/05/2025 09:07 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Jankauskas 01/22/2025 04:06 PM				
	The application with missing information was corrected on the day of review, 1/13/25.				
Corrective Action History	Flagged by Jill Dailey 01/15/2025 07:58 AM				
	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.) 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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	MANTUA TWP BD OF ED-01502990	709	04/01/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 04/02/2025 10:01 AM CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Jankauskas 03/31/2025 12:44 PM After review of the NPR tool the district has determined that non program foods were being over calculated causing an imbalance with the revenue. Prior calculations included a percentage of program food costs in error. Our corrective action plan NPR will be calculated on actual expense and revenues. Responsible: Michelle Jankauskas, School Business Administrator Date to Implement: April 1, 2025				
Civil Rights	Flagged by Lisa Garland 03/25/2025 03:20 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 (Off-Site Assessment Tool) (800H)	MANTUA TWP BD OF ED-01502990	807	02/14/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/05/2025 09:06 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Jankauskas 01/22/2025 04:05 PM				
	<p>Communion has been made to the responsible party and notes made that the form must be completed for each school. The form was completed by October 15th but not signed until October 18th. The form will be completed and signed on or before October 15th in the future.</p> <p>I have attached the corrected forms. These were completed using the data from October 15th.</p>				
	<p>Flagged by Jill Dailey 01/15/2025 07:58 AM</p> <p>SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year by October 15th. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5.</p> <p>Form #86 was completed 10/18/2024 and was filled out for the entire district and not by 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>Indicate the date of implementation.</p>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	MANTUA TWP BD OF ED-01502990	1400	02/14/2025	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 02/05/2025 09:08 AM CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Jankauskas 01/22/2025 04:11 PM All schools have the food safety plan in place. The plan will be reviewed, implemented and signed off on by cafeteria staff. Going forward the plan will be reviewed an signed off on by staff and the start of each new school year. Date of Implementation: 1/27/25				
	Flagged by Jill Dailey 01/15/2025 08:03 AM The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. Although the Sewell School had the food safety plan on-site, the SOPs were not signed indicating that these SOPs had been implemented and reviewed with staff. 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.				
Group 1: CA Count (3)		MANTUA TWP BD OF ED-01502990		02/14/2025	CAP Accepted
	Corrective Action Plan: Accepted by Jill Dailey 02/05/2025 09:10 AM CAP Accepted				

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Corrective Action History	<div>Corrective Action Plan: Submitted by Michelle Jankauskas 01/22/2025 04:13 PM</div> <div>We are changing to Serve Only service for our Preschool.</div> <div>Site Details in SNEARS has been updated and submitted to reflect that preschool is Serve Only.</div> <div>Date of Implementation: 2/1/25</div>
	<div>Flagged by Jill Dailey 01/15/2025 08:03 AM</div> <div>Family style meal service has not been implemented properly.</div> <div>During the observation of lunch, PreK students received the main entree they ordered (hot dog, sloppy joe) and low-fat, non-flavored milk. Teachers then asked the students if they would like a serving of each vegetable (baked beans, carrots) and fruit (apples) available for that day. The operation seemed to be more of a OVS than family style meal service.</div> <div>During the observation of breakfast, PreK teachers in the classroom served the students all components available for breakfast that day (muffin, milk, carrots, juice). This meal service operation is considered serve only.</div> <div>Discussed with the FSD the options to more towards a serve only style service for both lunch and breakfast for PreK students. The Site Details section of the Application Packet should be revised if moving towards a serve only meal service for PreK students.</div> <div>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.</div> <div>Indicate the date of implementation.</div>

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Flagged by Jill Dailey 01/15/2025 08:03 AM

At lunch Offer Versus Serve is not an option for pre-school age students.

During the observation of lunch, PreK students received the main entree they ordered (hot dog, sloppy joe) and low-fat, non-flavored milk. Teachers then asked the students if they would like a serving of each vegetable (baked beans, carrots) and fruit (apples) available for that day. The operation seemed to be more of a OVS than family style meal service.

During the observation of breakfast, PreK teachers in the classroom served the students all components available for breakfast that day (muffin, milk, carrots, juice). This meal service operation would be more serve only.

Discussed with the FSD the options to move towards a serve only style service for both lunch and breakfast for PreK students. The Site Details section of the Application Packet must be revised if the meal service operation is changed to serve only for PreK students.

Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future.

Indicate the date of implementation.

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	Flagged by Jill Dailey 01/15/2025 08:03 AM				
	For lunch and breakfast, a sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the components for all students. It is the responsibility of the supervising adult(s) to actively encourage each student to accept the required portion of each component of the breakfast meal pattern. Staff responsible for serving and overseeing the meal service should be trained to assure reimbursable meals are served.				
	During the observation of lunch, PreK students received the main entree they ordered (hot dog, sloppy joe) and low-fat, non-flavored milk. Teachers then asked the students if they would like a serving of each vegetable (baked beans, carrots) and fruit (apples) available for that day. The operation seemed to be more of a OVS than family style meal service.				
	During the observation of breakfast, PreK teachers in the classroom served the students all components available for breakfast that day (muffin, milk, carrots, juice). This meal service operation would be more serve only.				
	Although students had access to all the components in the appropriate quantities at both breakfast and lunch, the family style meal service operation was not being followed. Discussed with the FSD about the options for serve only meal service at both breakfast and lunch for PreK students.				
	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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	SEWELL-1484	325	02/14/2025	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 02/05/2025 09:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Jankauskas 01/22/2025 04:11 PM				
	The tally sheet has been revised to include an "Absent" column. Absentee sheets from the main office will be sent to the cafeteria managers daily to cross check against the tally sheets; managers are advised to make any corrections to the POS system within the same month of service.				
	Date of Implementation: 1/27/25				
	Flagged by Jill Dailey 01/15/2025 08:03 AM				
	Breakfast 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.				
	An edit check printed on 1/2/2025 by the SFA shows 21 paid breakfast meals were served and claimed and an edit check printed on 1/13/2025 by the SFA shows that 20 paid breakfast meals were served and claimed. It was confirmed that a breakfast meal was claimed for a student on 12/13/2024, but later determined that the student was absent and never received the meal. The meal was removed from the POS system on 1/9/2025. The interpretation of the breakfast roster and entering into the POS after breakfast service to the PreK students seems to have been the leading factor in the counting and claiming error. At the exit conference it was discussed that the rosters should be revised so it is clear for all staff if a student received a breakfast meal, lunch meal, both or was absent.				
	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)	SEWELL-1484	410	02/14/2025	CAP Accepted
	Corrective Action Plan: Accepted by Jill Dailey 02/05/2025 09:11 AM				
	CAP Accepted				

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Corrective Action Plan: Submitted by Michelle Jankauskas 01/22/2025 04:03 PM

Date of Implementation: 1/15/25

3/4 c. vegetables are now being offered with meals and, where necessary, recipes are being standardized.

Date of Implementation: 1/14/25

Two varieties of milk are now being offered - fat free and 1%.

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Flagged by Jill Dailey 01/15/2025 07:57 AM

At lunch and breakfast, 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.

During the week of review at lunch on Monday, 12/9 and Friday 12/13 kindergarten students did not have access to the full 3/4 C daily vegetable requirement. On Monday, 12/9, students only had access to 1/2 C French fries. Students opting for the cheeseburger were given lettuce, tomato and pickles, but these vegetables were not available to all students and the portions were unable to be verified without a recipe. On Friday, 12/13, students only had access to a 1/2 C portion of carrots. The insufficient quantity of vegetables offered to students on these days is a PS2 repeat violation from the last administrative review and all meals served on those days will be disallowed.

12/9 - 52 meals

12/13 - 56 meals

Total - 108 meals

At breakfast, during the week of review, per the production records, kindergarten students only had access to fat-free, non-flavored milk. Students must be offered at least two varieties of milk with one being non-flavored at breakfast. The food service manager had this corrected on the day of observation at breakfast. This is a PS2 first time violation.

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