

BELMAR BD OF ED-02500270 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		133	05/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 05/01/2019 11:36 AM	CAP Accepted			
	CAP Submitted LORETTA HILL 05/01/2019 11:09 AM	Effective date of implementation is 04/04/2019			
	CAP Rejected Lorena Paredes 05/01/2019 11:00 AM	Please include date of implementation.			
	CAP Submitted LORETTA HILL 04/16/2019 05:28 PM	<p>Two students that had been Directly Certified in 2017/18 were not on the 2018/19 list. We discovered the error and sent applications to the 2 students that were not Directly certified. One Student became homeless on 04/04/2019 and therefore is now free due to being homeless.</p> <p>CORRECTIVE ACTION: When the new year DC list is generated we will determine what students are no longer on the list, and send them Applications to complete. If they do not return the application within 30 operating days they will be changed to paid.</p>			
	Flagged Lorena Paredes 04/09/2019 07:36 AM	<p>Two students carried over DC benefits from prior school year and did not come up the Direct Certification list. These students did not submit an application and were never changed to paid status. Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. 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	Verification		208	05/09/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 05/01/2019 11:36 AM	CAP Accepted			
	CAP Submitted LORETTA HILL 05/01/2019 11:11 AM	Confirming Official reviewed and signed all 2018/19 applications on 04/11/2019. New procedure will be in effect for September 1, 2019.			
	CAP Rejected Lorena Paredes 05/01/2019 10:57 AM	Please include date of implementation.			
	CAP Submitted LORETTA HILL 04/16/2019 05:31 PM	Corrective Action Plan: The Determining official will give all applications to the Confirming Official as soon as they are reviewed. The Confirming Official will verify that the application is completed in full and that income and eligibility is correct. Determining Official and Confirming Official will sign all applications.			
	Flagged Lorena Paredes 04/09/2019 07:40 AM	The Confirming Official must sign and date on the application when the confirmation review was conducted. 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		209	05/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 05/01/2019 11:31 AM	CAP Accepted			
	CAP Submitted LORETTA HILL 05/01/2019 11:17 AM	Effective date of implementation will be 10/01/2019 with next year's verification cycle.			
	CAP Rejected Lorena Paredes 05/01/2019 10:58 AM	Please include date of implementation.			
	CAP Submitted LORETTA HILL 04/16/2019 05:30 PM	CORRECTIVE ACTION PLAN: As applications are reviewed and confirmed those applications that are considered Error Prone will be marked and filed in Numerical Order. Verification will be conducted on only those applications that are Error Prone and they will be randomly selected from the Error Prone grouping. All applications will be signed by the Determining and Confirming Official.			
	Flagged Lorena Paredes 04/09/2019 07:39 AM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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	Food Safety, Storage and Buy American		1403	05/09/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 05/01/2019 11:00 AM	CAP Accepted			
	CAP Submitted GREG KELLY 04/16/2019 08:15 AM	Three items were on the premises Carrots from Canada was a oversight by the manager. He did not notice the product from Canada when checking in the items. Fresh Blueberries were from chili. USA can not provide Fresh blueberries this time of year. See letter attached. Quacamole is from Mexico. Not too many choices for this item due to cost and availability. See letter attached.			
	Flagged Lorena Paredes 04/09/2019 07:38 AM	Exemption documentation was not available for foods that did not meet the Buy American provision. 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		126	05/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 05/01/2019 10:56 AM	CAP Accepted			
	CAP Submitted LORETTA HILL 04/16/2019 05:30 PM	All applications were reviewed by the Confirming Official and signed by the Determining Official between 4/2/2109 and 04/11/2019. The errors recorded were corrected and if the status needed to be changed in the Student Information Software it was changed on 04/11/2019 and parents were notified by telephone and letter. CORRECTIVE ACTION: All applications will be reviewed for accuracy and completeness first by the Determining Official, who will fill out the information and sign the form. The Confirming Official will check and sign all applications as they are completed.			
	Flagged Lorena Paredes 04/09/2019 07:36 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. In addition, many of the applications were not signed by the Determining Official. 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.			
On-Site Assessment Tool	Civil Rights		810	05/09/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 04/22/2019 12:15 PM	CAP Accepted			
	CAP Submitted LORETTA HILL 04/16/2019 05:01 PM	Attached please find the updated DC letter. In the future, we will print out the DC letters from the SNEARS site, and no longer use our SIS to produce the letters.			
	CAP Rejected Lorena Paredes 04/15/2019 01:51 PM	As per your request, CA has been rejected so it can be answered differently.			
	CAP Submitted GREG KELLY 04/11/2019 09:56 AM	The USDA Non-discrimination statement poster was moved to the beginning of the line so that customer would have a better view as they walked in. Poster was moved the same day as the review, April 1.			
	Flagged Lorena Paredes 04/09/2019 07:38 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households. 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 - Site	Meal Components and Quantities - Day of Review	BELMAR	406	05/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 04/22/2019 12:14 PM	CAP Accepted			
	CAP Submitted GREG KELLY 04/11/2019 09:57 AM	Separate production records have been implemented for the preschool lunch pattern. The production records are being used as of April 2.			
	Flagged Lorena Paredes 04/09/2019 07:35 AM	Preschool students eat their meals in a separate room and are not co-mingled. Because they are eating separately in their own service area, the CACFP breakfast and lunch meal patterns must be followed to best address the nutritional needs of the preschool students. This includes having separate production records for preschool. 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	Community Eligibility Provision		2109		Flagged
Corrective Action History	Flagged LORETTA HILL 09/27/2018 04:49 PM				