

# WOODLYNNE BD OF ED-00705900 - 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 svstbe

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	WOODLYNNE BD OF ED-00705900	306	02/24/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Steve Masino 02/10/2025 03:37 PM				
	Form 218- Breakfast and lunch edit check will be filled out daily and the attendance factor x enrollment (column 8) will be calculated daily. Effective 2-3-25.				
<b>Corrective Action History</b>	Flagged by Amy Martin 01/22/2025 11:24 AM				
	Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts against the number of students in that site currently eligible for free meals and the attendance adjusted eligible.				
	For both breakfast and lunch, the SFA did not calculate the attendance factor x enrollment (column 8 of the ECW) and make the required comparisons.				
<b>Corrective Action History</b>	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.				
	Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	WOODLYNNE BD OF ED-00705900	800	02/24/2025

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Greg Gontowski 02/20/2025 10:11 AM				
	Implementation Date: February 20, 2025				
	The current USDA non discrimination has been added to the website and the old one has been removed.				
Flagged by Amy Martin 01/22/2025 11:25 AM					
<p>The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a></p>					
<p>The SFA's website contains an outdated version of the USDA's Non-Discrimination Statement. The website must be updated. <a href="https://www.woodlynne.k12.nj.us/documents/departments/food-service/wellness%2Fstudent-nutrition-policies/355879">https://www.woodlynne.k12.nj.us/documents/departments/food-service/wellness%2Fstudent-nutrition-policies/355879</a></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>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	WOODLYNNE BD OF ED-00705900	805	02/24/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:46 AM				
	Implementation Jan. 28, 2025. Lactose free milk will be available.				
<b>Corrective Action History</b>	Flagged by Amy Martin 01/22/2025 11:24 AM				
	When a student has a medical statement on file that is signed by a state-licensed healthcare professional or Registered Dietitian, meal accommodations must be made. Lactose free milk is required to be offered/served to the student's that have a documented allergy or intolerance.				
	Explain, in detail, how the finding was corrected and measures to ensure it will not occur in the future. Indicate the date of implementation.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	WOODLYNNE BD OF ED-00705900	806	02/24/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:48 AM
	CAP Accepted
	Corrective Action Plan: Submitted by Greg Gontowski 02/20/2025 09:41 AM
	Implementation Date: August 1, 2025
	All staff will be required to complete the civil rights training by September 30th of each year. Documentation will be kept in Public School Works (our staff training module).
	In addition, all staff will be required to complete the training for the 2024-2025 year by March 10, 2025 and that will also be maintained in Public School Works.
Corrective Action Plan: Rejected by Amy Martin 02/17/2025 03:18 PM	
per your request	
Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:48 AM	
Implementation Date: August 1, 2025	
All staff will be required to complete the civil rights training by September 30th of each year. Documentation will be kept in Public School Works (our staff training module).	
Flagged by Amy Martin 01/22/2025 11:24 AM	
Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval) by September 30th of each year . The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.	
Annual civil rights training was completed after the September 30th requirement for some staff. In addition, the teachers distributing meal benefits in the classrooms must have annual civil rights training.	
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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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	WOODLYNNE BD OF ED-00705900	810	02/24/2025	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:48 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Greg Gontowski 02/20/2025 09:58 AM</p> <p>Implementation Date: February 20, 2025</p> <p>The current USDA non discrimination has been added to the website and the old one has been removed.</p>				
<p>Flagged by Amy Martin 01/22/2025 11:24 AM</p> <p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link:  <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a></p> <p>The SFA's website contains an outdated version of the USDA's nondiscrimination statement.</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>					
Professional Standards	Professional Standards (On-Site Assessment Tool)	WOODLYNNE BD OF ED-00705900	1213	02/24/2025	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 Amy Martin 02/24/2025 10:48 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steve Masino 02/19/2025 12:56 PM</p> <p>The FSD is currently enrolled in the online Serv safe course and will be tested on 2-27-25.</p>				
	<p>Corrective Action Plan: Rejected by Amy Martin 02/17/2025 03:18 PM</p> <p>per your request</p>				
	<p>Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:53 AM</p> <p>The FSD is currently enrolled in the online Serv safe course and will be tested on 2-15-25.</p>				
	<p>Flagged by Amy Martin 01/22/2025 11:25 AM</p> <p>The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="https://theicn.org/">https://theicn.org/</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training.</p> <p>Steven Masino, FSD Serve Safe certification received 8/23/19. His certification expired 8/23/25.</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 when the food safety training was completed.</p>				
<p>Infant and Pre-K Meal Pattern</p>	<p>Infant and Pre-K Meal Pattern (Other Programs)</p>	<p>Woodlynne -1137</p>	<p>6</p>	<p>02/24/2025</p>	<p>CAP Accepted</p>

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:49 AM				
	The February menus for Breakfast and lunch follows the CACFP meal pattern. The staff will be trained in the CACFP meal patterns February 6, 2025.				
	<p>Flagged by Amy Martin 01/22/2025 11:24 AM</p> <p>Per 226.20(a)(4) and 210.10, grain-based desserts cannot count towards the grain component in the CACFP PreK meal pattern.</p> <p>During the review week, on 3 out of 5 days, a grain based dessert was served as part of the breakfast meal. In addition, on the day of observation, a Nature Valley oatmeal chocolate chip bar was served to the PreK 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>				
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	Woodlynnne -1137	19	02/24/2025	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 Amy Martin 02/24/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Steve Masino 02/19/2025 12:49 PM				
	Implementation Date: 2-3-25				
	All recipes for the menu items will be printed out, reviewed with the staff by the FSD on the Friday before service. All recipes will be added to the recipe book to be referenced during production. The scale will be in the kitchen and secured in a closet to ensure it is not removed from the kitchen. The correct measuring utensils will be available to use. The correct size portion cups will be ordered.				
	Corrective Action Plan: Rejected by Amy Martin 02/17/2025 03:18 PM				
per your request					
Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:32 AM					
Implementation Date: January 23, 2025					
All recipes for the menu items will be printed out, reviewed with the staff by the FSD on the Friday before service. All recipes will be added to the recipe book to be referenced during production. The scale will be in the kitchen and secured in a closet to ensure it is not removed from the kitchen. The correct measuring utensils will be available to use. The correct size portion cups will be ordered.					
Flagged by Amy Martin 01/22/2025 11:23 AM					
In order to ensure a consistent portion size, yield and quality, standardized lunch recipes should be followed exactly. Ingredients should be weighed or measured using standardized weight or measuring utensils.					
On the day of observation, the turkey and cheese on a roll and the chef salad recipes were not followed.					
Explain, in detail, how the finding was corrected and the measures to ensure it will not reoccur in the future. Include the date of implementation.					
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Woodlynne -1137	318	02/24/2025	CAP Accepted
Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:48 AM					
CAP Accepted					

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Greg Gontowski 02/20/2025 09:53 AM</p> <p>Implementation Date: 02/07/2025</p> <p>The district will train and retrain the faculty on meal reporting procedures. Separate rosters will be created for lunch and breakfast. Instructions on the correct way to count a meal will be included on the roster. A blank roster to fill in with the child's information will be available for the faculty who picks up a meal and serves it to a child in the classroom.</p>
	<p>Corrective Action Plan: Rejected by Amy Martin 02/17/2025 03:19 PM</p> <p>per your request</p>
	<p>Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:54 AM</p> <p>Implementation Date: 02/07/2025 The district will train and retrain the faculty on meal reporting procedures. Separated rosters will be created for lunch and breakfast. Instructions on the correct way to count a meal will be included on the roster. A blank roster to fill in with the child's information will be available for the faculty who picks up a meal and serves it to a child in the classroom.</p>

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	<p>Flagged by Amy Martin 01/22/2025 11:26 AM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for both breakfast and lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable meal has been served to an eligible child.</p> <p>Breakfast is served in both the cafeteria and 12 classrooms (3 preschool rooms + 9 middle school rooms). The cafeteria uses a tally sheet to document the point of service while the classrooms use rosters completed by the teachers. On the day of observation, the cafeteria meal service count was ok. However, some of the classrooms were checking off the names of all students even if they did not select a meal. In one classroom, I was told that the meal roster was being used as attendance while in other classrooms it was observed that the breakfast and lunch columns were being checked prior to the meals even being served. In the preschool rosters, the breakfast and lunch rosters were checked in the morning (breakfast was good), but the roster never came back to the classroom for lunch. Therefore, there is no point of service count for these meal for lunch.</p> <p>In addition, one meal was selected by staff in the cafeteria and taken to a special classroom. The meal was counted using the clicker in the cafeteria with the staff coming through the service line. In this situation, the meal counted was recorded when the meal was provided to the teacher, not an eligible child.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at both breakfast and lunch are ongoing systemic problems. The meal counting system must be corrected. Explain, in detail how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation for both breakfast and lunch. Fiscal action will be taken. An over claim may be assessed.</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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Woodlynne -1137	401	02/24/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:48 AM CAP Accepted				
	Corrective Action Plan: Submitted by Steve Masino 02/19/2025 01:51 PM Offer versus serve training will be repeated in English and Spanish for all employees. Training was held on 2-12-25. For breakfast in the classroom, the complete breakfast reimbursable meal will be packaged in bags beginning on 1-24-25 to ensure all components are served in appropriate portions.				
	Corrective Action Plan: Rejected by Amy Martin 02/17/2025 03:18 PM per your request				
	Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:33 AM Offer versus serve training will be repeated in English and Spanish for all employees. Training will be held on 1/31/2025 and again on 2/06/2025. Jan. 24, 2025, For breakfast in the classroom, the complete breakfast reimbursable meal will be packaged in bags to ensure all components are served in appropriate portions.				
	Flagged by Amy Martin 01/22/2025 11:23 AM 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. One item 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. Four (4) breakfast meals claimed for reimbursement did not contain the required fruit (or vegetable) component. Explain in detail, how the finding was 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)	Woodlynne -1137	402	02/24/2025

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:34 AM  Implementation date: January 23, 2025  All the required components will be offered to students to select. If a child does not have the necessary components on their tray, they will be sent back to select the missing component at the appropriate serving size to complete the meal.  Flagged by Amy Martin 01/22/2025 11:23 AM  Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.  During the K-8 lunch meal service, only those student's that did not select the salad (credited as 1/2 cup), were provided the carrots (1/4c). The food service employee using the clicker placed the carrots on the tray of those that did not have the salad. Therefore, those students that selected the salad did not have access to the 3/4 cup of vegetable as required by the K-8 meal pattern. This was corrected during the third lunch period when the reviewer reported it to the food service management on staff.  This is a Performance Standard 2 (PS2) violation (insufficient quantities). Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews.  Explain, in detail how the finding was 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)	Woodlynne -1137	403	02/24/2025	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 Amy Martin 02/24/2025 10:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:34 AM  Implemented January 28, 2025 - Two varieties of milk will be offered to kindergarten and first grades who receive breakfast in the classroom. PK breakfast in the classroom will continue to receive 1% white milk.				
	Flagged by Amy Martin 01/22/2025 11:23 AM  A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas following the K-8 meal pattern. 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.  The K-8 classrooms that served breakfast in the classroom were only offered low fat white 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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Woodlynne -1137	410	02/24/2025

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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 Amy Martin 02/24/2025 10:47 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:35 AM</p> <p>Implementation February 3, 2025.</p> <p>The updated USDA production form 51 will be used. The recipe numbers, portion sizes and creditable amounts will be filled out prior to service and reviewed with the Lead by the FSD. All the information will be generated by the Primero plan. If the menu is changed the correction will be added to the paper document at the time of service and changed in Primero.</p>				
	<p>Flagged by Amy Martin 01/22/2025 11:23 AM</p> <p>At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>The school uses various methods to document meal service. An older, paper version of the production record is to document what happening during the actual meal service operation. The following day the numbers are placed into the electronic production record system. Since the paper production record is completed at the time of service, it is considered the live, source document and must portray an accurate picture of what is happening during meal service. The paper production records provided are missing pertinent information, consequently it cannot be determined if the USDA meal pattern and quantities are being met by the school. The items listed on the paper production record are very broad and do not contain recipe numbers. For example, at breakfast each day during the review week, only milk was listed on the production. I cannot determine from the data provided if the required two allowable choices were offered and served to the K-8 students. Also, for both breakfast and lunch, no product numbers or recipe numbers are listed, therefore I can't confirm the actual products or recipes used. The paper production records utilized also do not list the meal component contributions. Lastly, no portion sizes were listed for any of the items for breakfast and lunch. Without portion sizes, I cannot ascertain whether the USDA meal pattern quantities for both daily and weekly meal pattern were met.</p>				
	<p>The issues described above, are Performance Standard 2 (PS2) violations. Failure to correct these issues will lead to additional fiscal action on subsequent reviews.</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>				
<p>Food Safety, Storage and Buy American</p>	<p>Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)</p>	<p>Woodlynnne -1137</p>	<p>1407</p>	<p>02/24/2025</p>	<p>CAP Accepted</p>

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 02/24/2025 10:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Greg Gontowski 02/10/2025 09:57 AM				
	Implementation Date: January 27, 2025. The staff will be retrained to properly record temperatures for hot and cold foods. Cooking, holding, and serving temps will be recorded on the production records and reviewed by the FSD.				
<b>Corrective Action History</b>	Flagged by Amy Martin 01/22/2025 11:26 AM				
	<p>Although the site had temperature logs for the refrigerators and freezers, there was no temperatures for the majority of the meal components. This information was not on the paper production records or the electronic copies for the entire month of review. Food temperatures are a critical component of a HACCP plan, as monitoring and controlling food temperatures at specific stages of handling is essential to prevent foodborne illness and ensure food safety; therefore, temperature checks are considered a key part of a HACCP system.</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>				

**Report Selections**

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