

MIDDLETOWN TWP BD OF ED-02503160 - 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)	MIDDLETOWN TWP BD OF ED-02503160	126	04/14/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/07/2025 03:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Daniel Valente 04/07/2025 10:11 AM				
	Errors have been corrected on the selected applications - the last 4 digits of applicants social security numbers have been added. Date of completion: 4/3/25. Middletown Township will ensure that all applications include the last 4 digits of the applicants social security number for future applications.				
	Flagged by Lauren Renn 03/14/2025 03:19 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/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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	NEW MONMOUTH-3032	318	04/14/2025	CAP Accepted

MIDDLETOWN TWP BD OF ED-02503160 - 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 Lauren Renn 04/07/2025 03:08 PM CAP Accepted				
	Corrective Action Plan: Submitted by JESSICA RITZ 04/07/2025 11:35 AM Implemented March 17, 2025				
	Corrective Action Plan: Rejected by Lauren Renn 04/07/2025 10:01 AM Please indicate a date of implementation				
	Corrective Action Plan: Submitted by JESSICA RITZ 03/27/2025 10:24 AM Rosters have been put into place for any school that has staff members pick up meals for students.				
	Flagged by Lauren Renn 03/14/2025 03:20 PM				
	<p>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. 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.</p> <p>It was observed on the day of review a teacher picks up a students meal from the cafeteria and brings it to the student. This meal must be counted when the student receives the reimbursable meal, this was corrected by staff as directed by the state auditor on the day of review with a roster being sent to the classroom for the teacher to mark the reimbursable meal at the POS.</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. Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	NEW MONMOUTH-3032	409	04/14/2025	CAP Accepted

MIDDLETOWN TWP BD OF ED-02503160 - 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 Lauren Renn 04/07/2025 10:02 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by JESSICA RITZ 03/27/2025 10:23 AM					
	Meeting will be held on April 2, 2025 to retrain staff on what makes a reimbursable meal for breakfast and lunch.					
	We will utilize an online training and an interactive game of "meal or no meal" to test the staff's knowledge.					
Corrective Action History	Attendance will be tracked.					
	Flagged by Lauren Renn 03/14/2025 03:19 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. If the SFA has offer versus serve, students must select at least 3 food item in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. 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.					
	Production records for the review period for New Monmouth show insufficient fruit on days 2/10.					
	2/10: 10 meals non reimbursable (missing fruit/vegetable)					
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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
	SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	NEW MONMOUTH-3032	901	04/14/2025	CAP Accepted

MIDDLETOWN TWP BD OF ED-02503160 - 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 Lauren Renn 04/07/2025 03:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Daniel Valente 04/07/2025 10:13 AM				
	Our first round of on-site reviews is typically in October of every school year. We will ensure that breakfast service will be included with lunch service for our on-site reviews for the 2025-2026 school year. Expected completion date is 10/31/25.				
	Flagged by Lauren Renn 03/14/2025 03:20 PM				
Corrective Action History	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.				
	On site monitoring for breakfast was completed on 2/27.				
	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)	THORNE MIDDLE SCHOOL-2164	401	04/14/2025	CAP Accepted

MIDDLETOWN TWP BD OF ED-02503160 - 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 Lauren Renn 04/07/2025 10:02 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JESSICA RITZ 03/27/2025 10:23 AM				
	Meeting will be held on April 2, 2025 to retrain staff on what makes a reimbursable meal.				
	We will utilize an online training and an interactive game of "meal or no meal" to test the staff's knowledge.				
	Attendance will be tracked.				
	Flagged by Lauren Renn 03/14/2025 03:19 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. 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.				
	Lunch observation 3/11/25: 3 student meals were claimed for reimbursement that did not have a fruit or vegetable, these meals are disallowed and non-reimbursable due to missing fruit/vegetable component. Training for cashiers on how to recognize a reimbursable meal is required.				
	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)	THORNE MIDDLE SCHOOL-2164	410	04/14/2025	CAP Accepted

MIDDLETOWN TWP BD OF ED-02503160 - 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 Lauren Renn 04/07/2025 10:02 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JESSICA RITZ 03/27/2025 10:24 AM				
	Recipe has been adjusted to ensure the weekly requirement for the red/orange subgroup is 3/4 cup.				
	Flagged by Lauren Renn 03/14/2025 03:20 PM				
	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>During the week of review, a 1/2c of carrots were offered and served and available to all students. The weekly requirement for the red/orange subgroup is 3/4 c.</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. Indicate the date of implementation.</p>				

Report Selections

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