

KEANSBURG BD OF ED-02502400 - 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 svstse

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	KEANSBURG BD OF ED-02502400	305	02/13/2026	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 02/11/2026 11:16 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Michael Sette 02/11/2026 11:13 AM</p> <p>Corrective Action Response</p> <p>To correct this finding the SFA will take the following actions:</p> <ol style="list-style-type: none"> 1. A compliant Offer versus Serve (OVS) policy for lunch will be developed and presented for approval at an upcoming Board of Education meeting. 1. All food service staff will receive training on the approved lunch OVS policy, emphasizing the proper identification of reimbursable meals at the point of service, including required meal components and minimum selection requirements. 1. Ongoing monitoring and refresher training will be conducted throughout the school year to reinforce compliance with the OVS policy. <p>Date of Implementation: The first reading of policy 8508, LUNCH OFFER VERSUS SERVE (OVS), is scheduled for February 17, 2026, with the second reading set for March 10, 2026.</p>				
<p>Flagged by Kaitlyn Matthews 01/13/2026 11:20 AM</p> <p>The School Food Authority (SFA) has a written Offer versus Serve (OVS) policy for breakfast; however, the SFA does not have a written OVS policy for lunch, as required under 7 CFR §210.10(e). The SFA is required to develop and implement a compliant lunch OVS policy and ensure applicable staff are trained to properly identify reimbursable meals at the point of service.</p> <p>Explain in detail, how the finding(s) 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
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Joseph Bolger Middle School-10515		02/13/2026	CAP Accepted
<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 02/11/2026 11:17 AM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Michael Sette 02/11/2026 11:14 AM</p> <p>Corrective Action Response</p> <p>The School Food Authority (SFA) reviewed the production records related to the After School Snack Program during the review week and determined that the students were served the correct required portion size of ¾ cup of juice; however, the portion was incorrectly recorded as ½ cup on the production records, resulting in a clerical documentation error.</p> <p>The production records have since been corrected to accurately reflect the actual portion sizes served. Although this was a documentation error, the SFA used this as an opportunity to retrain food service staff district-wide on meal requirements for reimbursable snacks.</p> <p>To address both the documentation issue and the insufficient quantities finding and to prevent recurrence, the following corrective actions have been implemented.</p> <ol style="list-style-type: none"> 1. All food service staff received refresher training district-wide on the After School Snack meal requirements, emphasizing that they must be served a minimum of ¾ cup of fruit or fruit juice. 1. The Food Service Director will routinely review production records for accuracy. 1. The After School Snack Program will be monitored annually within the first four weeks of operation using the NJDA After School Snack Program On-Site Review Form #365 to ensure ongoing compliance. <p>Date of Implementation: January 14, 2026</p>					

Corrective Action History

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	Flagged by Kaitlyn Matthews 01/13/2026 11:20 AM			
	Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.			
	Corrective Action Finding: Insufficient quantities			
	Per the After School Snack Meal Pattern, grades K-12 must be served a minimum of 3/4 cup fruit/fruit juice. During the review week, only 1/2 cup juice was served on 12/15/25, 12/18/25, and 12/19/25.			
	Explain in detail, how the finding(s) 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.			
	The ASP program must be monitored within the first 4 weeks of operation each year. The After School Snack Program On-Site Review is Form #365 and can be found on the NJDA Forms website.			
	Explain in detail, how the finding(s) 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.			

Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Joseph Bolger Middle School-10515	02/13/2026	CAP Accepted
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	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/11/2026 11:17 AM			
	CAP Accepted			

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Corrective Action Plan: Submitted by Michael Sette 02/11/2026 11:14 AM

Corrective Action Response

The School Food Authority (SFA) reviewed the production records related to the After School Snack Program during the review week and determined that the students were served the correct required portion size of ¼ cup of juice; however, the portion was incorrectly recorded as ½ cup on the production records, resulting in a clerical documentation error.

The production records have since been corrected to accurately reflect the actual portion sizes served. Although this was a documentation error, the SFA used this as an opportunity to retrain food service staff district-wide on meal requirements for reimbursable snacks.

To address both the documentation issue and the insufficient quantities finding and to prevent recurrence, the following corrective actions have been implemented.

- 1. All food service staff received refresher training district-wide on the After School Snack meal requirements, emphasizing that they must be served a minimum of ¼ cup of fruit or fruit juice.
- 1. The Food Service Director will routinely review production records for accuracy.
- 1. The After School Snack Program will be monitored annually within the first four weeks of operation using the NJDA After School Snack Program On-Site Review Form #365 to ensure ongoing compliance.

Date of Implementation: January 14, 2026

Corrective Action History

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	<p>Flagged by Kaitlyn Matthews 01/13/2026 01:42 PM</p> <p>Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.</p> <p>Corrective Action Finding: Insufficient quantities</p> <p>Per the After School Snack Meal Pattern, grades K-12 must be served a minimum of 3/4 cup fruit/fruit juice. During the review week, only 1/2 cup juice was served on 12/15/25, 12/18/25, and 12/19/25.</p> <p>Explain in detail, how the finding(s) 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> <p>The ASP program must be monitored within the first 4 weeks of operation each year. The After School Snack Program On-Site Review is Form #365 and can be found on the NJDA Forms website.</p> <p>Explain in detail, how the finding(s) 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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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Joseph Bolger Middle School-10515	409	02/13/2026	CAP Accepted
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	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 02/11/2026 11:16 AM</p> <p>CAP Accepted</p>				
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Corrective Action History	<p>Corrective Action Plan: Submitted by Michael Sette 02/11/2026 11:13 AM</p> <p>Corrective Action Response</p> <p>To correct this finding and ensure continued compliance SFA-wide, the SFA will take the following actions:</p> <ol style="list-style-type: none"> 1. All food service staff have been retrained on the requirements for a reimbursable breakfast. This meal must include at least one serving of fruit or a vegetable. Staff have been instructed that any meals that do not contain this required component will not be eligible for reimbursement. 2. Reiterated to staff that the existing point-of-service procedures at all serving lines require them to visually verify that each student tray includes a fruit or vegetable component before it is counted as a reimbursable meal. 3. Ongoing monitoring and refresher training will be conducted throughout the school year to reinforce compliance and prevent recurrence. <p>Date of Implementation: January 14, 2026</p>
	<p>Flagged by Kaitlyn Matthews 01/13/2026 11:19 AM</p> <p>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> <p>Corrective Action Finding: Missing Component</p> <p>During the review week, 12/19/25, production records indicate that 67 breakfast meals were claimed. Of these, only 17 students selected a fruit component, as required for a reimbursable breakfast. As a result, 50 meals did not include the required fruit/vegetable component and are non-reimbursable.</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>

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Report Selections

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