

WOODBURY BD OF ED-01505860 - 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)	WOODBURY BD OF ED-01505860	137	03/27/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:53 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Amy Martin 03/26/2025 12:53 PM</p> <p>error by Amy</p>				
<p>Corrective Action Plan: Rejected by Amy Martin 03/26/2025 12:51 PM</p> <p>Please include the date of implementation. TY</p>					
<p>Corrective Action Plan: Submitted by Nancy Mccabe 03/25/2025 03:27 PM</p>					
<p>Woodbury has created a new site in Lunchtime and coded the PreK student in PowerSchool, the students' meals are entered into Lunchtime's CDC site from the roster. This allows for the benefits issuance to be updated automatically daily/as needed so the edit check matches. The district no longer uses a spreadsheet to code and CDC students are no longer intertwined with the HS claiming documents. The district now has 5 edit checks for all 5 sites.</p>					
<p>Flagged by Amy Martin 02/21/2025 01:52 PM</p>					
<p>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. 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.</p>					
<p>Although the High school was the site up for review, since the claims for the preschool at CDC are intertwined with the HS claiming documents, the PreK rosters were reviewed. Once student, was coded on the site's spreadsheet as paid, when the correct status was free. According to the SFA's record, the eligibility status was changed in December, but was not updated on the spreadsheet used for the claim for reimbursement. The student was withdrawn from the SFA on January 22, 2025.</p>					
<p>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.</p>					
Verification	Verification (On-Site Assessment Tool) (207H)	WOODBURY BD OF ED-01505860	214	03/27/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:51 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Nancy McCabe 03/25/2025 03:19 PM				
	We have updated the process for issuing notices. As a 2/28/2025, measures have been implemented to ensure that families receive no less than 10 calendar days written notice and Nancy McCabe will review letters.				
	Flagged by Amy Martin 02/21/2025 01:51 PM				
	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.				
	Households for whom benefits were reduced or terminated received anywhere from ten to 35 days written advance notice of the change.				
	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 Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	WOODBURY BD OF ED-01505860	316	03/27/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:51 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stephanie Mcguigan 03/17/2025 11:52 AM</p> <p>On 2/21/25, the FSMC worked along with the district to break out CDC students from the West End to obtain correct recording and student status. Each site will have their own edit check from the POS.</p> <p>Flagged by Amy Martin 03/26/2025 12:56 PM</p> <p>For the review month, for both breakfast and lunch, the claim for reimbursement cannot be replicated. For both breakfast and lunch, all HS students enter their PIN into the point of service (POS) system, which is electronic. This information feeds to the "Cashier Daily" report. The "Cashier Daily" reports do not match the edit check worksheets (ECW). Upon further discovery, the root of discrepancy is the preschool students served at the CDC are added to the high school's "Cashier Daily," so these numbers are inflated. The CDC preschool meals use rosters as their POS. Rosters are then imported on a daily Excel spreadsheet that is color coded by student's eligibility status. The spreadsheet provides a daily count by eligibility status as well as month totals calculated. Since the CDC students are listed under the West End site in the Student Information System (SIS) per DOE, the numbers calculated on the spreadsheet are subtracted from West End's Meal Counts report and used to put into the SNEARS reimbursement voucher for the Woodbury Public Schools at the CDC. When reviewing both the HS numbers and PreK rosters, multiple errors were discovered, including an incorrect eligibility status, meals that were checked on the roster and never marked on the Excel spreadsheet, and meals marked on the Excel spreadsheet that were not marked on the rosters. Therefore, meals claimed for the HS, West End, and Woodbury Public Schools at the CDC cannot be calculated. This is a systemic error and must be corrected. In addition, the Woodbury Public Schools at the CDC must have a separate ECW and internal controls must be made on a daily basis to ensure an accurate claim for reimbursement.</p> <p>This is a systemic counting and claiming error for the Jr/Sr High school, CDC, and West End schools. All three claims for reimbursement for the review month of January 2025 are inaccurate, for both breakfast and lunch.</p> <p>Explain, in detail, how the findings were corrected and procedures to ensure this will not occur in the future. Fiscal action will be assessed for both breakfast and lunch.</p> <p>UPDATE 3/26/25-Email from Nancy . That date should be 2/21/25.</p>				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	WOODBURY BD OF ED-01505860	709	06/11/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 06/10/2025 11:21 AM CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Mcguigan 06/07/2025 09:21 AM June 2025, we will evaluate and increase the pricing for ala carte items, teachers' meals and caterings to increase the non-program sales for board approval at the July meeting. All increased pricing will go into effect September 1, 2025. Flagged by Lisa Garland 06/05/2025 01:02 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				
Group 1: CA Count (2)		WOODBURY BD OF ED-01505860		03/27/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Amy Martin 02/21/2025 02:52 PM</p> <p>Civil rights nondiscrimination was updated on the web 2/18/25.</p> <p>Flagged by Amy Martin 02/21/2025 01:55 PM</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: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>The SFA's website does not have the current USDA 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p> <p>Flagged by Amy Martin 02/21/2025 01:55 PM</p> <p>The SFA's notice of adverse action must contain all required information. It is strongly suggested the SFA use "Verification Results Letter" (Form 244).</p> <p>The current USDA nondiscrimination statement was not used.</p> <p>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	WOODBURY JR-SR HIGH-1521	325	03/27/2025	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:51 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stephanie Mcguigan 03/17/2025 11:51 AM</p> <p>On 2/21/25, the FSMC worked along with the district to break out CDC students from the West End to obtain correct recording and student status. Each site will have their own edit check from the POS.</p> <p>Flagged by Amy Martin 02/21/2025 01:52 PM</p> <p>Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>For the review month, for both breakfast and lunch, the claim for reimbursement cannot be replicated. For both breakfast and lunch, all HS students enter their PIN into the point of service (POS) system, which is electronic. This information feeds to the "Cashier Daily" report. The "Cashier Daily" reports do not match the edit check worksheets (ECW). Upon further discovery, the root of discrepancy is the preschool students served at the CDC are added to the high school's "Cashier Daily," so these numbers are inflated. The CDC preschool meals use rosters as their POS. Rosters are then imported on a daily Excel spreadsheet that is color coded by student's eligibility status. The spreadsheet provides a daily count by eligibility status as well as month totals calculated. Since the CDC students are listed under the West End site in the Student Information System (SIS) per DOE, the numbers calculated on the spreadsheet are subtracted from West End's Meal Counts report and used to put into the SNEARS reimbursement voucher for the Woodbury Public Schools at the CDC. When reviewing both the HS numbers and PreK rosters, multiple errors were discovered, including an incorrect eligibility status, meals that were checked on the roster and never marked on the Excel spreadsheet, and meals marked on the Excel spreadsheet that were not marked on the rosters. Therefore, meals claimed for the HS, West End, and Woodbury Public Schools at the CDC cannot be calculated. This is a systemic error and must be corrected. In addition, the Woodbury Public Schools at the CDC must have a separate ECW and internal controls must be made on a daily basis to ensure an accurate claim for reimbursement.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for both breakfast and 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.</p>				
<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>WOODBURY JR-SR HIGH-1521</p>	<p>401</p>	<p>03/27/2025</p>	<p>CAP Accepted</p>

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stephanie Mcguigan 03/17/2025 11:44 AM</p> <p>On 2/11/2025, we revisited with the cashiers to ensure all students are taking the correct components for a reimbursable meal.</p> <p>Flagged by Amy Martin 02/21/2025 01:50 PM</p> <p>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.</p> <p>On the day of observation, at breakfast, one student in the cafeteria was claimed for reimbursement that only selected a 2oz cereal and 3/8 cup fruit (mandarin), which does not meet the criteria of a reimbursable meal under OVS.</p> <p>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.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	WOODBURY JR-SR HIGH-1521	402	03/27/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Mcguigan 03/17/2025 11:46 AM On 2/12/2025, a new recipe was pulled for the grilled chicken salad that includes the correct components. Going forward, monitoring the production of salad to ensure correct components are include. Flagged by Amy Martin 02/21/2025 01:50 PM Portion sizes offered for each required breakfast and lunch must meet daily and weekly minimum requirements for the appropriate grade group (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. On the day of observation, at lunch, the garden salad with goldfish only provided 1.25 oz eq grain. The daily requirement for the HS age/grade grouping is 2oz eq grain. The reviewer had the food service add an additional goldfish crackers to each of these salads prior to the HS lunch periods. This issue was corrected onsite and zero meals were disallowed for the day of observation. For the day of observation, the garden salad with goldfish only provided 1.25 oz eq grain. The daily requirement for the HS age/grade grouping is 2oz eq grain. The reviewer had the food service add an additional goldfish crackers to each of these salads prior to the HS lunch periods, therefore zero meals were disallowed for the day of observation due to this issue. In addition, on the day of observation, at breakfast, meals are served in the cafeteria and the annex. The annex offered cereal, a cheese stick, and apple slices, which were all bagged for the student. They also had a choice of FF chocolate of 1% white milk. The planned menu only provided 1/2 cup fruit. According to the 9-12 age/grade grouping (as well as K-12), the students must be offered 1 cup of fruit at breakfast daily. Prior to meal service the FSD was made aware of the insufficient quantity of fruit and the issue was corrected. 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 - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	WOODBURY JR-SR HIGH-1521	410	03/27/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stephanie Mcguigan 03/17/2025 11:42 AM</p> <p>On 2/12/2025, a new recipe was pulled for the beef nachos and the grilled chicken salad that listed the correct portions and MMA. Going forward, monitoring the production of salad to ensure correct components are include.</p> <p>Flagged by Amy Martin 02/21/2025 01:50 PM</p> <p>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 Agriculcures Form web site for specific component and minimum quantity requirements.</p> <p>On Wednesday, January 15, 2025, at lunch, Beef Nachos (recipe NSR1266) were served as an entree. Since grades 6-8 and 9-12 are served together and are listed on one production record, they must be served the 9-12 meal pattern. The beef nachos provided on this day only provide 1oz eq meat/meat alternate. This does not meet the daily 2 oz eq meat/meat alternate component required for the 9-12 age/grade grouping. In addition, due to this issue, the weekly 10-12 oz eq of meat/meat alternate for the 9-12 age/grade grouping was not met. This is a repeat PS2 violation and therefore, all beef nacho entrees claimed are disallowed (290 lunches).</p> <p>In addition, oat lunch. on multiple days during the review week the Grilled Chicken salad (recipe NSR 1264) was offered and served to the students, As listed on the day of review, the salad + the goldfish crackers served only provides 1.25 oz eq grain. The daily grain requirement for 9-12 age/grade grouping is 2 oz eq. In addition, due to this issue, the weekly 10-12 oz eq of grain for the 9-12 age/grade grouping was not met. This is a repeat PS2 violation and therefore, all Grilled Chicken Salads (NSR1264) entrees served during the review week are disallowed (9 meals).</p> <p>290+9 = 299 total lunches disallowed.</p> <p>Lastly, although no meals for breakfast were disallowed, multiple recipes (notably the smoothies) are missing instructions. All recipes must be updated to instructions and proper portion sizes.</p> <p>Explain in detail, how the findings were corrected and the measures taken to ensure that it will not reoccur in the future. As stated, this is a PS2 violation and must be corrected. Failure to do so will result in additional subsequent fiscal action in subsequent ARs. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Smart Snacks in School	Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)	WOODBURY JR-SR HIGH-1521	1105	03/27/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/26/2025 12:51 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Mcguigan 03/17/2025 11:47 AM				
	on 02/13/25, we had Healthy Snacks verify items are smart snack to verify we are in compliant for grades 6-12.				
	Flagged by Amy Martin 02/21/2025 01:51 PM				
<p>All food and beverage items sold a la carte to students during the school day, which is defined by midnight the night before until thirty minutes after the official end of the day, the must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.</p> <p>During the AR, I was unable to review the nutritional labels and ingredient list of the items in the vending machine. It was obvious, however, that some of the items are not compliant for the middle school age/grade grouping (caffeinated beverages). The vending machine was off during lunch, but set to go on at 2:37pm, which is the time the school day ends.</p> <p>Explain in detail, how the finding was corrected and measure 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