

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LOWER ALLOWAY CREEK BOE-03302800	126	03/01/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 02:48 PM				
	I used the corrections that were listed on the Eligibility Certification and Benefit Issuance Worksheet and applied them to the updated Master Eligibility List. I will apply things I learned throughout this process going forward so the same mistakes aren't made again in the future.				
<b>Corrective Action History</b>	Flagged by Lea Berry 01/31/2024 07:37 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.) 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.				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 01:24 PM				
<b>Corrective Action History</b>	I crossed out the annualized amount and entered the weekly amount. I also checked off the Weekly "How Often" section to correct this application.				
	Flagged by Lea Berry 01/31/2024 07:28 AM				
	If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The income must be taken as is and then use the correct frequency column on the guidelines to determine eligibility. 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.				
	CAP Accepted				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LOWER ALLOWAY CREEK BOE-03302800	128	03/01/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:49 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 01:24 PM				
	I crossed out the annualized amount and entered the weekly amount. I also checked off the Weekly "How Often" section to correct this application.				
<b>Corrective Action History</b>	Flagged by Lea Berry 01/31/2024 07:28 AM				
	If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The income must be taken as is and then use the correct frequency column on the guidelines to determine eligibility. 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.				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 01:24 PM				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LOWER ALLOWAY CREEK BOE-03302800	133	03/01/2024	CAP Accepted

# LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:51 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 02:20 PM				
	Going forward, if there is a case number on the lunch application, I will just go by that and not by the income on the application.				
	<p>Flagged by Lea Berry 01/31/2024 07:28 AM</p> <p>Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students.</p> <p>During the review of applications, it was noticed that a case number on an application was not used because the family was not on the DC list. The DO used the income that was on the application. The student did remain free based on income, however that is not correct procedures. The SNAP/TANF case number must be taken at face value and the family made categorically free. Only if the case number is not in the correct format would you be able to call and possibly deny the family.</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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LOWER ALLOWAY CREEK BOE-03302800	138	03/01/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:53 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 02:33 PM				
	<p>I tried to recreate the list with the most up to date and correct information. I also went on line and downloaded the most recent form. Going forward, I will make sure to make all necessary changes and fill out all fields on this form so that the information is completely correct and up to date.</p> <p>Flagged by Lea Berry 01/31/2024 07:29 AM</p> <p>The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. I</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	LOWER ALLOWAY CREEK BOE-03302800	208	03/01/2024	CAP Accepted

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:49 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 02/06/2024 01:12 PM				
	<p>Once the determining official has completed the process, she will give me the Free/Reduced Lunch application for my review. I will sign off and date the Free/reduced lunch application after my review, and I will forward it to the verifying official</p> <p>Now that we have learned the full process, we will make sure to complete the Free/reduced lunch application completely.</p>				
	Flagged by Lea Berry 01/31/2024 07:28 AM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.				

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	LOWER ALLOWAY CREEK BOE-03302800	209	03/01/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:51 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Tina Mooney 02/06/2024 02:17 PM</p> <p>I did receive and record the back up for the income via the 1040 form but I did not receive any back up documentation for the Disability income.</p> <p>As a corrective action, I called the parent, let them know what I needed and she ended up sending me screen shots of her bank account to verify the disability payments to her.</p> <p>Going forward I will make sure all forms of income have documentation.</p> <p>Flagged by Lea Berry 01/31/2024 07:29 AM</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals.</p> <p>The Verifying Official did not get the backup documentation for one of the applications selected for verification. The family was called on the day of review and did submit the documentation. The application status did remain the same.</p> <p>It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	LOWER ALLOWAY CREEK BOE-03302800	302	03/01/2024	CAP Accepted

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:45 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 01/31/2024 02:46 PM				
	The SFA answered the question incorrectly. We have the Current Master Eligibility List at the register along with a pad of paper and pen, just in case the POS system was unavailable at any given moment.				
	Flagged by Lea Berry 01/31/2024 07:28 AM				
Corrective Action History	The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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 (Off-Site Assessment Tool) (800H)	LOWER ALLOWAY CREEK BOE-03302800	800	03/01/2024	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:45 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 01/31/2024 03:11 PM				
Corrective Action History	The Non-discrimination Form 213 was posted to our school website and can be found within 2 clicks from the home page. We will be sure to use this non discrimination statement now that we know it exists. Our website is <a href="http://www.lacschool.org/cafeteria">www.lacschool.org/cafeteria</a>				
	Flagged by Lea Berry 01/31/2024 07:28 AM				
	The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a> Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Local School Wellness (Off-Site Assessment Tool) (1000H)	LOWER ALLOWAY CREEK BOE-03302800	1005	03/01/2024	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:54 AM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 02/22/2024 09:54 AM				
	Our School Wellness plan was updated and board approved on November 14, 2023. We will convene a wellness committee and meet on a triennial basis to review the policy before the next renewal in November.				
	Flagged by Lea Berry 01/31/2024 07:28 AM				
	A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	LOWER ALLOWAY CREEK BOE-03302800	1006	03/01/2024	CAP Accepted

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 02/22/2024 11:15 AM				
	I have posted the School Wellness Policy on our school website under cafeteria.				
Corrective Action History	Flagged by Lea Berry 01/31/2024 07:28 AM				
	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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 (On-Site Assessment Tool)	LOWER ALLOWAY CREEK BOE-03302800	1217	03/01/2024	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:54 AM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 02/06/2024 02:53 PM				
	All employees are entered into SOARS Work Tracker. The training hours are input and employees will be made aware of the additional training hours that are needed this year.				
	Now that we are aware that this information needs to be kept, we will continue tracking and making sure everyone is current on their necessary training hours.				
Corrective Action History	Flagged by Lea Berry 01/31/2024 07:32 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..				

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	LOWER ALLOWAYS CREEK-1989	4	03/01/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Andrea Liber 02/02/2024 02:34 PM				
	Pre-K now has their own breakfast cart, which contains ONLY cereal that is 6g of sugar or less (Cocoa Puffs and Cinnamon Toast Crunch). Waffles, Jimmy Dean Breakfast Sticks, and muffins, as well as fruit cups and ONLY whole white milk are offered to the Pre-K students.				
<b>Corrective Action History</b>	Flagged by Lea Berry 01/31/2024 07:34 AM				
	Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce. 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.				
	Infant and Pre-K Meal Pattern (Other Programs)	LOWER ALLOWAYS CREEK-1989	6	03/01/2024	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:47 AM				
<b>Corrective Action History</b>	CAP Accepted				
	Corrective Action Plan: Submitted by Andrea Liber 02/02/2024 02:35 PM				
	Pre-K students will be the only ones receiving graham crackers with their PBJ meal. Any students in K-8 will receive Goldfish crackers.				
	Flagged by Lea Berry 01/31/2024 07:36 AM				
<b>Corrective Action History</b>	Grain based desserts (e.g. cookies, sweet pie crusts, doughnuts, cereal bars, breakfast bars, granola bars, sweet rolls, toaster pastries, cakes and brownies) 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.				
	Infant and Pre-K Meal Pattern (Other Programs)	LOWER ALLOWAYS CREEK-1989	11	03/01/2024	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:48 AM				
	CAP Accepted				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Andrea Liber 02/02/2024 02:37 PM				
	Only Pre-K students will receive 1% milk for Breakfast and Lunch. Kitchen staff has been notified in the changes. Corrective action took place beginning 2/1/24.				
	Flagged by Lea Berry 01/31/2024 07:36 AM				
	Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age. 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)	LOWER ALLOWAYS CREEK-1989	12	03/01/2024	CAP Accepted

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Andrea Liber 02/02/2024 02:43 PM				
	Beginning 2/1/24, all K-8 students will receive Goldfish crackers as part of their PBJ meal. They will no longer receive a graham. Corrected 2/1/24.				
	Flagged by Lea Berry 01/31/2024 07:36 AM				
Corrective Action History	Grain-based desserts such as doughnuts, pastries, cake, cookies, graham crackers, etc. must be limited to 2 oz. eq. per week or less at lunch for the k-8 meal pattern. Graham crackers were on the menu daily with the PB&J sandwich Technical assistance was provided.				
	Please provide the date this was corrected and how it was corrected.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	LOWER ALLOWAYS CREEK-1989	13	03/01/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Andrea Liber 02/02/2024 02:41 PM				
	Kitchen staff was notified and trained in the Pre-K policy and began implementing the policy on 2/1/24, requiring ALL Pre-K students to take all components at both breakfast and lunch.				
	Flagged by Lea Berry 01/31/2024 07:36 AM				
Corrective Action History	At breakfast and lunch Offer Versus Serve is not an option for pre-school age students. All students must get all items/components.				
	On day of review at breakfast the pre-k students were following offer versus serve.				
	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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	LOWER ALLOWAYS CREEK-1989	323	03/01/2024	CAP Accepted



## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:50 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kimberly Lenox 02/06/2024 01:30 PM				
	<p>We receive a list of all absent students each day, we will be save them daily and check to make sure that all the students are present before we approve the edit checks for any free/reduced or paid counts. If the number of students receiving free/reduced or paid meals exceeds the number of eligible students adjusted for attendance, we will check the attendance for that day and confirm that the eligible students were present in school that day.</p> <p>Now that this has been explained, the Business Administrator will check the daily amounts, any that exceed the number of eligible students adjusted for attendance will be checked against the attendance for the day and a comment will be noted.</p>				
	<p>Flagged by Lea Berry 01/31/2024 07:33 AM</p> <p>When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet.</p> <p>They only have 4 reduced students. So the probability is high that they may all be in and eat. There just need to be a comment stating that they checked the attendance and that all reduced students were present that day.</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)	LOWER ALLOWAYS CREEK-1989	410	03/01/2024	CAP Accepted

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:47 AM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Andrea Liber 02/02/2024 02:31 PM</p> <p>All errors on production records have been updated on 2/2/24.</p> <p>Moving forward, when giving students oranges, I will make sure to purchase the 126ct or 138ct and give the students the entire orange, instead of the previous 2 wedge slices.</p> <p>Moving forward, I will also make sure to prepare 1.5 cups of side salad to equal 3/4 cup serving. The recipe for side salad was updated as well on 2/2/24 to show the updated changes.</p>
	<p>Flagged by Lea Berry 01/31/2024 07:33 AM</p> <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>At lunch, 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.</p> <p>For month of review for lunch:</p> <p>12/8 - side salad given was 3/4 cup which is only meets 1/4 cup. You must offer 1.5 cups of lettuce to meet the 3/4 cup meal pattern requirement.</p> <p>12/5- the portion size of oranges was 2 slices or half orange. You must provide a half cup of fruit to meet the meal pattern. The 126 and 138 count oranges equal a half cup.</p> <p>This will be a repeat violation if found again on your next review.</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>

## LOWER ALLOWAY CREEK BOE-03302800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	LOWER ALLOWAYS CREEK-1989	901	03/01/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 02/26/2024 09:46 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kimberly Lenox 01/31/2024 03:26 PM</p> <p>The SFA conducted an on-site accountability review of breakfast on January 31, 2024. Attached is the Form 142.</p> <p>The SFA conducted an on-site accountability review of lunch on January 31, 2024. Attached is the Form 142.</p> <p>The BA now knows that 2 on-site reviews need to be complete each year and will make sure they are complete by February 1 of each year. The BA will also make sure to make a file and keep all of the on-site reviews in it for review in the future.</p> <p>Flagged by Lea Berry 01/31/2024 09:20 AM</p> <p>All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The State NSLP and SBP On-Site Review Form must be used. Accountability reviews must be conducted by an SFA employee.</p> <p>It was discovered on day of the review (January 30, 2024) that an on-site accountability reviews must be completed for breakfast and lunch each year by February 1st. The BA was going to do them on January 31st and submit them as part of corrective action.</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>				

### **Report Selections**

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