

FAIR LAWN BD OF ED-00301450 - 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)	FAIR LAWN BD OF ED-00301450	126	03/09/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/04/2026 11:57 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Melissa Beattie 02/20/2026 03:52 PM				
	App#678 - Form #255 was sent to the parent/guardian on 2/5/26 advising that the status will change from free to reduced effective 2/18/26.				
	App#1381 - Attempted a DC upload on 2/6/26 to resolve the invalid SNAP/TANF number error with no results. Contacted the parent/guardian for the correct SNAP/TANF number who responded that they did not have a SNAP/TANF number. Form #255 was sent to the parent/guardian on 2/12/26 advising that the status will change from Free to Paid effective 2/23/26.				
	Corrective Action Plan: Rejected by Katie Hunter 02/20/2026 01:33 PM				
	Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) In addition to answering the CA on this CAP, the SFA must go into the SFA-1 and/or SFA-2 and put the date of completion on each application error under date of correction. Attached a screen shot below.				
	Corrective Action Plan: Submitted by Melissa Beattie 02/13/2026 12:02 PM				
	App#678 - Form #255 was sent to parent/guardian on 2/5/26 advising that status will change from free to reduced effective 2/18/26.				
	App#1381 - Attempted DC upload to resolve invalid SNAP/TANF number error with no results. Reached out to parents/guardians who responded that they did not have a SNAP number. Form #255 was sent to parent/guardian on 2/12/26 advising that status will change from Free to Paid effective 2/23/26.				
Flagged by Katie Hunter 02/09/2026 02:16 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.					
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	FAIR LAWN BD OF ED-00301450	709	06/09/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 06/09/2026 11:28 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shala Soon 06/05/2026 07:33 AM				
	We are currently reviewing and revising our non program food pricing to cover all costs and shortfalls.				
	Flagged by Lisa Garland 06/02/2026 12:20 PM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				

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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)	Fair Lawn High-8379	321	03/09/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/20/2026 01:33 PM CAP Accepted				
	Corrective Action Plan: Submitted by Shala Soon 02/12/2026 02:28 PM				
	Date of Implementation - 2/3/26				
	Students enjoy Breakfast for Lunch. The High School is an open campus. It was very cold day of the review so more students stayed in for lunch than usual.				
	Flagged by Katie Hunter 02/09/2026 02:16 PM Corrective Action Finding: Review Month Period of Jan. 2025 had a highest number of Paid students at 246. Day of Review Paid student category was 259. 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)	Fair Lawn High-8379	401	03/09/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 02/20/2026 01:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Shala Soon 02/12/2026 02:24 PM				
	Date of Implementation - 2/4/26				
	The cashier incorrectly claimed meals and was she retrained immediately. The 3 meals were later voided.				
Corrective Action History	Flagged by Katie Hunter 02/09/2026 02:16 PM				
	Corrective Action Finding: 3 incomplete meals observed during NSLP all missing a 3rd component; 2 pancakes and hash browns				
	1 waffles and hash browns.				
	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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Fair Lawn High-8379	1404	03/09/2026	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Shala Soon 02/12/2026 02:20 PM				
	Date of implementation - 2/4/26 HACCP book at the High School was brought up to date and staff was retrained on how to complete and record the lessons properly.				
Corrective Action History	Flagged by Katie Hunter 02/09/2026 02:15 PM				
	HACCP book is from SY 23-24, with combined on 1st sheet as SY 23-24, 24-25, and 25-26. Although there was no signed pages indicating it was used during current SY 25-26. TA guidance given on-site to update HACCP to be only for current SY and use the sign /date reviewed sheets within the plan to be compliant with regulations.				
	SFA had an outdated 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. 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