

BURL CO SP SERV SCH DIST-00500605 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BURL CO SP SERV SCH DIST-00500605	126	04/25/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:05 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by GINA COPPER 04/16/2025 10:28 AM				
	04/16/2025 - Case numbers were updated on the applicable meal applications and in PrimeroEdge to correct format (error tab)...				
	Will check with PrimeroEdge help desk to make sure system is updated to correct case number format going forward and Determining Official will also ensure that they are checking each Categorical meal application for correct case number.				
	Flagged by Genel Cook-Wright 04/15/2025 09:54 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	BURL CO SP SERV SCH DIST-00500605	215	04/25/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by GINA COPPER 04/16/2025 10:59 AM Going forward, will make sure to follow verification guidelines for beginning and ending verification timeline; all applicable date reminders to be set in calendar annually. Will make all updates/changes in a timely manner according to the State of NJ Verification rules and regulations. Verification process will be followed to completion, including sending the "Verification Results Letter" (Form 244) to inform households of any changes or benefits remaining the same by the November 15th deadline. Form 244 was sent to households on 11/20/2024; will be sure to send by November 15th in the future.				
	Flagged by Genel Cook-Wright 03/26/2025 01:50 PM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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)	BURL CO SP SERV SCH DIST-00500605	1219	04/25/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:04 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Robert Mastropolo 04/11/2025 09:50 AM</p> <p>The faculty/staff that serves meals to students in the classroom has been instructed to take necessary trainings pertaining to the program. Implementation will begin 4/9/25.</p> <p>Flagged by Genel Cook-Wright 03/26/2025 02:40 PM</p> <p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Part time staff (working less than 20 hours per week) are required to complete at least 4 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: https://theicn.org/.</p> <p>Teachers/Paraprofessionals serving and claiming meals in the classroom must receive at least 4 hours of annual training specifically related to their job duties. There was no documentation on file to confirm that the training was received.</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>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	BURL CO SP SERV SCH DIST-00500605	1400	04/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Robert Mastropolo 04/01/2025 01:03 PM On 3/27/25, the Haccp Food Safety Manual was printed out and placed in the area all employees have access to. Employees will sign off on the manual by 4/4/25				
	Flagged by Genel Cook-Wright 03/26/2025 01:50 PM 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. A copy of the written HACCP food safety plan must be available at each school.				
	On day of review, a HACCP food safety plan was not available for review. The HACCP book must be downloaded, reviewed and signed off on by employees.				
	<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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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	WESTAMPTON-MAIN-855	4	04/25/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Robert Mastropolo 04/01/2025 01:19 PM</p> <p>All cereals served to pre k students will be 6 grams of sugar or less as of April 11th</p>				
<p>Flagged by Genel Cook-Wright 03/26/2025 01:50 PM</p> <p>Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce.</p> <p>During the on-site review, the State agency auditor observed that the same cereal offered to students in grades K-12 is the same cereal served to the Pre-K students for breakfast. Cereals such as Fruit Loops and Lucky Charms contain more sugar than the allowed 6 grams per dry ounce to be served to Pre-K students.</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>					
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	WESTAMPTON-MAIN-855	6	04/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Robert Mastropolo 04/01/2025 01:16 PM The pre k meal pattern will be revised to follow proper standards by Aprill 11th.				
	Flagged by Genel Cook-Wright 03/26/2025 01:50 PM Grain based desserts no longer count towards the grain component. On the day of review during the lunch observation, cereal bars were served to pre-K students. . This is considered a grain based dessert and not allowable as a grain component/food item in a reimbursable meal. 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	Infant and Pre-K Meal Pattern (Other Programs)	WESTAMPTON-MAIN-855	11	04/25/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:04 AM CAP Accepted				
	Corrective Action Plan: Submitted by Robert Mastropolo 04/01/2025 01:20 PM Only unflavored low-fat (1 percent) or unflavored fat-free (skim) milk is allowed to be served to children 2-5 years of age will be served to pre k students as of April 11th.				
	Flagged by Genel Cook-Wright 03/26/2025 01:50 PM During the on-site review, chocolate milk was offered to Pre-K students. 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.				

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Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	WESTAMPTON-MAIN-855	12	04/25/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Robert Mastropolo 03/28/2025 12:41 PM As of 4/7/25 juice will only be offered at breakfast time to ensure that it is only served once per day.				
	Flagged by Genel Cook-Wright 03/26/2025 01:50 PM Juice can only served once per day (including snack). During the on-site review, juice was offered and served to Pre-K students at both breakfast and lunch.				
	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	Infant and Pre-K Meal Pattern (Other Programs)	WESTAMPTON-MAIN-855	13	04/25/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Robert Mastropolo 04/01/2025 01:17 PM Pre k will no longer follow the offer vs serve and will be given all comonents as of April 11th.				
	Flagged by Genel Cook-Wright 03/26/2025 01:50 PM At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components.				
	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 - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	WESTAMPTON-MAIN-855	318	04/25/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:03 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Robert Mastropolo 04/11/2025 10:00 AM</p> <p>The SFA has implemented student rosters for students that eat in the classroom. Meals picked up by faculty members for kids who eat in the classroom will use the Rosters and they will be checked off per the meal period by a faculty member for each student based off of what they take per meal or a la carte item.. The rosters will then be returned to the service lines to be run through the POS system. The date of Implementation will be 4/14/2025.</p> <p>Flagged by Genel Cook-Wright 03/26/2025 01:49 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for both and lunch. 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>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>On the day of review at breakfast and lunch, the state agency auditor is unable to confirm an accurate count of reimbursable meals served to students. Students eat in both the cafeteria and the classroom. For the students that eat in the classroom, teachers come to the cafeteria, scan the student's cards and pick up meals for students.</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>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	WESTAMPTON-MAIN-855	320	04/25/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:05 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Robert Mastropolo 04/11/2025 09:58 AM</p> <p>The SFA has implemented student rosters for students that eat in the classroom. Meals picked up by faculty members for kids who eat in the classroom will use the Rosters and they will be checked off per the meal period by a faculty member for each student based off of what they take per meal or a la carte item.. The rosters will then be returned to the service lines to be run through the POS system. The date of Implementation will be 4/14/2025.</p> <p>Flagged by Genel Cook-Wright 03/26/2025 01:50 PM</p> <p>Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, must be corrected.</p> <p>During the on-site review, the State agency auditor is unable to confirm an accurate count of reimbursable meals served to students. Students eat meals in the cafeteria and in the classroom. Teachers pick up meals for students that eat in the classroom and scan the student's ID card or provide the student's name.</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. Fiscal action will be taken. Corrective Action must be applied SFA-wide. An over claim may be assessed.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	WESTAMPTON-MAIN-855	409	04/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 11:04 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Robert Mastropolo 04/01/2025 01:26 PM				
	Production Records will be reviewed to ensure all mandatory items are available for staff to track portine size and counts as of April 7th				
	Flagged by Genel Cook-Wright 03/26/2025 01:49 PM				
<p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p>					
<p>During the on-site review, the SFA did not provide production records for the vegetable component indicating that vegetables were served on 2/5/25 (review week). Due to the missing component, 45 meals are disallowed.</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>					

Report Selections

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