QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	QUINTON BD OF ED-03304280	126	02/09/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:30 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 10:16 AM Making sure all parts of the application are completed and sending out letter stating application is not complete.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:20 AM Please complete the "Errors" tab and provide the date of completion for all application errors.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:28 AM To ensure applications are fully complete before issuing meal eligibility. Families were called to get last four of SS# for two apps that were missing it.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM 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.) **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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	QUINTON BD OF ED-03304280	137	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:31 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 10:22 AM Student information system is updated within a timely manner. Student information system is integrated with point of service system to update every night at midnight insuring accuracy of all student eligibility.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:30 AM Please provide the date of completion here and in the SFA-1.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 11:09 AM To ensure that proper daily support documents of meals are maintained in order to accurately claim reimbursement. The LEA will maintain proper support documents of Production Reports, Daily Sales, Cashier Reports, Breakfast & Lunch Coded Rosters and Edit Check Worksheets in order to accurately claim meal reimbursement. Once office staff updates the eligibility into Oncourse, it will update automatically update to the Pay School System in the cafeteria.				
	Flagged by Jill Dailey 01/08/2026 11:38 AM Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. There were 4 applications that were approved correctly, federally denied-NJEIE, but in the Student Information System and on the MEL the students were categorized as federally reduced. These eligibilities must be updated in the SIS and POS. The SFA should also ensure the federally denied-NJEIE category is being corrected documented on the edit check. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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)	QUINTON BD OF ED-03304280	214	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:31 AM CAP Accepted Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 10:19 AM Making sure to send out letter stating benefits are being taken away if paperwork is not submitted. Both 1st and 2nd verification letters were sent in a timely manner but not the last letter when proof of benefits was not received. Letter was sent on 01/13/2026. Verification of benefits was given by the family within the 10 days. No changes made. Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:26 AM Please provide the date the Verification Results Letter as sent and the date the eligibility was changed. Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 11:15 AM To ensure verification letters are sent in a timely manner, office staff will make a concerted effort to be mindful of when first letter and second letter were sent to continue to be in compliance. Changes will be updated by office staff into OnCourse, which will automatically update the Pay School System in the cafeteria. Flagged by Jill Dailey 01/08/2026 11:38 AM The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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. At the time of review, Verification for the family selected had not fully been complete. The family was sent the initial and second notices, but had not yet responded to the SFA. The SFA must sent the Verification Results Letter and inform the family that they will be changed to federally denied within 10 calendar days. The eligibility of the student(s) must then be updated. 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)	QUINTON BD OF ED-03304280	215	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:31 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 10:18 AM Making sure to send out letter stating benefits are being taken away if paperwork is not submitted. Both 1st and 2nd verification letters were sent in a timely manner but not the last letter when proof of benefits was not received. Letter was sent on 01/13/2026. Verification of benefits was given by the family within the 10 days. No changes made.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:21 AM Please provide the date the Verification Results Letter, Form 244 was sent this year for the family selected for Verification.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:29 AM The LEA will ensure verification letters are sent in a timely manner, making sure to be mindful of when first letter and second letter were sent to continue to be in compliance.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. At the time of the review, only the initial notification letter and follow-up letter were sent to the family selected for Verification. The Verification Results Letter was not sent to complete Verification. 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.**				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	QUINTON BD OF ED-03304280	314	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:33 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/12/2026 08:33 AM The SNEARS application was resubmitted with a date of 2/1/26 to reflect that PreK eats breakfast in the classroom and students do not have the Offer vs Serve option. PreK students are Serve only.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:33 AM Please provide the date of implementation (when the changes were submitted and certified).				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:58 AM Schedule A will be updated on the annual SNEARS application to indicate that PreK students will receive breakfast and lunch in the classroom.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM The Schedule A (Site Details section of the Annual Application Packet in SNEARS) must be updated to indicate that breakfast and lunch are served to PreK students in the classroom. 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.**				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	QUINTON BD OF ED-03304280	810	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:32 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 10:44 AM Civil Rights training has been added to PreK Coordinators list of trainings to complete annually with PreK teachers since they eat breakfast and lunch in their classrooms. Training will take place tomorrow, Thursday, February 12th, 2026.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:32 AM Please provide the date of implementation.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:57 AM The document was corrected immediately and will be used in the future.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM 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/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf The non-discrimination statement that is currently listed on the Notice of Eligibility, Verification Letters and the SFA's website is incorrect. 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.**				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	QUINTON BD OF ED-03304280	1005	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:59 AM The LEA will maintain a Wellness Policy to promote healthy eating by setting nutritional standards for all food and beverages sold or provided to students during the school day. The wellness policy will have specific goals to promote nutritional education and physical activity. The LEA will continue to improve the current policy through the formation of a Wellness Policy Leadership and use of the Wellness Policy Assessment Tool.				
	Flagged by Jill Dailey 01/08/2026 11:38 AM A copy of the most recent assessment of the implementation of the local school wellness policy that was available at the time of the review was from 2018. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Form #357, found in SNEARS Resources, can be used. **Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.**				
Professional Standards	Professional Standards (On-Site Assessment Tool)	QUINTON BD OF ED-03304280	1214	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:18 AM CAP Accepted Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 12:51 PM The Cafeteria Manager will receive all required training annually. The Cafeteria Manager is currently completing all required training hours. All training will be completed by March 31, 2026 and will be documented using the USDA Training Tracker Tool. Flagged by Jill Dailey 01/08/2026 11:37 AM School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/. At the time of the review, there was no documentation to show the number of training hours completed by the FSD. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. **Indicate the date of implementation.**				
Professional Standards	Professional Standards (On-Site Assessment Tool)	QUINTON BD OF ED-03304280	1217	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:28 AM CAP Accepted Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 12:50 PM To ensure that all staff have the proper training on Professional Standards for their position. All cafeteria staff will watch training videos required for their position Terra and Wendy 4hr training and Lisa and Galen 6hr training. All training will be completed by March 31, 2026 and will be documented using the USDA Training Tracker Tool. Flagged by Jill Dailey 01/08/2026 11:37 AM Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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.**				
Professional Standards	Professional Standards (On-Site Assessment Tool)	QUINTON BD OF ED-03304280	1219	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:34 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 12:51 PM To ensure that all staff working within the parameters of food service have the received the required Civil Rights Training. Staff assisting food service in the PreK Classroom will complete training on the next Inservice Day 2/12/26. Training will become an annual event prior to the start of each school year and will be documented using the USDA Training Tracker Tool.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/. At the time of the review, there was no documentation available to show that administrative staff, full and part-time food service staff and teachers serving meals in the classroom obtained or was working on completing the required number of training hours. 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.**				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	QUINTON BD OF ED-03304280	1500	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:15 AM CAP Accepted				
	Corrective Action Plan: Submitted by Elizabeth Sipps 01/12/2026 11:54 AM We started implementing the Prek production reports as of today 1/12/2026.				
	Flagged by Jill Dailey 01/08/2026 11:38 AM Production records (for both breakfast and lunch) for PreK students eating in the classroom need to be maintained separately from the students in grades K-8. Form #398 can be used. 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 (3)		QUINTON BD OF ED-03304280		02/09/2026	CAP Accepted
	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:28 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 01:17 PM The LEA has implemented and on will keep on hand a Food Safety Plan. This Plan will be kept in the Cafeteria and annually reviewed by Cafeteria Management and staff to ensure that all staff are familiar with the Plan. This plan was implemented January 13, 2026 and will be reviewed annually with all Cafeteria employees.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:17 AM Please provide the date of implementation.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 12:48 PM The LEA has implemented and on will keep on hand a Food Safety Plan. This Plan will be kept in the Cafeteria and annually reviewed by Cafeteria Management and staff to ensure that all staff are familiar with the Plan.				

QUINTON BD OF ED-03304280 - 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 syste

Corrective Action History	Flagged by Jill Dailey 01/08/2026 01:42 PM SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. At the time of the on-site portion of the review, there was no HACCP/food safety plan available at the school. 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.**
	Flagged by Jill Dailey 01/08/2026 01:42 PM SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. At the time of the on-site portion of the review, there was no HACCP/food safety plan available at the school. 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.**

QUINTON BD OF ED-03304280 - 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 syste

	Flagged by Jill Dailey 01/08/2026 01:42 PM The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures available at each school. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. At the time of the on-site portion of the review, there was no HACCP/food safety plan available at the school. 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)	QUINTON TWP-2006	401	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:29 AM CAP Accepted Corrective Action Plan: Submitted by KAREN KLAUS 02/12/2026 08:34 AM To ensure that students are taking proper amount of all required food components for lunch and breakfast, staff will closely monitor the foods students are taking proper food in the proper amounts for lunch and breakfast. This practice was implemented on 1/26/26. Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:31 AM Please provide the date of implementation and dates on when staff was trained on recognizing a reimbursable meal. Corrective Action Plan: Submitted by KAREN KLAUS 02/06/2026 01:42 PM To ensure that students are taking proper amount of all required food components for lunch and breakfast, staff will closely monitor the foods students are taking proper food in the proper amounts for lunch and breakfast. Flagged by Jill Dailey 01/08/2026 11:37 AM 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. On the day of lunch observation, there were 2 students who went through the line without the required 1/2 C portion of fruit and/or vegetable. The meal was counted and claimed as a reimbursable meal. 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)	QUINTON TWP-2006	409	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:33 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 12:52 PM To ensure that students are taking proper amount of all required food components for lunch and breakfast, Staff will making sure that all students are taking proper food in the proper amounts for lunch and breakfast. All Cafeteria staff watched a training video on Offer vs Serve on 1/15/26. Training will become an annual event prior to the start of each school year.				
	Flagged by Jill Dailey 01/08/2026 11:38 AM 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. Although the production records documented that breakfast meals were planned according to meal pattern requirements, each day during the week of review showed that not every meal claimed for reimbursement contained the minimum requirement of a 1/2 C fruit and/or vegetable. **Monday, 12/8:** 89 meals were claimed, but only 66 fruits/juice were served. **23 meals will be disallowed.** **Tuesday, 12/9:** 92 meals were claimed, but only 41 fruits/juice were served. **51 meals will be disallowed.** **Wednesday, 12/10:** 98 meals were claimed, but only 64 fruits/juice were served. **34 meals will be disallowed.** **Thursday, 12/11:** 83 meals were claimed, but only 55 fruits/juice were served. **28 meals will be disallowed.** **Friday, 12/12:** 85 meals were claimed, but only 65 fruits/juice were served. **20 meals will be disallowed.** A total of 156 meals will be disallowed for missing the requirement 1/2 C portion of fruits and/or vegetables. 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.**				

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	QUINTON TWP-2006	410	02/09/2026	CAP Accepted

Corrective Action History

Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:28 AM

CAP Accepted

Corrective Action Plan: Submitted by KAREN KLAUS 02/12/2026 08:37 AM

The LEA will maintain proper support documents including Production Reports, Daily Sales, Cashier Reports, Breakfast & Lunch Coded Rosters and Edit Check Worksheets in order to accurately claim meal reimbursement. To ensure that Production reports are accurate and that meals contain the proper components and nutritional values are accurate the LEA will check for grain content and proper labeling of foods when ordering for menu items, to make sure we reach 80% w/g for wk and maintain paperwork to show w/g content. Cafeteria Manager states that this practice is being implemented for future procurement and should be fully in effect by 2/27/26.

Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:34 AM

Please provide the date of implementation.

Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 11:10 AM

The LEA will maintain proper support documents including Production Reports, Daily Sales, Cashier Reports, Breakfast & Lunch Coded Rosters and Edit Check Worksheets in order to accurately claim meal reimbursement. To ensure that Production reports are accurate and that meals contain the proper components and nutritional values are accurate the LEA will check for grain content and proper labeling of foods when ordering for menu items, to make sure we reach 80% w/g for wk and maintain paperwork to show w/g content.

QUINTON BD OF ED-03304280 - 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 syste

	Flagged by Jill Dailey 01/08/2026 11:38 AM 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 Agricultures Form web site for specific component and minimum quantity requirements. Production records must document that both daily and weekly minimum quantities for each component are offered. Other 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. The week of review for lunch did not meet the 80% WGR requirement. During the week of review, a salad with a 2oz non-WGR roll was served, contributing to the less than 80% WGR requirement. Discussed switching to a 2oz WGR roll with the FSD to ensure this requirement is met going forward. This is a first time PS2 violation. If this violation is repeated in future reviews, fiscal action will apply. On Tuesday, 12/9, Sloppy Joes were planned and served. The documentation provided, at the time of the review, for the beef crumbled used in the Sloppy Joe recipe was not enough to determine it's crediting towards the meal pattern. A CN Label or PFS is required for a product like the beef crumbles. This is a repeat violation of insufficient quantities and the Sloppy Joes served during the week of review will be disallowed; **18 meals** in total. 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.**				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	QUINTON TWP-2006	500	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:29 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/10/2026 03:32 PM Corrective Action implemented on 1/26/26.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:27 AM Please provide the date of implementation.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:59 AM To ensure that students are taking proper amount of all required food components for lunch and breakfast, Cafeteria Staff are plating just entree and asking students if they want vegetables instead of plating ahead of time and will ensure that a minimum of 3 components, one being a serving of fruits or vegetables, are given to each student.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. On the day of lunch observation, entrees were being plated on trays with one, both or no vegetables. Students would then come through the line and grab one of the trays with the entree they ordered. This is not the proper implementation of offer versus serve. Students should come through the line, receive their entree and should then be offered the remaining components (vegetables, fruit, etc). Students should have the option to decline 1 or more components or select all 5. 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.**				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	QUINTON TWP-2006	501	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/19/2026 10:30 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/11/2026 08:14 AM PreK staff will complete the Civil Rights Training and view the PreK Meal Pattern video. At this time PreK is Serve Only.				
	Corrective Action Plan: Rejected by Jill Dailey 02/10/2026 09:25 AM Please clarify the type of meal service training aides in the PreK classrooms will receive as Offer vs Serve is not an allowable meal service type for PreK students eating in the classroom. PreK meal service can be Serve Only or Family Style.				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 12:49 PM To ensure that all staff is properly trained on Offer vs Serve., all Cafeteria staff watched a training video on Offer vs Serve on 1/15/26. Aides in the PreK Classroom will complete training on the next Inservice Day 2/12/26. Training will become an annual event prior to the start of each school year.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. At the time of the review, there was no documentation to show that food service staff involved in the counting and claiming of reimbursable meals had been trained on 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.**				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	QUINTON TWP-2006	901	02/09/2026	CAP Accepted

QUINTON BD OF ED-03304280 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 02/10/2026 09:18 AM CAP Accepted				
	Corrective Action Plan: Submitted by KAREN KLAUS 02/09/2026 10:56 AM To ensure that the LEA's counting and claiming system is accurate, the LEA will complete Form 142 NSLP and SBP onsite Review at least once annually to ensure accuracy in counting and claiming meals.				
	Flagged by Jill Dailey 01/08/2026 11:37 AM All SFAs must conduct an on-site accountability review of lunch and breakfast prior to February 1st of 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 (January 2026), the on-site accountability forms for breakfast and lunch had not yet been completed. Staff was unsure if the forms were completed last school year. 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.**				

Report Selections

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