

## BURL CO SP SERV SCH DIST-00500605 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	LUMBERTON	410	03/26/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Kate Marsh 03/26/2020 08:12 AM	CAP Accepted			
	CAP Submitted GINA COPPER 03/10/2020 12:56 PM	Date Implemented: 2/27/2020  Two vegetable options will be offered daily, instead of just one, to meet the 1 cup minimum requirement while allowing students to take just 1/2 cup (crediting veg) if they wish. Production records have been created that are prefilled with menu item information, to help clarify any confusion servers may have over what information is required. Production records will be checked monthly by a manager to ensure compliance.			
	Flagged Kate Marsh 02/27/2020 07:30 AM	At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. On 1/15/20, the production records indicated only 4oz of side salad was offered and served. For 9-12 menu group, 1 cup of vegetable must be offered daily.  Additionally, production records for both breakfast and lunch must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. Production records must be completed in their entirety on a daily basis.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.  <b>Indicate the date of implementation.</b>			
Verification	Verification		214	03/26/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 03/03/2020 01:45 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/28/2020 07:18 AM	<p>Households that did not provide verification information in a timely manner were sent letter informing them of their benefit change to paid status due to no response, had previously informed them via mail &amp; voicemail as well as speaking directly with parent/guardian via phone that if information was not provided, their student's benefits would be changed to paid.</p> <p>We have checked your application letters were sent to all 3 households on 2/10/20 informing them of specific changes with explanations; 1 free to reduced &amp; 2 reduced to paid. Date of change - 2/21/20.</p> <p>In the future, will make sure to follow verification guidelines for beginning and ending verification timeline; make sure reminders are set in calendar. Will make all changes according to the State of NJ Verification rules and regulations.</p>			
	Flagged Kate Marsh 02/27/2020 07:30 AM	<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>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-2.)</p> <p><b>The SFA must indicate the date of correction for all application errors.</b></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><b>Indicate the date of implementation.</b></p>			
Verification	Verification		212	03/26/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 03/03/2020 01:45 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/28/2020 07:20 AM	<p>Households that did not provide verification information in a timely manner were sent letter informing them of their benefit change to paid status due to no response, had previously informed them via mail &amp; voicemail as well as speaking directly with parent/guardian via phone that if information was not provided, their student's benefits would be changed to paid. Need to document all attempts to contact household on verification tracker with reasons; letter sent, voicemail, etc...</p> <p>We have checked your application letters were sent to all 3 households on 2/10/20 informing them of specific changes with explanations; 1 free to reduced &amp; 2 reduced to paid. Date of change - 2/21/20.</p> <p>In the future, will make sure to follow verification guidelines for beginning and ending verification timeline; make sure reminders are set in calendar. Will make all changes according to the State of NJ Verification rules and regulations.</p>			
	Flagged Kate Marsh 02/27/2020 07:30 AM	<p>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).</p> <p>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. <b>Indicate the date of implementation.</b></p>			
Verification	Verification		215	03/26/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Kate Marsh 03/03/2020 01:45 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/28/2020 07:24 AM	<p>We have checked your application letters were sent to all 3 households on 2/10/20 informing them of specific changes with explanations; 1 free to reduced &amp; 2 reduced to paid. Date of change - 2/21/20.</p> <p>In the future, will make sure to follow verification guidelines for beginning and ending verification timeline; make sure reminders are set in calendar. Will make all changes according to the State of NJ Verification rules and regulations. Will make sure to complete verification process along with sending the letter form 244 informing households of any changes or benefits remaining the same by the November 15th deadline.</p>			
	Flagged Kate Marsh 02/27/2020 07:30 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><b>Indicate the date of implementation.</b></p>			
Local School Wellness	Local School Wellness		1005	03/26/2020	CAP Accepted
Corrective Action History	CAP Accepted Kate Marsh 03/03/2020 01:45 PM	CAP Accepted			
	CAP Submitted GINA COPPER 02/27/2020 02:05 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 02/27/2020 07:29 AM	<p>The wellness policy must be assessed by the wellness committee, at least once a school year. The most recent copy was completed in 2016.</p> <p>Provide the date the assessment was completed. In addition, upload a copy of the assessment do the documents tab.</p>			