

Glassboro Public Schools-01501730 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	GLASSBORO INTERMEDIATE	409	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:44 PM	CAP Accepted			
	CAP Submitted MICHELLE BARNABIE 03/22/2019 08:57 AM	Staff was retrained on the completion of the Production sheet on 3/22/19.			
	Flagged Lea Berry 03/20/2019 11:22 AM				
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GLASSBORO INTERMEDIATE	401	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:43 PM	CAP Accepted			
	CAP Submitted MICHELLE BARNABIE 03/22/2019 08:59 AM	Staff was retrained on the meal components for a reimbursable meal and the usage of the ala carte buttons for those that do are not taking complete reimbursable meals on 3/21/19			
	Flagged Lea Berry 03/22/2019 08:42 AM	<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. 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.</p> <p>On day of review two students did not get a fruit or vegetable and it was charged as a meal.</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. Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	GLASSBORO INTERMEDIATE	502	04/22/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:43 PM	CAP Accepted			
	CAP Submitted MICHELLE BARNABIE 03/26/2019 01:44 PM	Signage explaining what constitutes a reimbursable meal to students which includes the requirement to select at least ½ cup fruit or vegetable was hung on 3/26 by the corporate dietitians			
	Flagged Lea Berry 03/22/2019 08:41 AM	<p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable.</p> <p>Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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. Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	GLASSBORO INTERMEDIATE	404	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:42 PM	CAP Accepted			
	CAP Submitted MICHELLE BARNABIE 03/26/2019 01:48 PM	Signage explaining what constitutes a reimbursable breakfast, lunch, and alternate beverages was hung on 3/26 by the corporate dietitians			
	Flagged Lea Berry 03/22/2019 08:42 AM	<p>Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a menu does not meet this requirement.</p> <p>There was not any signage identifying the components of the reimbursable meal for lunch.</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. Indicate the date of implementation.</p>			
Off-Site Assessment Tool	Certification and Benefit Issuance		103	04/22/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:42 PM	CAP Accepted			
	CAP Submitted SCOTT HENRY 04/05/2019 10:34 AM	For the upcoming 2019-2020 school year, prior year applications will be carried over from the prior year. Prior year applications will be cut off 30 operating days from the start of school, which will be 10/18/2019. Also, a direct certification will be ran in August, September, and October. We are planning on implementing a new online lunch system that will make this process transition smoothly.			
	Flagged Lea Berry 03/20/2019 11:19 AM	<p>A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process.</p> <p>The SFA cut-off free and reduced price eligibility from the prior academic school year on October 1st. The carryover must be 30 operating days beginning from the first operating day of school.</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. Indicate the date of implementation.</p>			
Off-Site Assessment Tool	Certification and Benefit Issuance		112	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:41 PM	CAP Accepted			
	CAP Submitted SCOTT HENRY 04/05/2019 10:39 AM	This year we tried a different attempt to collect applications and determine the eligibility. It had its pros and cons, but we have found a solution to make the process easier for the following school year. We are implementing the online version of LunchTime. This will communicate with our POS system and online registration system. This version also offers online Free and Reduced applications that will determine the eligibility and send the results. This will allow for less human prone error of determining the eligibility and the systems will be able to communicate effectively since this will be hosted on the internet.			
	Flagged Lea Berry 03/20/2019 11:24 AM				
On-Site Assessment Tool	Civil Rights		810	04/22/2019	CAP Accepted
	CAP Accepted Lea Berry 06/10/2019 01:41 PM	CAP Accepted			
	CAP Submitted SCOTT HENRY 04/12/2019 10:39 AM	The discrimination statement has been updated on our Parent Letter for the 2018-2019 on 4/12/2019. This was done in our PowerSchool system and the statement was copied from the website provided below. In the future, the statement will be taken directly from			

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the website and applied to all of our Free and Reduced literature.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,

color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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				<p>(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;</p> <p>(2) fax: (202) 690-7442; or</p> <p>(3) email: program.intake@usda.gov.</p> <p>This institution is an equal opportunity provider.</p>	
	Flagged Lea Berry 03/22/2019 08:43 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 statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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	Verification		208	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:40 PM		CAP Accepted		
	CAP Submitted SCOTT HENRY 04/12/2019 10:41 AM		This was implemented on 4/12/2019. Going forward the Verification Tracker will be completed in whole. The confirming official will sign and date when the confirmation is completed. Also, we will ensure we are using the correct forms by checking the department of agriculture website regularly.		
	Flagged Lea Berry 03/22/2019 08:43 AM		The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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		137	04/22/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:40 PM	CAP Accepted			
	CAP Submitted SCOTT HENRY 04/12/2019 10:45 AM	For the next school year we plan to implement and use LunchTime online POS and Free and Reduced Portal. These systems will be hosted by LunchTime and will send and receive information from our student registration portal, PowerSchool. This will help keep information updated and accurate. The LunchTime Free and Reduced Portal will also calculate and determine lunch applications which will help decrease human error. Once the application is determined, it will then update in PowerSchool. This will help all of our systems work together accurately and prevent different determinations in the systems.			
	Flagged Lea Berry 03/22/2019 08:43 AM	After review of the applications, it was found that many applications determinations were not the same in the point of sale system. All the errors were documented on the SFA-1 and SFA-2. Please describe how this will be corrected.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 01:38 PM	CAP Accepted			
	CAP Submitted SCOTT HENRY 04/17/2019 02:23 PM	As of 04/18/2019, all applications with errors have been corrected. The details for each application have been recorded in the error section. An audit of all lunch applications have been made since the audit and any errors have also been corrected. In the future, applications will be looked at more carefully and audited through out the year.			
	Flagged Lea Berry 03/22/2019 08:44 AM	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.) The SFA must indicate the date of correction for all application errors.			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	04/19/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lisa Garland 04/16/2019 11:07 AM				CAP Accepted
	CAP Submitted SCOTT HENRY 04/16/2019 11:06 AM				Going forward the school district will properly complete the non food program revenue tool annually. We will ensure that the non food program revenue tool will match the figures to our exhibit B-5 and include all of the non program revenues in its calculation. This will be monitored by Gina Abbott, Business Office Specialist. Effective 9/1/19.
	Flagged Lisa Garland 04/16/2019 09:52 AM				<p>Finding: Revenue from Non-program Foods</p> <p>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 & did NOT include all of its nonprogram revenues in its calculation.</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p> <p>A Corrective Action Plan is required</p>