

WASHINGTON TWP BD OF ED-01505500 - 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) | WASHINGTON TWP BD OF ED-01505500 | 131 | 04/16/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:19 AM CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:10 PM | | | | |
| | 3/14/25 application was corrected and new determination letter was sent out to the family as advised. | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:50 AM During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. | | | | |
| Verification | Verification (On-Site Assessment Tool) (207H) | WASHINGTON TWP BD OF ED-01505500 | 208 | 04/16/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:19 AM CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:11 PM | | | | |
| | 3/17/25 All verifications will be signed by the confirming official. | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:50 AM | | | | |
| | The Confirming Official must sign and date the Verification Tracker, the back of the paper application and/or a print out of an electronic application to demonstrate that a confirmation review took place. | | | | |
| | At the time of the review, there was no indication that a confirmation review of the selected applications took place. There was only a signature from the verifying official. | | | | |
| Corrective Action History | 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) | WASHINGTON TWP BD OF ED-01505500 | 209 | 04/16/2025 | CAP Accepted |

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| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:19 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:11 PM | | | | |
| | 3/17/25 The family stated that the father listed on the application no longer had an income. Appropriate family notes will be taken on future verifications. We also did not know that overtime was to be counted. Jill and Amy advised that we reach out to the family to obtain more information regarding the frequency of overtime. Letter sent out today requesting more information from the family. | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:50 AM | | | | |
| | 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. | | | | |
| | There was one application that was not verified correctly. The original application had 2 incomes listed, but only 1 proof of income was submitted. The paystub that was submitted would have changed the students' eligibility from reduced to denied, but no change took place. There was no documentation to indicate that the SFA spoke with the family to confirm any changes between the time the application was determined and the income documentation that was submitted. | | | | |
| | 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) | WASHINGTON TWP BD OF ED-01505500 | 215 | 04/16/2025 | CAP Accepted |

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| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:19 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:11 PM | | | | |
| | 3/17/25 we will strictly adhere to deadlines in the future. | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:50 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>All Verification Results Letters were sent after the November 15th deadline.</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> | | | | |
| Civil Rights | Civil Rights (Off-Site Assessment Tool) (800H) | WASHINGTON TWP BD OF ED-01505500 | 806 | 04/16/2025 | CAP Accepted |
| | Corrective Action Plan: Accepted by Jill Dailey 04/29/2025 10:48 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/29/2025 10:24 AM | | | | |
| | <p>We will ensure that all employees complete all necessary training by 9/30 of every year. We will conduct training at our annualy inservice. All documentation and necessary records will be kept on file. All certificates will be kept in the employee's files for reference.</p> <p>4/16/2025</p> | | | | |
| | Corrective Action Plan: Rejected by Jill Dailey 04/29/2025 10:17 AM | | | | |
| | Please revise to indicate when Civil Rights Training will be completed for all staff moving forward. | | | | |

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|---|--|----------------------------------|-----|------------|--------------|
| Corrective Action History | Corrective Action Plan: Submitted by Jennifer Mullin 04/29/2025 09:58 AM | | | | |
| | Please revise the CAP for Civil Rights Training. Civil Rights Training must be completed by September 30th of each school year, but the CAP states it will be completed by 9/30. | | | | |
| | Corrective Action Plan: Rejected by Jill Dailey 04/17/2025 07:22 AM | | | | |
| | Please revise the CAP for Civil Rights Training. Civil Rights Training must be completed by September 30th of each school year, but the CAP states it will be completed by 10/15. | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:11 PM | | | | |
| | We will ensure that all employees complete all necessary training by 10/15 of every year. We will conduct training at our annually inservice. All documentation and necessary records will be kept on file. All certificates will be kept in the employee's files for reference. | | | | |
| | 4/16/2025 | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:50 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) by September 30th of each year . The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. | | | | |
| | Annual civil rights training was completed after the September 30th requirement for many staff members. | | | | |
| 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. | | | | | |
| Civil Rights | Civil Rights (Off-Site Assessment Tool) (800H) | WASHINGTON TWP BD OF ED-01505500 | 807 | 04/16/2025 | CAP Accepted |

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| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
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| Corrective Action History | <p>Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:22 AM</p> <p>CAP Accepted</p> | | | | |
| | <p>Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:11 PM</p> <p>I will ensure that all Civil Rights Compliance Forms are dated, signed, and the method of collection is listed, as required. We will file all necessary documentation.</p> <p>We will continue to train all employees at our annual inservice in August. We will conduct Offer versus Serve training along with Civil Rights Training. All new employees will be trained within 1 month of employment on both training sessions. All sign in sheets will be kept along with any pertinent training materials.</p> <p>Long time employees will be able to review the offer versus serve materials for a quick overview of the rules and regulations.</p> <p>Flagged by Jill Dailey 03/14/2025 09:50 AM</p> <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: www.nj.gov/agriculture/applic/forms/#5.</p> <p>Although the Civil Rights Compliance forms were presented at the time of the review, none of them were signed or dated and the method of collection was also not indicated.</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> | | | | |
| Local School Wellness | Local School Wellness (Off-Site Assessment Tool) (1000H) | WASHINGTON TWP BD OF ED-01505500 | 1006 | 04/16/2025 | CAP Accepted |

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| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
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| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:20 AM CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:11 PM Our district is implementing a new wellness policy by May 2025. All policies are overseen by our HR Department. There are goals for physical activity and nutrition education, school based goals, nutrition guidelines for all food and beverages along with required assesments and record keeping. The policy states that the principal or District Wellness Coordinator will be responsible for these duties and implementation. There will be a yearly assement of the district's adherence to the policy along with recommendations and this will be communicated to the public on our school website or presented at the Board of Education meeting no later than May 30th. All nutritional and wellness information will be posted on our website monthly and we will recognize Wellness Week every March in our schools. Our schools comply with all HHFKA rules and guidelines as well as our District's Wellness Policy. | | | | |
| | 6/1/2025 | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:50 AM SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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. | | | | |
| | Group 1: CA Count (3) | WASHINGTON TWP BD OF ED-01505500 | | 04/16/2025 | CAP Accepted |
| | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:22 AM CAP Accepted Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:22 AM CAP Accepted | | | | |

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| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:22 AM |
| | CAP Accepted |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM |
| | I will ensure that all on site reviews are completed by February 15th. I had a difficult time this year with budgeting my time, getting ready for the review and completing the on site reviews without a supervisor. Being responsible for all administrative responsibilities is difficult, to say the least. |
| | I will begin working on them when I get back from winter break in order to give myself enough time to complete for 14 schools. |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM |
| Corrective Action History | I will ensure that all on site reviews are completed by February 15th. I had a difficult time this year with budgeting my time, getting ready for the review and completing the on site reviews without a supervisor. Being responsible for all administrative responsibilities is difficult, to say the least. |
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| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM |
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Flagged by Jill Dailey 03/14/2025 09:51 AM

All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.

At the time of the review, an on-site accountability review of breakfast at Whitman had not been completed. Additionally, there were only 6 sites in which both a breakfast and lunch accountability review took place, but most of them were after the February 1st deadline.

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.

Flagged by Jill Dailey 03/14/2025 09:51 AM

All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.

The on-site accountability review of breakfast and lunch were completed after the February 1st deadline. Additionally, there were only 6 sites in which both a breakfast and lunch accountability review took place, but most of them were after the February 1st deadline.

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.

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| | Flagged by Jill Dailey 03/14/2025 09:51 AM | | | | |
| | All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. | | | | |
| | The Onsite Monitoring forms were completed after the February 1st deadline. | | | | |
| | 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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| Group 2: CA Count (3) | | WASHINGTON TWP BD OF ED-01505500 | | 04/16/2025 | CAP Accepted |
| | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:23 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:23 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:23 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM | | | | |
| | I will ensure that all Offer Versus Serve training is scheduled to occur during our inservice every August. Every employee in attendance will complete the training on that day. All certificates, materials and sign in sheets will be kept on record. | | | | |
| | They will complete training by 10/15 of every year. | | | | |
| | All new employees will be trained within one of month of hire with all required documents kept on file. | | | | |
| | 8/1/2025 | | | | |
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| Corrective Action History | <p>Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM</p> <p>I will ensure that all Offer Versus Serve training is scheduled to occur during our inservice every August. Every employee in attendance will complete the training on that day. All certificates, materials and sign in sheets will be kept on record.</p> <p>They will complete training by 10/15 of every year.</p> <p>All new employees will be trained within one of month of hire with all required documents kept on file.</p> <p>8/1/2025</p> |
| | <p>Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM</p> <p>I will ensure that all Offer Versus Serve training is scheduled to occur during our inservice every August. Every employee in attendance will complete the training on that day. All certificates, materials and sign in sheets will be kept on record.</p> <p>They will complete training by 10/15 of every year.</p> <p>All new employees will be trained within one of month of hire with all required documents kept on file.</p> <p>8/1/2025</p> |
| | <p>Flagged by Jill Dailey 03/14/2025 09:51 AM</p> <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Offer VS Serve training must be conducted annually. At the time of the review, there was no documentation on file to demonstrate that all cafeteria staff had receive offer vs serve for the 2024-2025 school year.</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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| | Flagged by Jill Dailey 03/14/2025 09:51 AM | | | | |
| | <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Offer VS Serve training must be conducted annually. At the time of the review, there was no documentation on file to demonstrate that all cafeteria staff had receive offer vs serve for the 2024-2025 school year.</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> | | | | |
| Group 3: CA Count (3) | | WASHINGTON TWP BD OF ED-01505500 | | 04/16/2025 | CAP Accepted |
| | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:23 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:23 AM | | | | |
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| Corrective Action History | <p>Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM</p> <p>We are working on implementing a new "dirty" production into our kitchens. We are continuing to come up with a way to print a blank production from our menu system, CN Central. At this time, as an alternate for now, are using Form #51 as our dirty production.</p> <p>4/10/2025</p> |
| | <p>Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM</p> <p>We are working on implementing a new "dirty" production into our kitchens. We are continuing to come up with a way to print a blank production from our menu system, CN Central. At this time, as an alternate for now, are using Form #51 as our dirty production.</p> <p>4/10/2025</p> |
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| | <p>Flagged by Amy Martin 03/14/2025 10:44 AM</p> <p>Although no meals are disallowed, at both breakfast and lunch, a prep sheet ("dirty record") was used to document the items prepared, counts, and times and temperatures. These items were then entered into the electronic system to create the electronic production record. The input of this data is done at the end of the day. Since these prep sheets are the source document they must contain all the pertinent information to identify that both daily and weekly minimum quantities for each component are offered and served to students. Therefore, the prep sheet must list the portion sizes for each menu item.</p> <p>Explain in detail, how the finding was 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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| | <p>Flagged by Amy Martin 03/14/2025 10:44 AM</p> <p>Although no meals are disallowed, at both breakfast and lunch, a prep sheet ("dirty record") was used to document the items prepared, counts, and times and temperatures. These items were then entered into the electronic system to create the electronic production record. The input of this data is done at the end of the day. Since these prep sheets are the source document they must contain all the pertinent information to identify that both daily and weekly minimum quantities for each component are offered and served to students. Therefore, the prep sheet must list the portion sizes for each menu item.</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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| Group 4: CA Count (2) | | WASHINGTON TWP BD OF ED-01505500 | | 04/16/2025 | CAP Accepted |

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| Corrective Action History | Corrective Action Plan: Accepted by Jill Dailey 04/17/2025 07:23 AM CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Mullin 04/09/2025 05:12 PM In our updated policy there is reference to the following: The Wellness Coordinator or designee will make individuals aware that they are able to participate in the developement, implementation, review, and updating of the District's Wellness Policy through the District's website or "blast" emails. The HR Director will have to put someone in charge of this policy and it's implementation. 6/1/2025 | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:51 AM SFAs must make potential stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) aware of their ability to participate in the development, implementation, review and update of the local school wellness policy. Examples of notifying the public include sending a district-wide email, posting information on the school web site or posting flyers in various locations. 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. | | | | |
| | Flagged by Jill Dailey 03/14/2025 09:51 AM SFAs must permit stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) to participate in reviewing and updating the Local School Wellness Policy. 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. | | | | |

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Report Selections

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