

ALLOWAY BD OF ED-03300060 - 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
Verification	Verification (On-Site Assessment Tool) (207H)	ALLOWAY BD OF ED-03300060	214	03/04/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon DuBois-Brody 01/30/2026 05:42 PM				
	The District will provide 10 calendar days written advance notice to households when verification is conducted each year, with an implementation date of January 30, 2026. Staff responsible for verification will review the Verification Guidance for School Meals - Form #273 each year.				
	Flagged by Amy Martin 01/30/2026 12:39 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.				
	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 (2)		ALLOWAY BD OF ED-03300060		03/04/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shannon DuBois-Brody 01/30/2026 05:42 PM				
	The SNP's application packet was revised and submitted on January 30, 2026. Schedule A's Site Details now reflect the NSLP with four (4) classroom serving area, no offer v. serve, along with the cafeteria with offer v. serve. The SBP has been updated to reflect the addition of an "other" mobile cart - 2 serving areas, no offer v. serve.				
	Flagged by Amy Martin 01/30/2026 12:41 PM				
	The SFA must update the site's Schedule A to reflect current practices and information.				
	Currently, the approved Schedule A has lunch served in the cafeteria. On the day of observation, lunch was served in the cafeteria and in four PreK classrooms.				
	Please indicate the date of the Annual Application Packet was revised.				
Corrective Action History	Corrective Action Plan: Removed by Amy Martin 01/30/2026 12:28 PM				
	CAP Removed				
	Flagged by Amy Martin 01/30/2026 12:30 PM				
	The SFA must update the site's Schedule A to reflect current practices and information.				
	Currently, the approved Schedule A has lunch served in the cafeteria. On the day of observation, lunch was served in the cafeteria and in four PreK classrooms.				
	In addition, breakfast is served in the cafeteria and 2 mobile carts (PreK).				
	Please indicate the date of the Annual Application Packet was revised.				
	Flagged by Amy Martin 01/30/2026 12:41 PM				
Corrective Action History	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used. 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.				
	Group 2: CA Count (2)				
	ALLOWAY BD OF ED-03300060				
	03/04/2026				
	CAP Accepted				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Amy Mahala 02/20/2026 10:04 AM				
	A Pre-K specific breakfast menu was created and used beginning February 2, 2026 to ensure that grain based desserts would no longer be offered to Pre-K for breakfast.				
	February 2, 2026 all staff reviewed training material going over meal pattern requirements for both breakfast and lunch. All staff were also informed to be sure to place out enough of each component to cover the amount of students that come through for breakfast or lunch. When planning the menu staff will refer to all meal pattern requirements and the food buying guide.				
	Corrective Action Plan: Rejected by Amy Martin 02/12/2026 11:25 AM				
	per your request				
	Corrective Action Plan: Submitted by Amy Mahala 02/12/2026 10:01 AM				
	A Pre-K specific breakfast menu was created and used beginning February 2, 2026 to ensure that grain based desserts would no longer be offered to Pre-K for breakfast.				
	Flagged by Amy Martin 01/30/2026 12:49 PM				
Grain based desserts no longer count towards the grain component.					
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 Amy Martin 01/30/2026 12:49 PM					
All meal components must be available throughout the entire meal service.					
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.					
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	ALLOWAY TWP SCHOOL-1986	19	03/04/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Mahala 02/12/2026 09:57 AM The finding was corrected by reviewing all lunch recipes and replacing any non-standard recipes with approved standardized recipes that list exact ingredient amounts, yields and portion sizes. All kitchen staff were retrained on February 3, 2026 on the requirement to follow recipes exactly as written. Standard measuring utensils and a calibrated scale are now consistently used for all food preparation to ensure accurate measurements. Recipes were updated on February 3, 2026 to match the actual products and menu items being served to students. The proper measurements and portions will be verified and periodic monitoring will continue to ensure ongoing compliance and consistent quality.				
	Flagged by Amy Martin 01/30/2026 12:41 PM In order to ensure a consistent portion size, yield and quality, standardized lunch recipes should be followed exactly. Ingredients should be weighed or measured using standardized weight or measuring utensils. Recipes need to accurately reflect what is being served to student. Explain, in detail, how the finding was corrected. Indicate the date of implementation.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ALLOWAY TWP SCHOOL-1986	318	03/04/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:49 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Amy Mahala 02/12/2026 09:37 AM</p> <p>Starting on January 29, 2026 all Pre-K classrooms will be provided a roster specific to each classroom. When each student receives their lunch, staff will mark them on the roster which will then be sent back down to the cafeteria to be entered into the POS system.</p> <p>Starting January 30, 2026 students coming through the cafeteria for breakfast service were given a clear bag to place their breakfast items in. Students are required to show their bag to the cashier so we can ensure that all required components are being taken to charge for a reimbursable meal.</p>				
	<p>Flagged by Amy Martin 01/30/2026 12:41 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for both breakfast and lunch. The point of service (POS) is the 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.</p>				
	<p>On the day of lunch observation (1/28/26), there were no POS count for the four PreK classrooms. Order forms were used to enter names into the cash register. 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>On the day of breakfast observation (1/30/26), the K-8 students are served meals in the cafeteria to be consumed in the classroom. The entree is served first and placed in a white bag and the students proceed through the line and select the remainder of their food items. As a result, meals were claimed as reimbursable without the cashier being able to visually confirm all required meal components at the point of service. The state agency informed the FSD and cashier that this practice must stop and that all students are required to present their meal in a container where the cashier at the point of sale can accurately verify that a reimbursable meal has been selected.</p>				
	<p>Explain, in detail how these finding were corrected and the measures taken to ensure that it will not reoccur in the future.</p>				
	<p>Indicate the date of implementation. Please note, <i>each issue requires its own date of correction.</i></p>				
	<p>Fiscal action will be taken. An over claim may be assessed.</p>				

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Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ALLOWAY TWP SCHOOL-1986	401	03/04/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Mahala 02/12/2026 09:35 AM On February 2, 2026 all staff reviewed training material on Offer vs Serve for both breakfast and lunch service. Clear bags were also used starting January 30, 2026 to ensure that the cashier is able to see what each student is taking for breakfast. The cashier will make sure that all components for a reimbursable meal are taken and then that student will be charged accordingly. If not all components are taken then the student will be charged as an a la carte meal. Flagged by Amy Martin 01/30/2026 12:40 PM Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Three (3) breakfasts meals claimed for reimbursement did not contain the required fruit/vegetable component 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. 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)	ALLOWAY TWP SCHOOL-1986	402	03/04/2026	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Amy Mahala 02/12/2026 09:44 AM</p> <p>On February 2, 2026 all staff reviewed training material on meal patterns for both pre-k and K-8. Going forward, all meals will contain the proper serving size of each component. All staff will have access to menus, Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource and USDA Foods Information Sheets to ensure the correct information regarding serving sizes is being implemented.</p> <p>Flagged by Amy Martin 01/30/2026 12:41 PM</p> <p>Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group. 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.</p> <p>13 PreK lunches are disallowed because they only contained 1oz equivalent (eq). The CACFP lunch meal pattern requires a minimum of 1.5 oz eq. This is a repeat violation.</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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ALLOWAY TWP SCHOOL-1986	407	03/04/2026	CAP Accepted

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	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:50 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Amy Mahala 02/20/2026 10:14 AM				
	<p>On February 2, 2026 all staff were retrained on reviewing CN labels and product formulation statements before making any substitution to the menu. Staff also reviewed meal pattern requirements for both Pre-K and K-8 to ensure each student receives a reimbursable meal. All training material is in a binder in the kitchen so staff can refer to guidelines if necessary. The manager will review any substitutions going forward to verify meal component contributions prior to service. Production records will be carefully monitored to ensure accurate portion sizes are documented and served.</p>				
	<p>Day of review was corrected by documenting the accurate serving size needed when using sausage links as a substitute. Production records were also adjusted to show how much m/ma was offered to Pre-K on January 28, 2026 which was the day of lunch review.</p>				
	<p>Flagged by Amy Martin 01/30/2026 12:40 PM</p> <p>When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal.</p> <p>On the day of lunch observation, the PreK was substituted sausage links for sausage patties. Unfortunately, two pieces of each are not equivalent in the meat/meat alternate contributions.</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>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ALLOWAY TWP SCHOOL-1986	409	03/04/2026	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 02/20/2026 12:50 PM				
	CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Amy Mahala 02/20/2026 10:25 AM</p> <p>A Pre-K specific breakfast menu was created to begin on February 2, 2026 to ensure that they are not being served grain based desserts that would count towards a reimbursable meal. All staff reviewed training materials on meal pattern requirements for both Pre-K and K-8.</p> <p>All production records and rosters for Pre-K meals served will be double checked by manager to ensure that the roster of meals served matches the production record indicating how many meals went out during that particular meal service. This was implemented beginning February 2, 2026</p>
	<p>Flagged by Amy Martin 01/30/2026 12:49 PM</p> <p>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. 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.</p> <p>13 PreK breakfast meals are disallowed for the review week due. 12 of those meals are disallowed due to no grain/meat/meat alternate component. On Tuesday 12/9 and Friday 12/12, items considered grain based desserts (GBD) were served. According to CFR 226.20, GBD can not count in towards the grain component in CACFP. In addition, one meal was disallowed for Thursday 12/11. This is due to PreK meals claimed, but only 10 milks and entrees served per the production records.</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. Indicate the date of implementation.</p>
	<p>Corrective Action Plan: Removed by Amy Martin 01/30/2026 12:49 PM</p> <p>CAP Removed</p>

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	<p>Flagged by Amy Martin 01/30/2026 12:40 PM</p> <p>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. 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.</p> <p>13 PreK breakfast meals are disallowed for the review week due. 12 of those meals are disallowed due to no grain/meat/meat alternate component. On Tuesday 12/9 and Friday 12/12, items considered grain based desserts (GBD) were served. According to CFR 226.20, GBD can not count in towards the grain component in CACFP. In addition, one meal was disallowed for Thursday 12/11. This is due to PreK meals claimed, but only 10 milks and entrees served per the production records.</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. Indicate the date of implementation.</p>
	<p>Corrective Action Plan: Removed by Amy Martin 01/30/2026 11:59 AM</p> <p>CAP Removed</p>
	<p>Flagged by Amy Martin 01/30/2026 11:58 AM</p> <p>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. 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.</p> <p>13 PreK meals are disallowed for the review week due. 12 of those meals are disallowed due to no grain/meat/meat alternate component. On Tuesday 12/9 and Friday 12/12, items considered grain based desserts (GBD) were served. According to CFR 226.20, GBD can not count in towards the grain component in CACFP. In addition, one meal was disallowed for Thursday 12/11. This is due to PreK meals claimed, but only 10 milks and entrees served per the production records.</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. Indicate the date of implementation.</p>

Report Selections

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