

BLOOMSBURY BD OF ED-01900430 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	01/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 01/25/2019 10:23 AM	CAP Accepted			
	CAP Submitted TIM MANTZ 01/23/2019 08:53 AM	As of 1/1/19, the determining official will make sure all applications received are filled out completely and will take care to ensure the determinations are accurate.			
	CAP Rejected Kristin Lawton 01/09/2019 08:21 AM	Please include date of implementation, such as "as of __, the determining official...".			
	CAP Submitted TIM MANTZ 12/14/2018 09:13 AM	The determining official will make sure all applications received are filled out completely and will take care to ensure the determinations are accurate.			
	Flagged Kristin Lawton 12/13/2018 12:36 PM	<p>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.</p> <p>One application found to have a missing adult SSN. Please contact the family at the earliest convenience to obtain this information.</p> <p>Another application was found to be determined as Free when it should have been Reduced. Please send letter home "As the result of an audit" to notify family of eligibility status change.</p>			
Off-Site Assessment Tool	Civil Rights		806	01/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 01/25/2019 10:22 AM	CAP Accepted			
	CAP Submitted TIM MANTZ 01/23/2019 08:52 AM	Tim Mantz underwent the training on 11/15/18.			
	CAP Rejected Kristin Lawton 01/09/2019 11:16 AM	Please list the date that Civil Rights training was completed.			
	CAP Submitted TIM MANTZ 12/14/2018 09:09 AM	Both Tim Mantz and Karen Bolmarcich underwent the training this year.			
	Flagged Kristin Lawton 12/13/2018 12:37 PM	Annual civil rights training is required for ALL staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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.			
Off-Site Assessment Tool	Certification and Benefit Issuance		103	01/14/2019	CAP Accepted

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Corrective Action History	CAP Accepted Kristin Lawton 01/09/2019 11:17 AM				CAP Accepted
	CAP Submitted TIM MANTZ 12/14/2018 09:07 AM				In the absence of a new application, the person in charge of determining free and reduced lunch will make sure that the previous determination remains in affect for no longer than the first 30 operating days of the school year. This will be implemented immediately.
	Flagged Kristin Lawton 12/13/2018 12:37 PM				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. 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.
Off-Site Assessment Tool	Civil Rights		803	01/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 01/09/2019 11:16 AM				CAP Accepted
	CAP Submitted TIM MANTZ 12/14/2018 09:09 AM				Beginning immediately, the district will utilize the USDA Program Discrimination Complaint Form (#148) when receiving a complaint alleging civil rights discrimination.
	Flagged Kristin Lawton 12/13/2018 12:37 PM				SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs, in the case that a complaint should arise. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: www.nj.gov/agriculture/applic/forms/#5 . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov . 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.
Off-Site Assessment Tool	Civil Rights		802	01/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 01/09/2019 11:16 AM				CAP Accepted
	CAP Submitted TIM MANTZ 12/14/2018 09:11 AM				Beginning immediately, he SFA will take reasonable steps to ensure households who have limited ability to speak, read, write or understand English have access to programs and services. The district will attempt to make applications available in multiple languages.
	Flagged Kristin Lawton 12/13/2018 12:36 PM				The SFA must take reasonable steps to ensure households who have limited ability to speak, read, write or understand English have access to programs and services. Examples include making meal applications available in multiple languages, having bilingual staff, written language services, etc. 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.
Off-Site Assessment Tool	Professional Standards		1206	01/14/2019	CAP Removed

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Corrective Action History	CAP Removed Kristin Lawton 12/13/2018 12:34 PM	CAP Removed			
	Flagged HOLLY REAMER 11/28/2018 11:01 AM				
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	12/05/2018	CAP Accepted
Corrective Action History	CAP Accepted Lisa Garland 11/29/2018 10:36 AM	CAP Accepted			
	CAP Submitted TIM MANTZ 11/29/2018 08:52 AM	The Business Administrator in conjunction with the district auditor and FSMC will ensure that the figures shown on the district's NPFR match that on the CAFR B-5 Statement of Revenues.			
	Flagged Lisa Garland 11/28/2018 09:42 AM	<p>Finding: Revenue from Non-program Foods</p> <p>The SFA's NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position.</p> <p>Corrective Action is required</p>			