

ATLANTIC CITY BD OF ED-00100110 - 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)	ATLANTIC CITY BD OF ED-00100110	126	07/14/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Terri Bethea 06/23/2025 02:37 PM				
	All incorrect determine applications recorded on SSA/1 and SSA/2 will call corrected on 6/18/2025				
	Flagged by Corinne Santos-Hernandez 06/13/2025 11:20 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.				

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Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ATLANTIC CITY BD OF ED-00100110	129	07/14/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:08 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Terri Bethea 06/23/2025 02:27 PM</p> <p>Terri Bethea will be responsible for maintaining the communication and ensuring the standardized notification letter is use and overseeing the overall notification process. Standardized Letters will include reduced and NJEIE State supplement info. Starting school year 25-26, the district will utilized the standardized letter from the state agency provided from the annual application package in snears. Date of implication will occur on this school year 25-26.</p> <p>Timeline for implementing the procedure.</p> <p>Over the next few weeks new standardized letters will be uploaded to mealtime program.</p> <p>Monitoring Action</p> <p>Terri will refer to snears resources and memos updates for any changes that need to be updated in parent notification letters.</p>				
	<p>Flagged by Corinne Santos-Hernandez 06/13/2025 11:21 AM</p> <p>Household notification letter do not contain the same language and information that should be used for notice of approval and denial of benefits for the households. The SFA is using an old notification letter that does not include the reduced and NJEIE state supplement for breakfast and lunch meals. Please refer to form 70 which may be found in the NJ forms website. 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)	ATLANTIC CITY BD OF ED-00100110	131	07/14/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:07 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Terri Bethea 06/23/2025 02:23 PM				
	District will developed a process to verify that lunch application data is complete and accurate. A test of the system will be done to identify and fix any technical issues. Terri Bethea will make sure staff is train on correctly processing applications and signing off with the correct eligibility status. A Manuel review of the master eligibility list to ensure that all updates is being process correctly and no errors occur.				
	Timeline Over the next few weeks Developed Data Test lunch application				
	All corrected error from form ssa/1 and ssa/2 was completed on 6/18/25				
Meal Counting and Claiming - Day of Review	Flagged by Corinne Santos-Hernandez 06/13/2025 11:20 AM				
	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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	DR. MLK SCHOOL COMPLEX-156	317	07/14/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:09 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 08:56 AM				
	Corrected 6/4/25- once student's eligibility was noticed on roster we determined the "hide eligibility" was not checked off when printing roster. Retrained building lead on how to hide eligibility on rosters. Visited location on 6/5/25 and roasters did not contain eligibility. Corrected effective 6/5/25.				
Corrective Action History	Flagged by Corinne Santos-Hernandez 06/13/2025 11:21 AM				
	SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. For POS systems, steps must be taken to assure that computer screens cannot be viewed by other students or the information should be masked or coded so that student eligibility information is not easily identified. SFAs must also make reasonable efforts to publicize and encourage use of prepayment options by 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.				
	Fresh Fruit and Vegetable Program - Day of Review	DR. MLK SCHOOL COMPLEX-156	1904	07/14/2025	CAP Submitted
	Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 09:03 AM				
Corrective Action History	Will meet with all locations FFVP coordinators to retrain and provide program requirements. Will discuss with all principals to determine what is the best time to deliver produce to classrooms to ensure it is not provided to students during breakfast or lunch. If produce is delivered with breakfast produce will be bagged separately and noted it is FFVP. This will take place next SY 2025/26 since our last FFVP served was June 10, 2025. Back to school meeting will take place Aug 25-27th for retraining of staff.				
	Flagged by Elizabeth Gartlan 06/18/2025 09:21 AM				
	The FFVP must not be offered during the school day when lunch and breakfast is being served. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Fresh Fruit and Vegetable Program - Day of Review	Fresh Fruit and Vegetable Program - Day of Review (On-Site Assessment Tool - Site) (1903H)	DR. MLK SCHOOL COMPLEX-156	1910	07/14/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 09:17 AM				
	Insulated bags for classroom delivery will be purchased and implemented for 25/26 SY. Audit was conducted on last day of program 6/10/25. Each classroom when item need to be kept cool will receive produce in insulated bags.				
Corrective Action History	Flagged by Elizabeth Gartlan 06/18/2025 09:21 AM				
	HACCP principles and applicable sanitation and health standards, including the handling of any left overs were not followed during the observation of the FFVP. 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	RICHMOND AVENUE SCHOOL-9780	3	07/14/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:09 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 08:54 AM</p> <p>Effective 6/5/25- Meet with Pre-k coordinator and classroom staff to retrain the reimbursable meal pattern. Informed classroom staff everything sent to classroom must be given to all students receiving a meal then meal is to be captured on roster.</p> <p>Flagged by Corinne Santos-Hernandez 06/13/2025 11:21 AM</p> <p>All meal components must be available throughout the entire meal service.</p> <p>Not all pre-K classrooms made all food components of breakfast and lunch available to students throughout meal service. Serve only was not followed in every classroom and some components, such as milk was kept to side, and not served to students during meal service.</p> <p>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.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	RICHMOND AVENUE SCHOOL-9780	318	07/14/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:09 AM</p> <p>CAP Accepted</p>				
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Corrective Action History	<p>Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 08:54 AM</p> <p>Effective 6/5/25 breakfast and lunch rosters are separated. Only the meal being served rosters are sent to class along with meal. Spoke with all classroom feeding teachers and retrained on what makes a reimbursable meal. Each classroom receive a bagged breakfast with all components of a reimbursable breakfast, leaving no error for students to not receive a reimbursable meal. Classroom staff has been retrained on providing a breakfast bag to students and then check student name off on roster. No names can be checked off on roster prior to receiving a reimbursable meal. Retraining of this process will take place during opening meeting and will help ensure this message is delivered prior to the start of next school year.</p> <p>Effective 6/5/25- one employee is stationed at the entrance of the serving line to allow 15-20 students at a time through the serving line to ensure all students check out at the POS. Cashiers have been retrained to capture all students with pin number, roster or name at the point of service.</p>
	<p>Flagged by Corinne Santos-Hernandez 06/13/2025 11:20 AM</p> <p>LUNCH: An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for <u>lunch</u>. 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.</p> <p>Error:</p> <p><u>Classroom feeding</u> - PreK teachers receive lunch rosters when breakfast is served (lunch roster is on the back of breakfast roster). During breakfast service, teachers were observed checking off students' names on the lunch roster indicating as having received a lunch meal.</p> <p><u>Cafeteria service</u>- Students in younger grades receive their meal and provide cashier with their lunch card at the POS. Cashier then puts eat student into the POS as they give her the card. Some students left the line with their tray without giving the card. When this was pointed out, cashier stated that she remembers the names and puts it in the POS afterwards. Cards of students that left the line were retrieved. It is suggested that cashier slow down the line to allow students to give her the cards, collect all the cards first, then input them into the POS after meal service.</p> <p>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>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. Fiscal action will be taken. An over claim may be assessed.</p> <p>BREAKFAST: An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for <u>breakfast</u>. 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.</p>

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	<p>Error: One PreK classroom marked a student as having received a meal that was not present. Teacher's aid stated student is always late so she saves a meal for him. Another teacher (Ms. M.) marked off all students in class as having received a meal but meals were on a separate table (some unopened). When questioned, teacher said the students will take the meals later if they want.</p> <p>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>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.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	RICHMOND AVENUE SCHOOL-9780	401	07/14/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:09 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 08:55 AM</p> <p>Effective 6/5/25- Discussed with Pre-k coordinator and classroom staff to retrain the reimbursable meal pattern. Informed classroom staff everything sent to classroom must be given to all students receiving a meal then meal is to be captured on roster. Breakfast meals are prepackaged in clear bags with all component. Lunch is delivered with all hot components packaged and all cold components offered on the side. Directed all classroom staff to provide all components to all students receiving a meal then check names off on roster confirming a complete meal was received.</p> <p>Flagged by Corinne Santos-Hernandez 06/13/2025 11:21 AM</p> <p>Students must take the required number of components for breakfast and lunch in order for their meals to be claimed for reimbursement. For preK meals in the classroom, serve only or family style food service method must be implemented. All food items/components must be served to students for a reimbursable meal under serve only. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal.</p> <p>Error: For day of review, preK meals in the classroom serve only was not followed in every classroom, which resulted in incomplete meals. For breakfast in one classroom there were 8 incomplete meals (3 missing grain and 5 missing fruit). For lunch in one classroom there were 6 incomplete meals (missing milk).</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</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)	RICHMOND AVENUE SCHOOL-9780	403	07/14/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:09 AM CAP Accepted				
	Corrective Action Plan: Submitted by DEVIDA BAILEY 06/24/2025 08:54 AM Effective 6/4/25 at the start of lunch service it was noticed there was not 2 types of milk offered. Line was stopped and a second type of milk was offered. 6/5/25 Lead of building has been notified and tasked with walking the line 5 minutes before start of service to ensure all components(2 types of milk) are available for each lunch service. Flagged by Corinne Santos-Hernandez 06/13/2025 11:21 AM A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)	RICHMOND AVENUE SCHOOL-9780	1502	07/14/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 06/26/2025 10:08 AM CAP Accepted				
	Corrective Action Plan: Submitted by Terri Bethea 06/23/2025 02:39 PM Effective 6/9/25- pre-k and k-8 production records are separated. Meals for pre-k are recorded on pre-k production records and k-8 is recorded on a separate production record to ensure all components for pre-k are being met.				
	Flagged by Corinne Santos-Hernandez 06/13/2025 11:21 AM SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings. Accurate records must be kept in accordance with regulations.				
	Although records were maintained, there were documenting errors on the production records. 1.) Separate production records must be kept for each meal pattern. The SFA did not have separate production records for the review month for the pre-K meal pattern and the K-8 meal pattern. It was on one record. 2.) All meals/meal components must be recorded on the production records to show that all components were offered and reimbursable meals served. During the day of review it was observed, at lunch, that a yogurt meal with cheese stick and graham crackers was offered, but only the yogurt was documented. 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.				

Report Selections

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