Greenwich Stow Creek Regional BOE-01101466 - 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 syste

<table>
<tr><th>Section</th><th>Form Subsection</th><th>Sponsor/Site Name</th><th>Question #</th><th>Due Date</th><th>Status</th></tr>
<tr><td>Certification and Benefit Issuance</td><td>Certification and Benefit Issuance (On-Site Assessment Tool) (124H)</td><td>Greenwich Stow Creek Regional BOE-01101466</td><td>137</td><td>03/23/2026</td><td>CAP Accepted</td></tr>
<tr><td rowspan="3">Corrective Action History</td><td colspan="5">Corrective Action Plan: Accepted by Jill Dailey 03/19/2026 10:20 AM

CAP Accepted</td></tr>
<tr><td colspan="5">Corrective Action Plan: Submitted by Kim Fleetwood 02/19/2026 09:10 AM

I deleted the direct cert eligibility from both students in Payschool POS and uploaded the direct certs again. Both students are now correctly listed as Medicaid Reduced. See attached report from Payschools of Reduced Students.</td></tr>
<tr><td colspan="5">Flagged by Jill Dailey 02/19/2026 08:24 AM

Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly.

There were 2 students who were documented correctly on the MEL, but the POS states a different eligibility.

All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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.</td></tr>
<tr><td>Verification</td><td>Verification (On-Site Assessment Tool) (207H)</td><td>Greenwich Stow Creek Regional BOE-01101466</td><td>209</td><td>03/23/2026</td><td>CAP Accepted</td></tr>
</table>

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:26 AM CAP Accepted Corrective Action Plan: Submitted by Kim Fleetwood 03/06/2026 10:20 AM We will complete additional training so that this does not happen again. NJEIE is a newer designation and we are still learning. Date of Implementation April 6, 2026. Flagged by Jill Dailey 02/19/2026 08:25 AM The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. The application selected for Verification was a Federally Denied, NJEIE application. Since Verification is a federal process, federally denied applications are not subject to Verification. It is also unclear if a confirmation review took place as the Determining/Verifying Official, also signed the Confirming Official's spot on the application. **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.**				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	Greenwich Stow Creek Regional BOE-01101466	810	03/23/2026	CAP Accepted

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:25 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kim Fleetwood 02/19/2026 09:06 AM The Notification that the required carryover period is ending soon document will be updated with the correct statement. Date of Implementation February 27, 2026.				
	Flagged by Jill Dailey 02/19/2026 08:25 AM 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: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf The current non-discrimination statement on the "Notification That The Required Carryover Period is Ending Soon" is an outdated statement. **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.**				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Greenwich Stow Creek Regional BOE-01101466	1219	03/23/2026	CAP Accepted

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:29 AM CAP Accepted Corrective Action Plan: Submitted by Kim Fleetwood 02/19/2026 09:04 AM We will be training the staff at the next Staff Meeting on March 2, 2026. The Cafeteria Manager and Business Administrator will continue to work with staff to ensure operations are being handled properly. Going forward, we will add the training to our yearly training requirements for the staff. Flagged by Jill Dailey 02/19/2026 08:30 AM 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: https://theicn.org/. Although staff has previously been trained, due to the counting and claiming errors and unclear operations of Offer VS Serve and/or Serve Only discussed during the review, follow up training for all frontline staff is required. PreK teachers serving meals in the classroom must be retraining on Serve Only, meal counting and claiming and identifying a reimbursable meal. Food service staff and teachers involved in the counting and claiming of meals during breakfast and lunch in the cafeteria should be retrained on meal counting and claiming, identifying a reimbursable meal and Offer VS Serve and/or Serve Only. **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.**				
Group 1: CA Count (2)		Greenwich Stow Creek Regional BOE-01101466		03/23/2026	CAP Accepted

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:26 AM CAP Accepted Corrective Action Plan: Submitted by Kim Fleetwood 03/06/2026 10:24 AM The determining official and verifying official will continue to be Lisa Melchiorre, School Nurse. The Confirming official going forward will now be Ali Ryman, School Nurse. Date of Implementation April 6, 2026. Flagged by Jill Dailey 02/19/2026 08:29 AM The Confirming Official must record on the Verification Tracker the date of the confirmation review. The determining official signed the "Determining Official", "Confirming Official" and "Verifying Official" sections on the back of the application selected for verification. Although a confirmation review may have taken place, the individual completing the confirmation review must be a individual who was not involved in the initial determination. **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.** Flagged by Jill Dailey 02/19/2026 08:29 AM The confirming official must be an individual who did not make the original eligibility determination on the applications. The determining official signed the "Determining Official", "Confirming Official" and "Verifying Official" sections on the back of the application selected for verification. Although a confirmation review may have taken place, the individual completing the confirmation review must be a individual who was not involved in the initial determination. **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.**				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	MORRIS GOODWIN SCHOOL-436797	318	03/23/2026	CAP Accepted

Greenwich Stow Creek Regional BOE-01101466 - 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 syste

Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/19/2026 10:21 AM CAP Accepted
	Corrective Action Plan: Submitted by BRANDI ROBINSON 03/17/2026 07:33 AM At our staff meeting on 3/2/2026 the cafeteria manager and Business Administrator will train all staff who has a hand in lunch/breakfast meal counting on the proper meal components included with the reimbursable lunch meal. Also staff the staff has been instructed on a clear and consistent way to mark off the rosters when the student receives the reimbursable meal to take effect immediately following our AR on 2/18/26. The New Counting and claiming system went in to effect 2/19/26. Since our meeting on 3/2/2026 we had students entering their own account numbers into the POS. That started on 3/5/2026 eliminating the teachers crossing off the rosters for k-3rd grades. Pre-K teachers will continue to mark rosters off when the student receives a reimbursable meal and have been instructed to all mark rosters clearly and all PreK classrooms follow the same procedures.
	Corrective Action Plan: Rejected by Jill Dailey 03/12/2026 11:30 AM Please provide the date of implementation. The date that the new counting and claiming system went into effect.
	Corrective Action Plan: Submitted by BRANDI ROBINSON 02/25/2026 02:44 PM At our staff meeting on 3/2/3026 the cafeteria manager and Business Administrator will train all staff who has a hand in lunch/breakfast meal counting on the proper meal components included with the reimbursable lunch meal. Also staff the staff has been instructed on a clear and consistent way to mark off the rosters when the student receives the reimbursable meal to take effect immediately following our AR on 2/18/26.
	Flagged by Jill Dailey 02/19/2026 08:26 AM An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for 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. PreK lunch meals in the classroom and lunch meals served in the cafeteria are pre-ordered. On the day of lunch observation, in 1 PreK classroom the aide distributing meals marked a check next to "7" out of "8" meals being distributed. There was no clear or consistent method PreK teachers were using to documented that each student was served a reimbursable meal. Additionally, during the 2nd lunch in the cafeteria there was no change made to the lunch order forms to indicate that those students had received their reimbursable meals. There is no clear and consistent marking being made on the roster/pre-order form to conclude that a student had selected and received a reimbursable meal. **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. 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.**

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	MORRIS GOODWIN SCHOOL-436797	325	03/23/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/19/2026 10:22 AM CAP Accepted				
	Corrective Action Plan: Submitted by BRANDI ROBINSON 03/17/2026 07:35 AM Immediately following AR, 2/19/2026 the staff who assist in pre-k class rooms and at POS in the main cafeteria were trained on proper meal counting procedures to have everyone clearly marking rosters when a reimbursable meal is served. Manager has reviewed the importance of proper meal counting with staff. There will be a staff meeting on 3/2/2026 where all staff will be trained on cafeteria procedures by the cafeteria manager and business administrator. We are choosing to train all school staff members to ensure everyone is using the same way to mark off rosters for reimbursable meals. All staff will know what is included in a reimbursable meal as service being serve only for lunch. This will ensure that when staff coverage changes in the cafeteria everyone will have the proper training. The cafeteria manager will monitor staff the weeks following the staff meeting and review rosters daily to ensure compliance. In the future cafeteria training will be mandatory for all school staff.				
	Corrective Action Plan: Rejected by Jill Dailey 03/12/2026 11:29 AM Please provide the date of implementation. The date that the new counting and claiming went into effect.				
	Corrective Action Plan: Submitted by Jill Dailey 03/12/2026 11:28 AM Undone				
	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:28 AM CAP Accepted				

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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	Corrective Action Plan: Submitted by BRANDI ROBINSON 03/06/2026 10:00 AM Immediately following AR staff who assist in pre-k class rooms and at POS in the main cafeteria were trained on proper meal counting procedures to have everyone clearly marking rosters when a reimbursable meal is served. Manager has reviewed the importance of proper meal counting with staff. There will be a staff meeting on 3/2/2026 where all staff will be trained on cafeteria procedures by the cafeteria manager and business administrator. We are choosing to train all school staff members to ensure everyone is using the same way to mark off rosters for reimbursable meals. All staff will know what is included in a reimbursable meal as service being serve only for lunch. This will ensure that when staff coverage changes in the cafeteria everyone will have the proper training. The cafeteria manager will monitor staff the weeks following the staff meeting and review rosters daily to ensure compliance. In the future cafeteria training will be mandatory for all school staff.					
	Flagged by Jill Dailey 02/19/2026 08:29 AM For lunch, meals for grades PreK-3 are pre-ordered. The meals for PreK are delivered to the classroom with the pre-order form. For the review period, there are forms that indicate next to the pre-order mark that the student received the meal, but other days it's only the pre-order check. The same is true for the K-3 pre-order forms. Some rosters are marked to indicate that a reimbursable meal was served, but other days the roster is not complete or not fully complete. The State Agency is unable to replicate the month of review numbers for lunch. The meal counting and claiming system for lunch needs to be revise and a clear and consistent counting and claiming system must be implemented. **The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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.**					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	MORRIS GOODWIN SCHOOL-436797	401	03/23/2026	CAP Accepted	

Greenwich Stow Creek Regional BOE-01101466 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:31 AM CAP Accepted
	Corrective Action Plan: Submitted by BRANDI ROBINSON 02/25/2026 02:45 PM At our staff meeting on 3/2/3026 the cafeteria manager and Business Administrator will train all staff who has a hand in lunch meal counting on the proper meal components included with the reimbursable lunch meal. As for breakfast, the staff member who counts breakfasts with the roster has since been instructed to stand at the end of the serving line to better see students trays to be sure they have all components. This was effective immediately after the review on 2/18/26.
	Flagged by Jill Dailey 02/19/2026 08:25 AM 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. Prior to the lunch meal observation, it was discussed with the FSD that the school selected for observation was serve only. Based on review of the week of review production records it was clear that not all students had previously been served a milk, but did receive all other components. So prior to meal service, the SA informed staff that students must take a milk in order to claim that meal as reimbursable. During the lunch observation, 2 students went through the line without taking a milk. 2 meals will be disallowed. 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. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. On the day of breakfast observation, it was clear based on the production records and breakfast meal serve that the intention was to operate under OVS. 2 students were claimed for a reimbursable meal without taking the required 1/2 C portion of fruit. 2 meals will be disallowed. **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.**

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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	MORRIS GOODWIN SCHOOL-436797	409	03/23/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/12/2026 11:31 AM CAP Accepted				
	Corrective Action Plan: Submitted by BRANDI ROBINSON 03/02/2026 08:53 AM All staff will be trained on 3/2/3026 at a staff meeting on what is included with a meal while implementing serve only. Staff will be reminding students to choose a milk before checking them off the roster to claim as a reimbursable meal. Cafeteria staff has also added "Don't forget your milk" signs to the cafeteria serving window. All cafeteria staff has had a refresh training by the Cafeteria manager for filling out production sheets to be sure the milk count is not skipped on production records in the future. The Cafeteria manager will also observe Lunch on the weeks following the staff training meeting (3/3-3/13) to ensure compliance.				

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	Flagged by Jill Dailey 02/19/2026 08:27 AM 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. Per the FSD, the school selected for review is operating under Serve Only. Although students had access to all required components according to the production records, during the week of review for lunch, the following meals were claimed for reimbursement, but did not receive a milk. The meals will be disallowed. Monday, 1/12/2026 - 11 meals claimed without a milk Tuesday, 1/13/2026 - 15 meals claimed without a milk Wednesday, 1/14/2026 - 5 meals claimed without a milk Thursday, 1/15/2026 - 11 meals claimed without a milk Friday, 1/16/2026 - 14 meals claimed without a milk Also, on Friday, 1/16/2026, the milk section of the production records for the PreK students was left blank indicating no milk was served. 15 PreK meals will be disallowed. A total of 71 meals will be disallowed. **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 - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	MORRIS GOODWIN SCHOOL-436797	410	03/23/2026	CAP Accepted	

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 03/19/2026 10:20 AM CAP Accepted				
	Corrective Action Plan: Submitted by BRANDI ROBINSON 03/17/2026 07:13 AM On 2/23/26 March Menu was reviewed to ensure all entree choices have access to the required 3/4c R/O vegetable sub group. Staff have been reminded of vegetable sub group requirements and the importance of ensuring all menu options meet the weekly requirements. Cafeteria Manager will review production schedules and weekly menus to ensure requirements have been met.				
	Corrective Action Plan: Rejected by Jill Dailey 03/12/2026 11:27 AM Please provide the date of implementation.				
	Corrective Action Plan: Submitted by BRANDI ROBINSON 03/06/2026 10:11 AM Effective immediately Menus will be reviewed to ensure all entree choices have access to the required 3/4c R/O vegetable sub group. Staff have been reminded of vegetable sub group requirements and the importance of ensuring all menu options meet the weekly requirements. Cafeteria Manager will review production schedules and weekly menus to ensure requirements have been met.				
	Flagged by Jill Dailey 02/19/2026 08:27 AM At 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 Agricultures Form web site for specific component and minimum quantity requirements. Production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. During the week of review, students had access to a 1/2 C portion of carrots on Friday, 1/16/26. Students selecting the pasta with meat sauce on Monday, 1/12/26 and those selecting the French Bread Pizza on Friday, 1/16/26 also had access to an additional 1/4 C red/orange vegetable sub-group. However, any students selecting an alternate entree only had access to a 1/2 C portion of red/orange vegetables during the week of review. Students in the age/grape group K-5 must have access to a minimum of 3/4 C red/orange vegetables to ensure weekly meal pattern requirements are met. This is a first-time PS2 violation for vegetable sub-groups. Repeat violations in future reviews will lead to fiscal action. **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.**				

Report Selections

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