

JACKSON TWP BD OF ED-02902360 - 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)	JACKSON TWP BD OF ED-02902360	126	04/10/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/14/2025 01:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gary Haddad 03/11/2025 10:09 AM				
	Administrative assistant and FSD Reviewed process on 2/7/2025. Review Portal application more closely to ensure information is correct.				
	Flagged by Casey Miller 03/10/2025 02:50 PM				
	There were two application errors found during the state agency review of the selected applications. Specific errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and SFA-2).				
Explain in detail below, 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. Do not identify the students' names in the explanation below. Please also go to the Corrections-->Errors tab and fill in the "Date of Correction" and check the box "Completed" for the application errors.					

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Applied to all schools in the SFA as appropriate to ensure that thorough decision practices and procedures are utilized.					
Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	JACKSON TWP BD OF ED-02902360	214	04/10/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/14/2025 01:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gary Haddad 03/11/2025 10:17 AM				
	Administrative assistant and FSD Reviewed Verification process on 2/10 to ensure procedure is followed correctly.				
	Flagged by Casey Miller 03/10/2025 02:50 PM				
	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.				
	Error: Application #17949 (final letter sent 10/25 and changed 10/31) and #17605 (final letter sent 10/25 and changed 10/30) were given less than 10 calendar days and Applications #18039, 17891, 18041, 17254, 17903, 18281, 17898, 17785, 18022 given more than 10 calendar days (final notice sent 11/5 and changed 11/29).				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	JACKSON TWP BD OF ED-02902360	215	04/10/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/14/2025 01:33 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gary Haddad 03/11/2025 10:17 AM				
	Administrative assistant and FSD Reviewed Verification process on 2/10 to ensure procedure is followed correctly.				
	Flagged by Casey Miller 03/10/2025 02:50 PM				
Corrective Action History	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	Error: The final results letter for two applications verified were sent after the Nov 15th deadline. One was sent on 11/20 and the other on 11/29.				
	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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	JACKSON TWP BD OF ED-02902360	709	06/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 06/17/2025 02:36 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gary Haddad 06/10/2025 02:25 PM				
	The Food Service Department has increased its pricing for all its ala carte and smart snack items effective September of 2024. The department used a food cost factor of 38% and will be revisiting pricing for Fall of 2025. A District catering menu has been created and implemented, September of 2024 using market analysis and food cost strategies.				
	Flagged by Lisa Garland 06/10/2025 10:44 AM				
Corrective Action History	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				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	JACKSON TWP BD OF ED-02902360	810	04/10/2025	CAP Accepted	
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/14/2025 01:22 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Gary Haddad 03/11/2025 07:44 AM					
	Website updated by the Communication department. Food Service Director and Asst. Director will be inserviced on how to up load information onto the website scheduled for March 17th. This will ensure that the site has the most current information.					
	Flagged by Casey Miller 03/10/2025 02:49 PM					
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: https://www.nj.gov/agriculture/divisions/fn/pdf/Form%20213_USDA%20Nondiscrimination%20Statement.pdf .					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	JACKSON HS MEMORIAL-1745	410	04/10/2025	CAP Accepted	
						Error: The school district's website has an outdated version of the non-discrimination statement under the food service department section and menus- free and reduced meal programs forms section.
						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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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/17/2025 09:39 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gary Haddad 03/14/2025 01:57 PM				
	Implementation of Fruit and Vegetable sub group production records on 2/10/2025 to ensure weekly requirements met. Kitchens are mandated to offer daily celery, cucumbers and or green peppers daily..				
	Corrective Action Plan: Rejected by Casey Miller 03/14/2025 01:26 PM				
	Please address how "other" vegetable subgroup will be met. This was the error that the other veg subgroup was not meet. The legume (bean) was. Other vegetables include cucumber. green peppers, green beans, zucchini, celery, onions, eggplant. The oriental blend can be used to satisfy the other veg subgroup, but the portion needs to be 3/4c.				
	Corrective Action Plan: Submitted by Gary Haddad 03/11/2025 09:12 AM				
	Implementation of Fruit and Vegetable sub group production records on 2/10/2025 to ensure weekly requirements met. Kitchens are mandated to offer a weekly a Bean salad utilizing USDA Commodities.				
	Flagged by Casey Miller 03/10/2025 02:50 PM				
	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. production records must document that both daily and weekly minimum quantities for each component are offered. Vegetable subgroup and whole-grain rich requirements must also be met. 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. Refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Forms web site for specific component and minimum quantity requirements.</p> <p>Errors: For the January review week, the SFA did not meet the other vegetable subgroup requirement. A 1/2c oriental blend vegetables was planned and offered on 1/14/25 as indicated on the menu and production records. The 9-12 meal pattern weekly requirement is 3/4c other vegetable.</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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	SWITLIK ELEM-1749	402	04/10/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 03/17/2025 09:39 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gary Haddad 03/14/2025 01:53 PM				
	Reviewed Menu item with staff at both the Memorial and Switlik schools on 2/7/2025. Reinforced that 2 sausage are to be served to ensure proper serving size. Inserviced staff to follow the K-8 meal pattern to prevent confusion of portion size.				
	Inserviced all other Pre K sites on 2/10/2025.				
	Corrective Action Plan: Rejected by Casey Miller 03/14/2025 01:30 PM				
	Add more specific information to response, such as 2 sausage links planned and served for this main hot lunch entree to meet 1.5oz eq for preK and staff re-trained to package 2 links for pre-K classrooms (date).				
	Corrective Action Plan: Submitted by Gary Haddad 03/11/2025 09:35 AM				
	Reviewed Meal Pattern with staff at both the Memorial and Switlik schools on 2/7/2025. Inserviced staff to follow the K-8 meal pattern to prevent confusion of portion size.				
	Inserviced all other Pre K sites on 2/10/2025.				
	Flagged by Casey Miller 03/10/2025 02:51 PM				
	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (Pre-K, 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.				
	Error: On the day of review (2/4/25) for the Switlik Annex School preschool classrooms (housed at the HS Memorial wing), insufficient meat/meat alternate was served for lunch. One sausage link that credits as 1.25oz eq per crediting documentation was packaged and served with the main hot lunch entree (waffle and sausage). The pre-K meal pattern requires 1.5 oz eq meat/meat alternate daily. 52 waffle and sausage main hot lunch entrees were served.				
	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. This is a repeat violation and fiscal will be assessed.				

Report Selections

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