

## HADDON TWP BD OF ED-00701890 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/14/2017	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 06/26/2019 10:16 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 06/20/2019 01:13 PM	Moving forward immediately, the SFA starting on May 20th will be more diligent in reviewing applications to insure they are correct.			
	Flagged Gregory Walker 05/14/2019 12:47 PM	<p>An incomplete application was found during the State Agency review of the selected applications. One application, containing two students, was determined correctly as free based on household size and income., however the application did not contain the last four digits of the SSN and the "NO SSN" box was not marked. One student on the application was part of the sample size and the other was an "Other Household Member."</p> <p>The last 4 digits of the household's SSN was obtained by the SFA on 5/14/19. No further corrective action is required.</p>			
On-Site Assessment Tool	Verification		213	06/14/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 06/26/2019 10:15 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 06/20/2019 12:45 PM	Effective immediately, May 20th the SFA will use the standard form provided by the State which will alleviate the missing information.			
	Flagged Gregory Walker 05/14/2019 12:42 PM	<p>The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "We Have Checked Your Application" (Form 244). One application, that did not respond to the first or second Verification notice was sent a "final reminder." This form was created by the SFA and did not contain the required current non discrimination statement, the information regarding the right to appeal, and the hearing official's contact information.</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>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	WILLIAM G ROHRER MIDL	410	06/14/2017	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Amy Martin 06/26/2019 10:15 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 06/20/2019 12:54 PM	<p>According to the menu, production record, and recipe on April 9th BBQ Baked Chicken with Macaroni salad was offered as an entree. Per recipe and crediting information breakdown, the 1/2 cup of macaroni salad provided in the entree only provides 0.75 ounce equivalents of grain, which does not meet the daily requirement of one ounce equivalent. Per the production records , 34 of the BBQ baked chicken and macaroni salad entrees were served and claimed for reimbursement. Moving forward, the food service will make sure When planning menus, will refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. from a corporate stand point we are reviewing the recipes over the summer break.</p>			
	Flagged Gregory Walker 05/14/2019 12:45 PM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group.</p> <p>According to the menu, production record, and recipe on April 9th BBQ Baked Chicken with Macaroni salad was offered as an entree. Per recipe and crediting information breakdown, the 1/2 cup of macaroni salad provided in the entree only provides 0.75 ounce equivalents of grain, which does not meet the daily requirement of one ounce equivalent. Per the production records , 34 of the BBQ baked chicken and macaroni salad entrees were served and claimed for reimbursement.</p> <p>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>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>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	THOMAS A. EDISON	409	06/14/2017	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Amy Martin 06/26/2019 10:15 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 06/20/2019 01:01 PM	Moving forward, Monday, May 20th. the food service staff will be retrained on the offer vs serve component. All students receiving a reimbursable meal will receive all components of the meal.			
	Flagged Gregory Walker 05/14/2019 12:45 PM	<p>At breakfast, all required meal components must be served to students daily. Four meals claimed for reimbursement during the review week (April 8-12, 2019) did not contain all the required meal components. Since the school participates in Serve only at breakfast all meals must all components. Per the production records (and ECW), on 4/9/19, 10 meals were claimed and only nine milks were served. On 4/10/19, 14 meals were claimed and only 13 milks were served. On 4/11/19, five meals were claimed and only four milks were served; and on 4/12/19, five meals were claimed and only four milks were served.</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>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	THOMAS A. EDISON	410	06/14/2017	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 06/26/2019 10:15 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 06/20/2019 01:03 PM	<p>According to the menu, production record, and recipe on April 9th BBQ Baked Chicken with Macaroni salad was offered as an entree. Per recipe and crediting information breakdown, the 1/2 cup of macaroni salad provided in the entree only provides 0.75 ounce equivalents of grain, which does not meet the daily requirement of one ounce equivalent. Per the production records , 34 of the BBQ baked chicken and macaroni salad entrees were served and claimed for reimbursement. Moving forward, the food service will make sure When planning menus, will refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. from a corporate stand point we are reviewing the recipes over the summer break.</p> <p>This correction was implemented on May 20, 2019 with recipes being modified as necessary.</p>			
	Flagged Gregory Walker 05/14/2019 12:46 PM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. According to the menu, production record, and recipe on April 9th, BBQ Baked Chicken with Macaroni salad was offered as an entree. Per recipe and crediting information breakdown, the 1/2 cup of macaroni salad provided in the entree only provides 0.75 ounce equivalents of grain, which does not meet the daily requirement of one ounce equivalent. Per the production records , four of the BBQ baked chicken and macaroni salad entrees were served and claimed for reimbursement. 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>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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On-Site Assessment Tool	Verification		214	06/14/2017	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 06/26/2019 10:13 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 06/20/2019 01:06 PM	Moving forward effective, Monday May 20th the SFA will give any benefit change household that are reduced or terminated 10 calendar days written notice of the change.			
	Flagged Gregory Walker 05/14/2019 12:47 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. Both applications who's status was downgraded " 1 R to P and 1 F to R" were not given the required calendar days.  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.			
On-Site Assessment Tool	Certification and Benefit Issuance		138	06/14/2017	CAP Removed
<b>Corrective Action History</b>	CAP Removed Gregory Walker 05/14/2019 11:25 AM	CAP Removed			
	Flagged Amy Martin 04/03/2019 02:43 PM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Although benefits at the POS were correct for the homeless and withdrawn students, the Master Eligibility List (MEL) was not updated with to reflect their status.  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.			
Off-Site Assessment Tool	Maintenance of Non-Profit School Food Service Account		703	04/05/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lisa Garland 04/12/2019 11:52 AM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 04/11/2019 03:20 PM	Moving forward the SFA will cut cost and/or increase non-program food pricing to include increasing revenues and adult prices to be sufficient to cover the cost. this will eliminate operating deficits in the food service account. This will be monitored by Jennifer Gauld Business Administrator			
	Flagged Lisa Garland 04/03/2019 11:42 AM	<p><b>FINDING</b></p> <p><b>The District incurred a net loss of (\$13,828) for SY 2016-2017. The District applied prior year's fund balance of (\$306,718) which did not cover the short fall, but only increased the shortfall. The SFA did NOT address any transfers were made into the food service account to cover the deficit as well as no report of transfers were on Exhibit B5 from the annual audit. The unrestricted fund balance as of June 30, 2017 is insufficient to cover any potential short fall in SY 2017-2018. Therefore, the District must submit a Corrective Action Plan (CAP) detailing specific actions to be implemented to eliminate future potential short falls.</b></p>			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	04/05/2019	CAP Accepted
	CAP Accepted Lisa Garland 04/11/2019 02:11 PM	CAP Accepted			
	CAP Submitted LISA DABKOWSI 04/09/2019 11:33 AM	<p>Jennifer Gauld Business Administrator Board office side</p> <p>Lisa Dabkowski Food Service Director Operations side.</p>			
	CAP Rejected Lisa Garland 04/09/2019 10:57 AM	<p>Please provide a name and title of person responsible for implementing the Correction Action Plan.</p> <p>Thank You</p>			

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<b>Corrective Action History</b>	CAP Submitted LISA DABKOWSI 04/05/2019 07:14 PM	<p>The edited NPRT to reflect the B-5 is scanned and entered. It projects we need an additional \$22,082 in additional revenue.</p> <p>The B-5 does not take into consideration the before care breakfast and aftercare which are reimbursable programs. They are paid by the district and billed in special functions. Please see attached additional documentation. The revenue equals \$27,041.35.</p> <p>Moving forward in special functions we will break out reimbursable/non reimbursable dollars so they will be reflected correctly on the B-5.</p>
	Flagged Lisa Garland 04/01/2019 03:11 PM	<p><b>Finding: Revenue from Non-program Foods</b></p> <p><b>The NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position &amp; did NOT include all of its nonprogram revenues and costs in its calculation. In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</b></p> <p><b>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</b></p> <p><b>Under Resources, Training, NPFRT Webinar June 2015.</b></p> <p><b>A Corrective Action Plan is required</b></p>