

Administrative Review Report

WESTAMPTON TWP BD OF ED – 005-05720 Burlington County

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	04/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/13/2017 02:20 PM	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 SFA-2. These forms were emailed to the Certifier and Determining Official on March 8, 2017. The SFA must indicate the date of correction for all application errors and either email the completed forms to amy.martin@ag.state.nj.us or upload them to the "Documents" tab in SOARS by April 7, 2017.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	208	
Due Date	04/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/13/2017 02:20 PM	The Confirming Official must review all application chosen for Verification. The Verification Tracker must be signed and dated for each 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	209	
Due Date	04/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/13/2017 02:20 PM	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. 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	214	
Due Date	04/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/13/2017 02:21 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. 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..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	215	
Due Date	04/12/2017	
Corrective Action Status	Flagged	

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Corrective Action History	Flagged Amy Martin 03/13/2017 02:21 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.
Site Name	HOLLY HILLS ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	318	
Due Date	04/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/13/2017 02:21 PM	Although no disallowed meals were observed on the day of review, the roster for the kindergarten class was checked off as the student picked up their tray, not at the point of service. Meals cannot be claimed as reimbursable until the student has a complete, reimbursable meal in his/her possession. Explain, in detail, how the finding was corrected and the date of implementation.
Site Name	HOLLY HILLS ELEM	
Form Name	On-Site Assessment Tool - Site	
Question #	1410	
Due Date	04/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 03/13/2017 02:23 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American Provision. Please refer to USDA Memo SP-24-2016 for the complete regulation. 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.