

## SHAMONG TWP BD OF ED-00504740 - 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)  | SHAMONG TWP BD OF ED-00504740 | 126        | 01/19/2024 | CAP Accepted |
| <b>Corrective Action History</b>   | <p>Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 10:10 AM</p> <p>CAP Accepted</p>   |                               |            |            |              |
|                                    | <p>Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:51 PM</p> <p>The parent was contacted to obtain the last four digits of her social security number, which was reflected on the application.</p> <p>In addition, two staff members will monitor the process.</p>   |                               |            |            |              |
| <b>Corrective Action History</b>   | <p>Flagged by Jill Dailey 12/20/2023 10:17 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.) 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><b>Incorrect determined applications were documented on the SFA-1. Complete the SFA-1 with the date of correction and any documentation under the SFA comments.</b></p> |                               |            |            |              |
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)  | SHAMONG TWP BD OF ED-00504740 | 137        | 01/19/2024 | CAP Accepted |

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|------------------------------------|--|-------------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>   | <p>Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 10:09 AM</p> <p>CAP Accepted</p>   |                               |            |            |              |
|                                    | <p>Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:52 PM</p> <p>Realtime was contacted to add the additional category for NJEIE. The student was transferred to the correct category. In the future applicable students will be recorded under the new NJEIE category.</p> <p>Flagged by Jill Dailey 12/20/2023 10:18 AM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1).</p> <p>There was 1 student who's eligibility per the household application was Federally Denied - NJEIE, but on the SFA's MEL, this student was categorized as Federally Free.</p> <p><b>Correct the errors indicate the date of correction on the SFA-1.</b></p> |                               |            |            |              |
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)  | SHAMONG TWP BD OF ED-00504740 | 138        | 01/19/2024 | CAP Accepted |

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| Corrective Action History | <p>Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 10:11 AM</p> <p>CAP Accepted</p>  |                               |            |            |              |
|                           | <p>Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:50 PM</p> <p>The three students were changed to reflect paid status. In future years a process has been established to print a MEL that reflects carryover students. As Direct Certification is completed and applications are received, the form will be noted. At the end of the thirty day carryover period any students that have not been directed certified or who have not submitted an application will be changed to "Paid" status. In addition, two staff members will monitor the process.</p> <p>Flagged by Jill Dailey 12/20/2023 10:16 AM</p> <p>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, withdrawn students, and students who did not reapply after the 30 day carry-over period ends. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1.</p> <p>There were 3 students who were still documented on the SFA's MEL as either Free or Reduced without having any supporting documentation to confirm these eligibilities. It is thought that these eligibilities were never changed to Paid after the 30 day carry-over period.</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 (On-Site Assessment Tool) (207H)   | SHAMONG TWP BD OF ED-00504740 | 215        | 01/19/2024 | CAP Accepted |

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|----------------------------------|---|-------------------------------|------------|------------|--------------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 10:08 AM<br>CAP Accepted   |                               |            |            |              |
|                                  | Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:50 PM<br>We have downloaded the Verification Results Letter (244) from SNEARS and will use this form in future verifications.   |                               |            |            |              |
|                                  | Flagged by Jill Dailey 12/20/2023 10:15 AM<br>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.<br>The SFA was not aware they needed to send the Verification Results Letter to families that responded to the SFA's Verification request.<br>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.<br><b>Indicate the date of implementation.</b> |                               |            |            |              |
| Meal Counting and Claiming       | Meal Counting and Claiming (On-Site Assessment Tool) (314H)   | SHAMONG TWP BD OF ED-00504740 | 314        | 01/19/2024 | CAP Accepted |

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|----------------------------------|---|-------------------------------|------------|------------|--------------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 12:22 PM<br>CAP Accepted   |                               |            |            |              |
|                                  | Corrective Action Plan: Submitted by LAURA ARCHER 01/04/2024 10:56 AM<br>The letter to parent was updated to to reflect applications are accepted electronically. The letter was updated on 12/19/23.   |                               |            |            |              |
|                                  | Corrective Action Plan: Rejected by Jill Dailey 01/04/2024 10:13 AM<br>The Letter to Parent in the SNEARS Application Packet must be updated to indicate that the SFA is utilizing a Free and Reduced Price Eligibility software system. The Letter to Parent must be revised.  |                               |            |            |              |
|                                  | Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:51 PM<br>The Application Packet for the School Breakfast Program was changed from Computerized POS to Student Roster and was submitted and approved on 12/19/23.  |                               |            |            |              |
|                                  | Flagged by Jill Dailey 12/20/2023 10:17 AM<br><br>The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used.  |                               |            |            |              |
|                                  | Per the Site Details section of the SNEARS Annual Application Packet, it states that a Computerized POS is currently used as the Accountability Method for the School Breakfast Program. On the day of review, the SA staff observed that rosters were used as the accountability method for meal counts in the classroom.<br><br>Also, in 2 sites the SFA is using an electronic application system, but this is not indicated on the SFA's Letter to Parent in SNEARS. Please revise the Letter to Parent to reflect this system is being utilized.<br><br>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.<br><br><b>Indicate the date of implementation.</b> |                               |            |            |              |
| Civil Rights                     | Civil Rights (Off-Site Assessment Tool) (800H)  | SHAMONG TWP BD OF ED-00504740 | 807        | 01/19/2024 | CAP Accepted |

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|---|---|---|------------|-------------------|---------------------|
| <p><b>Corrective Action History</b></p>               | <p>Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 10:08 AM</p> <p>CAP Accepted</p>  |   |            |                   |                     |
|   | <p>Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:50 PM</p> <p>Form #86 was completed for the 23-24 school year at every location and all three forms are on file in the Business Office at Shamong School District. In future years the required forms will be completed and retained in the Business Office at Shamong School District.</p> <p>Flagged by Jill Dailey 12/20/2023 10:15 AM</p> <p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>.</p> <p>Form #86 was not completed and available for review during the on-site portion of the AR.</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> |   |            |                   |                     |
| <p>Meal Components and Quantities - Day of Review</p> | <p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>   | <p>Woodland BOE - Chatsworth-224063</p> | <p>403</p> | <p>01/19/2024</p> | <p>CAP Accepted</p> |

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|----------------------------------|--|-------------------|------------|----------|--------|
| <b>Corrective Action History</b> | <p>Corrective Action Plan: Accepted by Jill Dailey 01/04/2024 10:10 AM</p> <p>CAP Accepted</p>   |                   |            |          |        |
|                                  | <p>Corrective Action Plan: Submitted by LAURA ARCHER 01/02/2024 12:51 PM</p> <p>On the breakfast order form a column was added for choice of milk. Two milk options are now available on the order form, allowing students/parents to choose the type of milk they prefer with each breakfast order. This new column went into effect with the breakfast order form starting 1/2/2024. When teachers are picking up the breakfast they will also pick up the chosen milk for each student that ordered.</p>                                |                   |            |          |        |
|                                  | <p>Flagged by Jill Dailey 12/20/2023 10:17 AM</p> <p>A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> |                   |            |          |        |
|                                  | <p>On the day of review at breakfast, teachers entered the cafeteria and grabbed the number of breakfast meals they needed based on student pre-orders. They also grabbed a milk for each student. Per the FSD, the teachers just serve 1 type of milk and students are not given an option at breakfast. Even when operating under Serve Only, students must be given the option between 2 different types of milk.</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>  |                   |            |          |        |

**Report Selections**

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