

# HUNTERDON CENTRAL REGIONAL HS BOE-01902300 - 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)	HUNTERDON CENTRAL REGIONAL HS BOE-01902300	126	03/28/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/28/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marianne Stokes 03/20/2025 01:36 PM				
	<p>Application #306-spoke to family on 02/26/2025 and received the corrected case number on 02/28/2025.</p> <p>Application #124-spoke to family on 02/26/2025 and received the corrected case number on 02/27/2028.</p> <p>Application #294-spoke to the family on 02/26/2025 and returned application for signature. Application with signature was returned on 03/03/2025. This student was also deemed Direct Certified for NJ SNAP on 03/04/2025.</p>				
	<p>Immediate action was taken to reach out to families to notify them of potential eligibility changes. Corrected case numbers have been received and the missing signature was retained. As of 02/26/2025, all school meal applications will be reviewed by two employees to ensure all required elements are provided on the application. Employees reviewing school meal applications will retake training on how to determine school meals and summer EBT webinar.</p>				
	Flagged by Katie Hunter 02/28/2025 10:38 AM				
	<p>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/or 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. Households must be notified of the eligibility change using the "Letter of Audit Results" (Form #255). 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.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	HUNTERDON CENTRAL HIGH-1685	321	03/28/2025	CAP Accepted

# HUNTERDON CENTRAL REGIONAL HS BOE-01902300 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/14/2025 08:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Hart 03/13/2025 02:15 PM				
	<p>It was determined the cashiers at the lower campus lacked appropriate training and were charging students ala carte rather than complete meals. The cashiers were trained on 2/26 on proper meal patterns, ways to encourage students to take complete meals, and proper charging. The Operations Manager, Tracy Hart, returned on 3/12/25 to monitor the cashiers and train the managers on proper oversight of team members. The Food Service director will continue to monitor the cashiers weekly and conduct a formal trainings monthly. Please see attached documentation of the training.</p> <p>Flagged by Katie Hunter 02/28/2025 10:37 AM</p> <p>Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	HUNTERDON CENTRAL HIGH-1685	401	03/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/14/2025 08:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Hart 03/13/2025 02:23 PM				
	<p>It was determined the cashiers at the lower campus lacked appropriate training, they did not recognize a complete meal and were providing additional fruit. The cashiers were trained on 2/26 on proper meal patterns, complete meals, what qualifies as a portion of fruit/vegetable. The Operations Manager, Tracy Hart, returned on 3/12/25 to monitor the cashiers and train the managers on proper oversight of team members. The Food Service director will continue to monitor the cashiers weekly and conduct a formal trainings monthly. Please see attached documentation of the training.</p> <p>Flagged by Katie Hunter 02/28/2025 10:38 AM</p> <p>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. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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></p>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	HUNTERDON CENTRAL HIGH-1685	500	03/28/2025	CAP Accepted

# HUNTERDON CENTRAL REGIONAL HS BOE-01902300 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/14/2025 08:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Hart 03/13/2025 02:30 PM				
	<p>It was determined the cashiers at the lower campus lacked appropriate training. The cashiers were trained on 2/26 on proper meal patterns, complete meals, and proper charging. The Operations Manager, Tracy Hart, returned on 3/12/25 to monitor the cashiers and train the managers on proper oversight of team members. The Food Service director will continue to monitor the cashiers weekly and conduct a formal trainings monthly. Please see attached documentation of the training.</p> <p>All new cashiers will receive detailed training prior to working a register. The manger is now required to work with all new cashiers fir 5 days to ensure they are charging properly and encouraging complete meals.</p> <p>The Operations Manager will spot check cashiers and review the training logs on a monthly basis going forward.</p>				
	<p>Flagged by Katie Hunter 02/28/2025 10:38 AM</p> <p>Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.</p>				
Group 1: CA Count (2)		HUNTERDON CENTRAL REGIONAL HS BOE-01902300		03/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/14/2025 08:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Hart 03/14/2025 07:27 AM				
	<p>Training was conducted on 3/4/25 with the FSD and management team to review the buy America requirement. Leadership walked all storage areas to identify country of origin. Contacted sales representative at Driscoll and Seashore 2/28/25 to review process to buy American or notify the FSD of need to substitute and reason. Trained FSD on how to complete exception paper documentation 3/4/2025</p>				
	<p>Flagged by Katie Hunter 02/28/2025 10:38 AM</p> <p>Exemption documentation was not available for foods that did not meet the Buy American provision. 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.</p>				
	<p>Flagged by Katie Hunter 02/28/2025 10:38 AM</p> <p>The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. Documentation must be on file for agricultural food components that are not produced or manufactured in the US. Form #149 provided to SFA. 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.</p>				

## HUNTERDON CENTRAL REGIONAL HS BOE-01902300 - 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

**Report Selections**

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