

BEDMINSTER TWP BD OF ED-03500240 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		215		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:25 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/07/2019 08:32 AM	<p>Verification began on 10/15/18 when the family was notified via us mail asking for a response date of 10/26/18. See attached letter.</p> <p>Although undocumented I contacted the mother and father several times individually by telephone prior to 10/26/18 where I was told by each of them verbally that they received the letter and would be sending in the proper documentation. Because both parents said they would send me the documentation several times I incorrectly assumed that the second notice letter was unnecessary . I did not receive the supporting documentation.</p> <p>On 11/19/18 I emailed both the mother and the father the verification letter. I did not get a reply.</p> <p>On 11/29/18 I was notified via email from the Bedminster Township School Secretary that the student was withdrawing from school on 11/30/18.</p> <p>On 11/29/18 I updated the MEL with this information as well as the Verification Tracker attached to the original application.</p> <p>We have checked your application letter 244 was mailed to the family on 5/6/19.</p> <p>As further corrective action I watched the Verification Webinars Episodes 1 & 2 on 5/6/19. As well as Certification and Benefit issuance webinar on 5/6/19. I created a checklist for myself on verification to include review and signature of the verification application by the confirming official, to include form 213 with the verification selection letter and will send out the second notice if documentation is not received within 10 days of the first letter, and then to send 244 form letter once verification is complete.</p>			
	Flagged Kristin Lawton 05/03/2019 01:53 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.			
On-Site Assessment Tool	Civil Rights		810		CAP Accepted

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Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:25 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/14/2019 03:59 PM	On May 6, 2019 the current non discrimination statement form 213 was copied from the Department of Agriculture website in english and spanish and added to all the template letters that are generated by FSS for certification and verification (Notification of Selection Letter and We have checked your application form 244). FSS is Food Service Solutions Application that is currently used by the District to maintain and process the lunch program. It was already on the lunch program approval/denial letters that are send after applications are processed. The form was also saved internally to the Food Program File and added to the checklist as to ensure that it is distributed to all households that are directly certified or submit Free and Reduced Lunch Applications. The statements are also on the website under Department - Cafeteria - Free and Reduced Lunch Program.			
	Flagged Kristin Lawton 05/09/2019 01:52 PM	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		213		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:17 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/20/2019 04:29 PM	As corrective action I watched the Verification Webinars Episodes 1 & 2 on 5/6/19. As well as Certification and Benefit issuance webinar on 5/6/19. I created a checklist for myself on verification to include review and signature of the verification application by the confirming official, to include form 213 and form 236 the "We must check your Application Letter" with the verification selection letter and will send out the second notice Form 21, if documentation is not received within 10 days of the first letter, and then to send 244 form letter, then once verification is complete to send Form 255 "Letter to Notify Household of Audit Results" which will satisfy the required information regarding notice of adverse action and notification of appeal rights. This checklist was created on May 9, 2019. It will be reviewed and implemented now and each school year. See attached.			
	Flagged Kristin Lawton 05/09/2019 01:53 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). 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.			
On-Site Assessment Tool	Verification		212		CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:13 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/20/2019 04:29 PM	As corrective action I watched the Verification Webinars Episodes 1 & 2 on 5/6/19. As well as Certification and Benefit issuance webinar on 5/6/19. I created a checklist for myself on verification to include review and signature of the verification application by the confirming official, to include form 213 and form 236 the "We must check your Application Letter" with the verification selection letter and will send out the second notice Form 21, if documentation is not received within 10 days of the first letter, and then to send 244 form letter, then once verification is complete to send Form 255 "Letter to Notify Household of Audit Results" which will satisfy the required information regarding notice of adverse action and notification of appeal rights. This checklist was created on May 9, 2019. It will be reviewed and implemented now and each school year.			
	Flagged Kristin Lawton 05/09/2019 01:53 PM	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). 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.			
On-Site Assessment Tool	Verification		211		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:13 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/20/2019 04:29 PM	As corrective action I watched the Verification Webinars Episodes 1 & 2 on 5/6/19. As well as Certification and Benefit issuance webinar on 5/6/19. I created a checklist for myself on verification to include review and signature of the verification application by the confirming official, to include form 213 and form 236 the "We must check your Application Letter" with the verification selection letter and will send out the second notice Form 21, if documentation is not received within 10 days of the first letter, and then to send 244 form letter, then once verification is complete to send Form 255 "Letter to Notify Household of Audit Results" which will satisfy the required information regarding notice of adverse action and notification of appeal rights. This checklist was created on May 9, 2019. It will be reviewed and implemented now and each school year.			
	Flagged Kristin Lawton 05/09/2019 01:53 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Verification		208		CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:13 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/20/2019 04:30 PM	<p>As corrective action I watched the Verification Webinars Episodes 1 & 2 on 5/6/19. As well as Certification and Benefit issuance webinar on 5/6/19. I created a checklist for myself on verification to include review and signature of the verification application by the confirming official, to include form 213 and form 236 the "We must check your Application Letter" with the verification selection letter and will send out the second notice Form 21, if documentation is not received within 10 days of the first letter, and then to send 244 form letter, then once verification is complete to send Form 255 "Letter to Notify Household of Audit Results" which will satisfy the required information regarding notice of adverse action and notification of appeal rights.</p> <p>This checklist was created on May 9, 2019. It will be reviewed and implemented now and each school year.</p>			
	Flagged Kristin Lawton 05/09/2019 01:54 PM	The Confirming Official must record on the Application 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.			
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601		CAP Accepted
Corrective Action History	CAP Accepted Kristin Lawton 05/28/2019 10:12 AM	CAP Accepted			
	CAP Submitted LIZ MEECHAN 05/22/2019 02:08 PM	<p>The flyer has been on the district website since 2015 at this link.</p> <p>https://www.bedminsterschool.org/cms/lib/NJ01000206/Centricity/Domain/29/SFSP_Promotional_Flyer.pdf</p> <p>From the home page of our website it is found under Departments - Cafeteria - Nutritional Resources - Summer Food Program announcement and is also attached here.</p>			
	Flagged Kristin Lawton 05/09/2019 01:54 PM	It is a requirement via the National School Lunch Program to inform eligible households of the availability and location of free meals for students via the Summer Food Service Program. Flyer should be sent home and/or posted on the school website when it becomes available from the USDA in the spring months. Indicate the steps taken to correct this and the date corrected.			
On-Site Assessment Tool	Certification and Benefit Issuance		126		CAP Removed

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Removed Kristin Lawton 05/16/2019 01:34 PM	CAP Removed			
	Flagged Kristin Lawton 05/16/2019 01:34 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.) The SFA must indicate the date of correction for all application errors.			
	CAP Removed Kristin Lawton 05/09/2019 01:34 PM	CAP Removed			
	Flagged Gregory Walker 05/02/2019 10:52 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.			