

BURL CO INSTIT OF TECH-00500610 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		215	03/12/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 03/03/2020 01:40 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/13/2020 11:44 AM	<p>Continued to try to contact household for proof of income listed on applications past the November 15th date</p> <p>Spoke with or received voicemail messages from household on several occasions</p> <p>Did not receive proof of income and continued to send letters and/or emails and/or voicemail messages to let households know that they would lose benefits if information was not provided to school</p> <p>Had not received any proof of income by Admin Review date and changed the students to paid status on 02.11.2020 (sent letter informing household of status change on 2/11/20)</p> <p>In the future, will make sure to follow guidelines for the verification process including changing the benefit status of those households who do not respond to paid 10 days after the notification of change of benefits is sent; will set reminders on calendar once the new verification for 2020-2021 is released</p>			
	Flagged Kate Marsh 02/13/2020 08:39 AM	<p>The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline.</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.</p> <p>Indicate the date of implementation.</p>			
Verification	Verification		214	03/12/2020	CAP Accepted

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Corrective Action History	CAP Accepted Kate Marsh 03/03/2020 01:39 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/13/2020 12:01 PM	<p>Households that did not provide verification information by date of Admin Review (2/11/20) were sent letter informing them of their benefit change to paid status due to no response; had previously informed them via mail & voicemail as well as speaking directly with parent/guardian via phone that if information was not provided in a timely matter, their student's benefits would be changed to paid.</p> <p>In the future, will make sure to follow verification guidelines and make sure reminders are set in calendar as to when to begin and when information must be received by - will make changes according to the State of NJ Verification rules and regulations</p>			
	Flagged Kate Marsh 02/13/2020 08:39 AM	<p>The SFA must update student eligibility status when there are changes in eligibility due to verification results.</p> <p>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.</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.</p> <p>Indicate the date of implementation.</p>			
Local School Wellness	Local School Wellness		1005	03/12/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/28/2020 08:38 AM	CAP Accepted			
	CAP Submitted GINA COPPER 02/27/2020 02:04 PM	<p>Our wellness committee will meet and update the Wellness Policy Assessment Tool and post it on our website by June 1, 2020. A copy of the completed assessment tool will be uploaded in SOARS as soon as possible. In the future, this will be done annually in the first part of the school year and the assessment tool will be completed and posted immediately.</p>			
	Flagged Kate Marsh 02/13/2020 08:39 AM	<p>The wellness policy must be assessed by the wellness committee, at least once a school year. At the time of the review, the most recent assessment was March 1, 2016.</p> <p>Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.</p>			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	INST OF TECH-WESTAMPTON	1405	03/12/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 02/18/2020 01:09 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/13/2020 11:56 AM	Burlington County Health Department letter requesting second inspection uploaded. Will contact Health Department at beginning of each school year to request 2 inspections, if health department is unable to schedule them, will request letter from them.			
	Flagged Kate Marsh 02/13/2020 08:39 AM	At the time of the review, the SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	03/12/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 02/18/2020 01:08 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/13/2020 12:55 PM	Household has provided missing SSN for application on 02/13/20; number was added to application along with a comment on same date.			
	Flagged Kate Marsh 02/13/2020 08:39 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.			