

# HADDON HEIGHTS BD OF ED-00701880 - 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)	HADDON HEIGHTS BD OF ED-00701880	126	01/20/2026	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 01/09/2026 09:30 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Philips 01/08/2026 02:04 PM</p> <p>Application#4527 Summary of Actions Taken:            On 12/18/25, a call was made to the parent, but they were unavailable, and a message was left.            On 1/5/26, after returning from winter break, another call was made, and a message was left. The parent returned the call five minutes later and provided the last four digits of the Social Security number.</p> <p>Application#4578</p> <p>On 12/18/25, a call was made to the parent, and the parent provided the last four digits of the Social Security number.</p> <p>Corrective Actions to Prevent Future Occurrences:            Moving forward, we will ensure that all applications are complete and include the necessary information before processing. A double-check procedure will be implemented during the application process to verify that all required information is accurate and complete.</p> <p>Flagged by Genel Cook-Wright 12/19/2025 08:03 PM</p> <p>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.</p> <p><b>Corrective Action Finding:</b></p> <p>Application #4527 &amp; 4578 - No SSN provided by household</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	HADDON HEIGHTS BD OF ED-00701880	208	01/20/2026	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 01/09/2026 09:29 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Donna Philips 01/08/2026 01:51 PM</p> <p><b>Corrective Action Plan Response:</b> As of December 20, 2025, the Determining Official will be signed by Lori Kearney, and the Confirming Official will be signed by Donna Phillips. This measure ensures proper authorization and accountability moving forward.</p> <p>Flagged by Genel Cook-Wright 12/19/2025 08:03 PM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</p> <p><b>Corrective Action Finding:</b></p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications. Although the Verification tracker was signed that a Confirmation Review took place, it was completed by the Determining Official.</p> <p>Determining Official (DO)-the person who makes the original determination of the applications/eligibility status. Verification Official (VO)-the person response for sending out and collecting the verification documentation from the households. Many times, this is the same person as the DO, but does not have to be.</p> <p>Confirming Official (CO)-in the verification process, this is the person who double checks the DO's original determination and error-prone (EP) status of those applications selected for verification.</p> <p><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.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	HADDON HEIGHTS BD OF ED-00701880	214	01/20/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 01/09/2026 09:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Donna Philips 01/08/2026 01:57 PM				
	<p><b>Corrective Action Plan Response:</b> Effective December 20, 2025, all changes in meal status from Paid to Free, Reduced, or NJEIE will be processed on the same day the change is determined. Changes from Free, Reduced, or NJEIE to Paid will be completed within a 10-day timeframe. This process ensures timely and accurate meal status updates and prevents delays in student meal benefits.</p> <p>Flagged by Genel Cook-Wright 12/19/2025 08:03 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results.</p> <p><b>Corrective Action Finding:</b></p> <p>The state agency auditor reviewed the application selected for verification. While the benefit issuance list reflected the updated determination, the Master Eligibility List (MEL) did not reflect the updated determination date.</p> <p><b>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.</b></p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	HADDON HEIGHTS BD OF ED-00701880	1219	01/20/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 01/09/2026 09:29 AM CAP Accepted				
	Corrective Action Plan: Submitted by Donna Philips 01/08/2026 02:01 PM <b>Corrective Action Plan Response:</b> As of December 20, 2025, all training will be fully documented, with certificates printed and maintained on file. While the training was completed, the certificates were not previously printed. This corrective measure ensures proper recordkeeping and compliance going forward. Flagged by Genel Cook-Wright 12/19/2025 08:03 PM  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. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. 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: <a href="https://theicn.org/">https://theicn.org/</a> .  <b>Corrective Action Finding:</b>  At the time of the review, the administrative office staff involved in application determinations, verification, direct certification and maintaining eligibility documentation did not have supporting documentation of completed training hours.  <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.</b>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	HADDON HEIGHTS JR-SR HS-1074	409	01/20/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 01/11/2026 06:28 PM CAP Accepted				
	Corrective Action Plan: Submitted by Marlene Johnson 01/08/2026 02:20 PM  Beginning December 20, 2025, all Breakfast and Lunch production records will be double checked for accuracy before signing along with monitoring breakfast serving to ensure that each student is receiving a complete reimbursable meal including all subgroups were met for the week on Lunch production sheets.				
	Flagged by Genel Cook-Wright 12/19/2025 08:03 PM  At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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><b>Corrective Action Finding:</b></p> <p>On November 11th of the review week at <u>breakfast</u>, production records indicated that 110 reimbursable meals were served. However, per the production records only 93 fruits were served. Since a fruit is a required component for a reimbursable meal, <i>17 meals were lacking the fruit component and therefore disallowed.</i></p> <p>On November 11th of the review week at <u>lunch</u>, refried beans were listed on the planned menu during the review week but were not documented on the production record, resulting in the legumes (beans/peas) vegetable subgroup requirement not being met under NSLP. <b><i>This is a Performance Standard 2 (PS2) violation. Failure to correct the issue will lead to repeat PS2 violations and additional fiscal action.</i></b></p> <p><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.</b></p>				

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SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	HADDON HEIGHTS JR-SR HS-1074	901	01/20/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 01/11/2026 06:26 PM CAP Accepted				
	Corrective Action Plan: Submitted by Donna Philips 01/08/2026 03:40 PM <b>Corrective Action Plan Response:</b> Effective January 1, 2026, all onsite reviews will be conducted by the School Business Administrator and will be completed by February 15 of each year.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 01/08/2026 03:29 PM  Edit to CAP by SFA.  <b>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.</b>				
	Corrective Action Plan: Submitted by Donna Philips 01/08/2026 01:55 PM <b>Corrective Action Plan Response:</b> Effective December 20, 2025, all changes in meal status from Paid to Free, Reduced, or NJEIE will be processed on the same day the change is determined. Changes from Free, Reduced, or NJEIE to Paid will be completed within a 10-day timeframe. This process ensures timely and accurate meal status updates and prevents delays in student meal benefits.				
	Flagged by Genel Cook-Wright 12/19/2025 08:03 PM  All SFAs must conduct an on-site accountability review of <u>breakfast</u> and <u>lunch</u> prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.  <b>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.</b>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	HADDON HEIGHTS JR-SR HS-1074	1405	01/20/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 01/11/2026 06:28 PM				
	CAP Accepted				
	<p>Corrective Action Plan: Submitted by Marlene Johnson 01/08/2026 02:07 PM</p> <p>An email was sent to the BOH on December 22,2025 to request a second inspection. This will be done yearly until the BOH is fully staffed to complete 2 inspections yearly, they were not able to complete 2 inspections for SY 24-25 at both locations.</p> <p>Flagged by Genel Cook-Wright 12/19/2025 08:02 PM</p> <p>SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections.</p> <p><b>Corrective Action Finding:</b></p> <p>The SFA did not provide documentation indicating a food safety inspection for the correct school year. Documentation was not available to demonstrate that the SFA requested the required two food safety inspections for the current school year. Additionally, each site received only one food safety inspection during the 2024-2025 school year.</p> <p><b>Describe in the corrective action how this will be corrected.</b></p>				

**Report Selections**

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