

PALMYRA BD OF ED-00503920 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PALMYRA BD OF ED-00503920	126	04/03/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:37 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kim Allen 03/23/2023 07:55 AM</p> <p>All errors were corrected as of 3/23, after either speaking with parents to obtain missing info or sending out 10 day letters and getting no response. All dates of correction are noted in each error in the SFA comments. Going forward all applications were be checked for missing information and we will be using an online portal to accept applications and double check information submitted.</p> <p>Flagged by Amy Martin 03/03/2023 10:29 AM</p> <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 and/or SFA-2.)</p> <p>The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</p> <p>The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PALMYRA BD OF ED-00503920	138	04/03/2023	CAP Removed

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Corrective Action History	Corrective Action Plan: Removed by Amy Martin 02/28/2023 07:59 PM CAP Removed				
	Flagged by Amy Martin 02/28/2023 07:45 PM The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred and/or withdrawn students. When an existing student submits a new application, the MEL must be updated to reflect the new application approval date. Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	PALMYRA BD OF ED-00503920	208	04/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kim Allen 03/13/2023 06:13 PM When verification is conducted next, the confirming official will sign the application and tracker prior to sending out letters to parents. 3/13/23 Flagged by Amy Martin 03/03/2023 10:29 AM The Confirming Official must record on the Verification Tracker OR the sign the application in the appropriate spot to document that a confirmation review took place Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	PALMYRA BD OF ED-00503920	209	04/03/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Allen 03/15/2023 02:07 PM				
	Before the next verification anyone involved with the verification will watch the training videos in SNEARS. Other CAPs in place will provide extra steps to ensure all applications are processed correctly and that applications for the verification are pulled correctly.				
	Flagged by Amy Martin 03/03/2023 10:30 AM				
Applications selected for verification must be chosen randomly from error prone applications. One of the two applications chosen for verification was not error-prone. There was additional error prone applications provided that should have been selected instead. In addition, one household submitted paystubs that did not indicate a frequency. Therefore income can not be assessed.					
The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.					
Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
Verification	Verification (On-Site Assessment Tool) (207H)	PALMYRA BD OF ED-00503920	211	04/03/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kim Allen 03/13/2023 06:18 PM Going forward we will not use the Lunchtime generated letter(s) for verification and will instead use the forms on the NJ DOA forms page. Flagged by Amy Martin 03/03/2023 10:29 AM The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236). The notification letter did not contain the current Non-Discrimination statement. In addition, it contained language requesting social security numbers that is inconsistent with NJ requirements. Explain, in detail, the steps taken to meet this requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	PALMYRA BD OF ED-00503920	214	04/03/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kim Allen 03/13/2023 06:17 PM</p> <p>When the next verification takes place, any downgrade to a student's status will be sent in a letter to the parent indicating they have 10 days to take action on the downgrade. The error in lunchtime was found and a new 10 day letter was sent to the parent indicating their change from reduced to paid. 3/13/23</p> <p>Flagged by Amy Martin 03/03/2023 10:29 AM</p> <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>One household was sent the Verification results letter indicating that eligibility status will be downgraded from reduced to paid. However, no date of change was indicated on the letter and the current MEL and POS indicate the student is still reduced.</p> <p>When an existing student submits a new application, the MEL must be updated to reflect the new application approval date.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	PALMYRA BD OF ED-00503920	806	04/03/2023	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:37 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kim Allen 03/15/2023 02:22 PM</p> <p>Civil rights training video in SNEARS was watched 3/15/23.</p>				
	<p>Flagged by Amy Martin 03/03/2023 10:30 AM</p> <p>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. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p>				
	<p>The Determining Official did not have annual Civil Rights training.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				

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Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	PALMYRA BD OF ED-00503920	810	04/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kim Allen 03/13/2023 06:05 PM				
	The current USDA non-discrimination statement has been updated on each school dining services page as well as the main district lunch page. 3/13/23				
Corrective Action History	Flagged by Amy Martin 03/03/2023 10:30 AM				
	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 statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf				
	The SFA's website does not contain the current USDA Non-Discrimination statement.				
	Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	CHARLES ST-932	6	04/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Susan Danner 03/13/2023 04:54 PM				
	We have removed the Glazed donut holes (apple bites) from the preschool menu as of 4/1/23. No grain based desserts (Group E) items will be served as reimbursable meals in pre school lunch or breakfast. 4/1/23				
Corrective Action History	Flagged by Amy Martin 03/03/2023 10:29 AM				
	Glazed donut holes per the menu (apple bites) were offered and served during the review month (1/25/23). This product falls under Group E of the Bread/Grain chart and is considered a grain-based dessert and cannot count towards the grain component in CACFP.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	CHARLES ST-932	401	04/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Susan Danner 03/13/2023 04:57 PM				
	retrained the cashiers in offer vs. serve and stressed that meal must include a fruit or vegetable or it cannot count as a reimbursible meal and must be rung as seperate components. . 3/6/23				
	Flagged by Amy Martin 03/03/2023 10:29 AM				
<p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.</p> <p>One meal claimed for reimbursement for breakfast did not contain the required fruit (or vegetable) component.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	CHARLES ST-932	811	04/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/23/2023 09:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Susan Danner 03/13/2023 04:58 PM				
	Hung posters during the review in all pre k classrooms. Done				
	Flagged by Amy Martin 03/03/2023 10:30 AM				
SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students.					
PreK classrooms did not have the poster at breakfast, however, posters were provided and placed in each of the classrooms prior to lunch service.					
No further corrective action required.					

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged