

# ABSECON BD OF ED-00100010 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	ABSECON BD OF ED-00100010	215	05/03/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 04/11/2025 10:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Julie Velluzzi 04/11/2025 07:58 AM				
	Beginning October 1,2025, The SFA will start the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. This process will continue yearly.				
	Corrective Action Plan: Rejected by Lorena Paredes 04/10/2025 11:43 AM				
	Please include date of correction or future implementation, if applicable.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Julie Velluzzi 04/09/2025 03:45 PM				
	The SFA has now completed the Verification Process for the next school year which includes a detailed annual compliance calendar has been developed and includes key dates related to the Verification Process. November 15th has been clearly marked as the final deadline for submitting the results letter, with internal deadlines set for earlier completion.				
	Flagged by Lorena Paredes 04/03/2025 10:00 AM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
<b>Corrective Action History</b>	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)	ABSECON BD OF ED-00100010	1214	05/03/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:28 AM				
	CAP Accepted				

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Kim Parker 04/03/2025 03:54 PM</p> <p>Please find attached a copy of the Professional Standards training tracker from SNA for myself and my team. I found the tracking tool in Primero Edge to be hard to maneuver. I plan to have additional training for my new team members to catch them up to the other four on our next scheduled early dismissal school day, Thursday April 17, 2025, giving them 6.75 hours. Training will include: offer versus serve, controlling time and temp during food prep, calibrating thermometers, using food thermometers, temperature danger zones, serving size, thawing foods, cooking foods, cooling foods, reheating foods, holding cold foods, holding hot foods, transporting foods, storing foods, using suitable utensils, serving safe foods while maintaining quality and appearance standards, serving safe foods to manage serving lines for clean and efficient operation &amp; preventing contamination while using cutting boards, during food prep, and food storage. I will also be adding to my 13.30 hours in the training module offered by Nutri-Serve/Metz on the app KnowBe4.</p> <p><u>Program Director:</u> Kim Parker, training implemented on 8/29/24 and 3/9/25 for 13.30 hours</p> <p><u>Part-Time team members:</u> Ann Macera, John Riggsbee and Brian Evans, training implemented 8/29/24 for 6.75 hours</p> <p><u>Newest Part-Time team members:</u> Madelyn Gadaire, training implemented on 10/25/24 and 3/27/25 for 2 hours</p> <p>Julie Harper, training implemented on 2/18/25 for 1 hour</p> <p>Josephine Branca and Nicole Hyde, training implemented on 3/10/25 for 1 hour</p> <p>In the future I plan to hold more frequent formal training, outside of the training I do daily with my team, and keep it recorded on the SNA tracking tool.</p> <p>-</p>
	<p>Flagged by Lorena Paredes 04/03/2025 09:51 AM</p> <p>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: <a href="https://theicn.org/">https://theicn.org/</a>.</p> <p>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.</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	ABSECON BD OF ED-00100010	1216	05/03/2025	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:36 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kim Parker 04/09/2025 02:41 PM</p> <p><u>Part-Time team members:</u> Ann Macera, John Riggsbee and Brian Evans, training implemented 8/29/24 for 6.75 hours (please see document for professional standards)</p> <p><u>Newest Part-Time team members:</u> Training scheduled for April 17th 2025</p> <p>Madelyn Gadaire, training implemented on 10/25/24 and 3/27/25 for 2 hours</p> <p>Julie Harper, training implemented on 2/18/25 for 1 hour</p> <p>Josephine Branca and Nicole Hyde, training implemented on 3/10/25 for 1 hour</p> <p>In the future I plan to hold more frequent formal training, outside of the training I do daily with my team, and keep it recorded on the SNA tracking tool.</p>				
<p>Flagged by Lorena Paredes 04/03/2025 10:00 AM</p> <p>Part time staff have not completed required 4 hours of Professional Standards training.</p> <p>Part time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="https://theicn.org/">https://theicn.org/</a></p> <p>Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>					
Professional Standards	Professional Standards (On-Site Assessment Tool)	ABSECON BD OF ED-00100010	1217	05/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:43 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 04/03/2025 04:24 PM				
	Please see the attached SNA tracking tool, implemented on 3/27/25, where I transferred the information that was kept as paperwork. I found the SOARS tracking tool hard to manage so I went with the School Nutrition Associations tracker. I will continue to add and document trainings for all of my team as well as myself the remainder of this school year and going forward each year.				
	Flagged by Lorena Paredes 04/03/2025 09:51 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)	ABSECON BD OF ED-00100010	1218	05/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:29 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kim Parker 04/03/2025 04:25 PM</p> <p>I plan to have additional training for my new team members to catch them up to the other four on our next scheduled early dismissal school day, Thursday April 17, 2025, giving them 6.75 hours. Training will include: offer versus serve, controlling time and temp during food prep, calibrating thermometers, using food thermometers, temperature danger zones, serving size, thawing foods, cooking foods, cooling foods, reheating foods, holding cold foods, holding hot foods, transporting foods, storing foods, using suitable utensils, serving safe foods while maintaining quality and appearance standards, serving safe foods to manage serving lines for clean and efficient operation &amp; preventing contamination while using cutting boards, during food prep, and food storage.</p> <p><u>Part-Time team members:</u> Ann Macera, John Riggsbee and Brian Evans, training implemented 8/29/24 for 6.75 hours</p> <p><u>Newest Part-Time team members:</u> Madelyn Gadaire, training implemented on 10/25/24 and 3/27/25 for 2 hours</p> <p>Julie Harper, training implemented on 2/18/25 for 1 hour</p> <p>Josephine Branca and Nicole Hyde, training implemented on 3/10/25 for 1 hour</p> <p>In the future I plan to hold more frequent formal training, outside of the training I do daily with my team, and keep it recorded on the SNA tracking tool</p>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)</p>	<p>ABSECON BD OF ED-00100010</p>	<p>1400</p>	<p>05/03/2025</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:30 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kim Parker 04/03/2025 04:49 PM</p> <p>I moved all HACCP sheets to a binder that is now kept above my desk. The first date of implementation was August 29 2024 with myself, Ann Macera, John Riggsbee, Beverly Bowen and Brian Evans. The binder and a review were implemented on March 27 2025 with the addition of Madelyn, Julie, Josephine and Nicole. My entire team knows where the binder is location should any of these procedures be needed. In the future I will make sure the binder is accessible to everyone.</p> <p>.</p>				
	<p>Flagged by Lorena Paredes 04/03/2025 09:57 AM</p> <p>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. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website.</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>				
	<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>ABSECON PUBLIC SCHOOLS-146</p>	<p>401</p>	<p>05/03/2025</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:31 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 04/09/2025 02:39 PM  Cashiers have been trained on offer vs serve and the required meal components on 8/29/24, 3/10/25 & 3/27/25. Should a student not take the required components there is a key on the POS for a non-reimbursable meal that cashiers will use. To correct this, and going forward, we are now adding raisins to each grab and go bag. Implemented on 4/1/25. The ten meals missed on 3/25 were likely due to the confusion of the busses being late with all the students lining up at once, two team members calling out the last minute, as well as the Ipad POS giving us trouble with the students rushing past the cashier. Nicole reviewed the offer vs serve policy again on 4/4/25. To prevent this from happening in the future, if team members are unavailable, we will combine the two carts with everyone working together making sure the students slow down and take their required fruit component, or they will be entered into the POS as a non-reimbursable meal.				
	Flagged by Lorena Paredes 04/03/2025 09:59 AM  3/24: Two meals observed missing the fruit or vegetable component at lunch.  3/25: Ten meals observed missing fruit component at breakfast.  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. <b>One component selected must be ½ cup fruit and/or vegetable.</b> Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.  Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. <b>One item selected must be ½ cup fruit and/or vegetable.</b> Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ABSECON PUBLIC SCHOOLS-146	404	05/03/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:35 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 04/09/2025 02:40 PM				
	<p>The required signage that had been taped to the walls prior had been removed, possibly by students. We have added laminated signage (form 300) to the actual carts themselves which should prevent students from tampering with them. This was implemented on April 1, 2025</p> <p>Flagged by Lorena Paredes 04/03/2025 09:59 AM</p> <p>For the carts in the hallway, signage must be posted at or near the beginning of the serving line/serving area identifying the components of the reimbursable breakfast and lunch.</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>				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	ABSECON PUBLIC SCHOOLS-146	502	05/03/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 04/10/2025 11:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Parker 04/09/2025 02:39 PM				
	<p>We use the Form 300 sign explaining the requirements to take at least 1/2 cup fruit or vegetable . It has been laminated and attached to the mobile carts on 4/1/25</p> <p>Flagged by Lorena Paredes 04/03/2025 09:59 AM</p> <p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least 1/2 cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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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**Report Selections**

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