

PHILLIPSBURG BD OF ED-04104100 - 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)	PHILLIPSBURG BD OF ED-04104100	126	12/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MELISSA KOEHLER 12/05/2025 09:05 AM				
	For application errors indicated in the State Agency review, dates of corrections are as follows: Application #481 - 12/3/25 Application #582 - 11/21/25 Application #674 - 11/20/25				
	Flagged by Katie Hunter 11/24/2025 02:58 PM				
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PHILLIPSBURG BD OF ED-04104100	131	12/24/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MELISSA KOEHLER 12/05/2025 09:05 AM				
	App #582 - parent was contacted on 11/21/25 and provided correct CASE # for household members listed on the application. Uploaded new application with correct CASE #, new application number is #687. Remains free categorical. Letter will be sent to the household reflecting this status.				
	App #83 - Called and spoke with parent of application #83, informed her that her reduced status would be changing to NJEIE Free due to income. Letter to be sent to household reflecting new status.				
Corrective Action History	Flagged by Katie Hunter 11/24/2025 02:59 PM				
	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PHILLIPSBURG BD OF ED-04104100	137	12/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MELISSA KOEHLER 12/05/2025 09:05 AM				
	<p>Below are the errors indicated on SFA-1. Effective 11/20/25, we will correct this by double checking the CASE # provided on the application to be sure the CASE number has a <u>valid</u> case number format in the state of New Jersey. Applications entered online by the parent/guardian that contain CASE #s will also be reviewed for errors before being approved. In either case, if we find that the CASE number is incorrect, we will contact the parent/guardian directly to obtain a correct CASE #. If a correct case # is not provided, the application will be denied. Additionally, we will check to be sure the status of the source documents are transferred, and are reflected correctly in the systems.</p>				
	<p>Application #481 - 12/3/25</p> <p>Application #582 - 11/21/25</p> <p>Application #674 - 11/20/25</p>				
Corrective Action History	Flagged by Katie Hunter 11/24/2025 02:59 PM				
	<p>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. 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.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	PHILLIPSBURG BD OF ED-04104100	209	12/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MELISSA KOEHLER 12/05/2025 09:05 AM				
	<p>Effective immediately (11/20/2025), we will follow the guidelines established in The Eligibility Manual for School Meals and complete the verification tracker form in its entirety. In addition, each year we will view the Verification training webinar to re-familiarize ourselves with the process and the necessary forms.</p>				
Corrective Action History	Flagged by Katie Hunter 11/24/2025 02:59 PM				
	<p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. 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>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	PHILLIPSBURG HIGH-2859	317	12/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by BRIAN CRAWFORD 12/08/2025 07:26 AM Completed 11-25-25 All food service employee's responsible for assessing meal components and determining if they meet the minimum requirements to be considered a reimbursable meal have been re-trained. All employee's took the Maschio's Offer Vs Serve breakfast and lunch Webinar training. 11-21-25 The Food Service staff was also instructed all students need to be offered the same items to make a meal. The signage in the cafeteria stating what components are required to make a free or reduced meal complete was removed.				
	Flagged by Katie Hunter 11/24/2025 02:58 PM SFAs are prohibited from limiting the choices of reimbursable meals for lunch based on a student's eligibility status. The same reimbursable meal choices must be available to all students. 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 Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	PHILLIPSBURG HIGH-2859	318	12/24/2025

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:38 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BRIAN CRAWFORD 12/08/2025 07:26 AM				
	Completed 11-25-25				
All food service employee's responsible for assessing meal components and determining if they meet the minimum requirements to be considered a reimbursable meal have been re-trained. All employee's took the Maschio's Offer Vs Serve breakfast and lunch Webinar training. Food service staff was also instructed they cannot begin ringing up a student until they have all of the components in hand at the register.					
Flagged by Katie Hunter 11/24/2025 02:58 PM					
An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. 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.					
The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. 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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.					
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	PHILLIPSBURG HIGH-2859	321	12/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:38 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BRIAN CRAWFORD 12/08/2025 07:26 AM				
	Completed 11-25-25				
	All food service employee's responsible for assessing meal components and determining if they meet the minimum requirements to be considered a reimbursable meal have been re-trained. All employee's took the Maschio's Offer Vs Serve breakfast and lunch Webinar training.				
We have reviewed the Menu's and feel this increase in paid meals the day of the audit could be a result of having two popular Lunch meals running on the day of the audit. It is not uncommon to see an increase in meals served when the hot lunch meal options and there accompanying components are favored over grab and go Items that do not make a meal.					
Flagged by Katie Hunter 11/24/2025 02:58 PM					
Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	PHILLIPSBURG HIGH-2859	401	12/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/12/2025 09:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by BRIAN CRAWFORD 12/08/2025 07:26 AM				
	Completed 11-25-25				
All food service employee's responsible for assessing meal components and determining if they meet the minimum requirements to be considered a reimbursable meal have been re-trained. All employee's took the Maschio's Offer Vs Serve breakfast and lunch Webinar training.					
Flagged by Katie Hunter 11/24/2025 02:58 PM					
Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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)	PHILLIPSBURG HIGH-2859	500	12/24/2025	CAP Accepted

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	Corrective Action Plan: Submitted by BRIAN CRAWFORD 12/08/2025 07:26 AM Completed 11-25-25 All food service employee's responsible for assessing meal components and determining if they meet the minimum requirements to be considered a reimbursable meal have been re-trained. All employee's took the Maschio's Offer Vs Serve breakfast and lunch Webinar training.				
	Flagged by Katie Hunter 11/24/2025 02:58 PM 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. 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. At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. 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.				
Water	Water (On-Site Assessment Tool - Site) (1300H)	PHILLIPSBURG HIGH-2859	1300	12/24/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by BRIAN CRAWFORD 12/08/2025 07:26 AM				
	Completed 11-25-25				
	Director of Facilities and building Maintenance were notified. Access to the water fountain must remain open for meal service. Should an emergency repair have to happen during meal service the cafeteria must be notified so an alternative water source can be provided for the students.				
	Flagged by Katie Hunter 11/24/2025 02:58 PM				
	Potable water must be available for students at lunch. 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