

LARC SCHOOL-00809573 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	LARC SCHOOL-00809573	110	04/20/2023	CAP Accepted

LARC SCHOOL-00809573 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lea Berry 05/11/2023 11:53 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stefanie Riehl 04/24/2023 12:57 PM</p> <p>Larc School had originally answered this question as "not applicable." Larc School provides free lunch to all students, regardless of their income eligibility. We don't send direct certification notification letters for that reason to avoid confusion. However, now that the School has been advised we must send them, we have started.</p> <p>Below is the text used as of April 11, 2023.</p> <p>To the Parent Guardian of</p> <p>Address</p> <p>Date</p> <p>NOTIFICATION FOR FREE MEALS/FREE MILK THROUGH SNAP/TANF DIRECT CERTIFICATION</p> <p>Child Name</p> <p>The child listed above (is/is not) eligible for free meals at school through the National School Lunch program because he/she was identified as (receiving SNAP or TANF/having income which exceeds federal guidelines). Regardless of income status, Larc School provides lunches at no cost to our families.</p> <p>We are required by federal civil rights laws and the U.S. Department of Agriculture to share this information with you, but, again, your child will be provided with a full lunch regardless of whether they qualify for free or reduced lunches. Larc School assumes the cost of any meals which do not qualify for reimbursement.</p> <p>If there are other children in your household who are not listed above, they may or may not also qualify for free meals. Please contact your other child's sending school district if you have any questions as to whether or not another child in your household may be eligible.</p> <p>No further application for meal benefits is required, and you have the option to decline benefits.</p> <p>(Boiler plate language concerning Civil Rights and agricultural requirements will also be included.)</p>				
<p>Flagged by Lea Berry 03/20/2023 01:01 PM</p> <p>Households of directly certified students must be notified, in writing, of their eligibility for free meals. The notification must also inform them that no further application for meal benefits is required, that they should notify the SFA if there are additional students in the household not listed on the notification, and that they have the option to decline benefits. The State Agency direct certification letter is recommended. An SFA developed letter can be used as long as it contains all the required information indicated above. 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LARC SCHOOL-00809573	128	04/20/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 05/11/2023 11:53 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stefanie Riehl 04/24/2023 01:00 PM</p> <p>As of April 11, 2023, written procedures have been developed for how and when conversion factors will be utilized. These include assurance that the correct conversion factors will be applied to income applications with multiple frequencies. The procedures make it clear that if one frequency is reported on the application, income is not allowed to be annualized by the determining official. Instead, the income eligibility will be determined based upon the frequency factor reported to the School.</p> <p>Specifically, the policies say the following:</p> <p>To determine if a household meets income eligibility requirements for benefits, the Business Manager must compare the household size and the total household gross earned income (without deductions) to the current Income Eligibility Guidelines (IEGs).</p> <p>If the household has only one income source, or if all sources are received in the same frequency (weekly, every two weeks, bi-weekly, monthly, or annually), no conversion factor should be used.</p> <p>The Business Manager will then compare the income or sum of the incomes to the published IEGs for the household size and frequency of pay to make the eligibility determination.</p> <p>If the household reports income sources at more than one frequency (weekly, every two weeks, bi-weekly, monthly, or annually), the income needs to be converted. When income needs to be converted, all income must be converted to an annual total.</p> <p>The conversion factors that must be used are as follows:</p> <ul style="list-style-type: none"> •Weekly x 52 •Every 2 Weeks x 26 •Twice a Month x 24 •Once a Month x 12 <p>The Business Manager should not round the values resulting from each conversion, but should instead total all converted annual income as indicated on the application and then compare to the IEGs.</p>				
<p>Flagged by Lea Berry 03/20/2023 01:01 PM</p> <p>If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility. 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.</p>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	LARC SCHOOL-00809573	209	04/20/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 05/11/2023 11:54 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Stefanie Riehl 04/24/2023 01:01 PM</p> <p>On April 14, 2023, the Business Manager viewed the recorded Verification webinar available under the Training tab in SNEARS. In addition, the Business Manager has reviewed, in detail, the following procedures: https://www.nj.gov/agriculture/divisions/fn/pdf/Form273.pdf</p> <p>Prior to the audit, the Business Manager discovered that verification was not done correctly in November. The Business Manager corrected the error on 3/15/23 and then updated the household and the Realtime Student Information System.</p>				
<p>Flagged by Lea Berry 03/20/2023 01:01 PM</p> <p>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.</p> <p>Verification was not done correctly in November. The SFA corrected their error on 3/15 and then updated the household and real time.</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. Indicate the date of implementation.</p>					

Report Selections

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