

## MIDDLE TWP BD OF ED-00903130 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	MIDDLE TWP HIGH	401	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/28/2019 09:31 AM	CAP Accepted			
	CAP Submitted DAWN DECAMILLO 06/27/2019 01:39 PM	I will review a complete meal with my staff at back to school meeting on August 12, 2019. I will review lunch periods when school starts September 5, 2019 and continue to observe and make sure students get all components necessary.			
	CAP Rejected Lorena Paredes 06/25/2019 01:16 PM	Please indicate the date in September that this will begin.			
	CAP Submitted DAWN DECAMILLO 06/25/2019 11:30 AM	Will review at back to school meeting with all cashiers what a meal is. Will watch all lunches first week of school to ensure all students get a complete meal.			
	CAP Rejected Lorena Paredes 06/19/2019 10:04 AM	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.			
	CAP Submitted DAWN DECAMILLO 05/29/2019 11:53 AM				
	Flagged Lorena Paredes 05/28/2019 01:49 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. Because the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component 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. 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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	MIDDLE TWP HIGH	410	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/28/2019 09:31 AM	CAP Accepted			
	CAP Submitted DAWN DECAMILLO 06/27/2019 01:42 PM	At the start of school we will be bundling meals to include graham crackers September 5, 2019. I will review and explain this new change with all staff at back to school meeting August 12, 2019.			
	CAP Rejected Lorena Paredes 06/25/2019 01:15 PM	Please indicate the date in September that this will begin.			
	CAP Submitted DAWN DECAMILLO 06/25/2019 11:32 AM	Moving forward to the 2019-2020 school year we will bundle breakfast items to ensure graham crackers are taken.			
	CAP Rejected Lorena Paredes 06/19/2019 10:19 AM	Explain in detail, how you will ensure all meals are complete and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
	CAP Submitted DAWN DECAMILLO 05/29/2019 11:30 AM	I will make sure all meals served are complete			
	Flagged Lorena Paredes 05/28/2019 01:38 PM	At breakfast, for the review period, both daily <b>and</b> weekly minimum quantities must be met for each component offered. This includes giving graham crackers with items that only credit as one grain (ex: cereal, Pop Tarts, French toast sticks, etc.). No fiscal action will be taken since it is a first occurrence. If two grains are not provided at time of next Administrative Review, it will be considered a repeat violation and fiscal action will apply. 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.			
On-Site Assessment Tool	Verification		209	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/25/2019 01:12 PM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:12 AM	the webinar will be viewed and the guidelines will be strictly adhered to during the 2019-2020 verification process			
	CAP Rejected Lorena Paredes 06/18/2019 12:53 PM	Please complete the SFA-2 in the 'Corrections' tab. Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 11:56 AM	I believe the error was due to using an annualized income figure rather than the bi-weekly figure that should have been used which resulted in an incorrect determination of reduced instead of free. A letter was sent to the household and the determination corrected in the system. Closer attention to the type of income reported and method used for determination will be followed.			
	Flagged Lorena Paredes 05/28/2019 01:39 PM	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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Certification and Benefit Issuance		137	06/28/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/25/2019 11:07 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:07 AM	the error found was fixed immediately and training to prevent future mistakes will take place at the beginning of the new school year...September 2019			
	CAP Rejected Lorena Paredes 06/19/2019 10:15 AM	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.			
	CAP Submitted DAWN DECAMILLO 05/29/2019 11:32 AM	Moving forward I will train Food Service associates at back to school meeting.			
	Flagged Lorena Paredes 05/28/2019 01:40 PM	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). Correct the errors indicated and record the date of correction in the CA. 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.			
On-Site Assessment Tool	Verification		212	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/25/2019 11:03 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:09 AM	the corrective action will take place during the 2019-2020 verification process			
	CAP Rejected Lorena Paredes 06/18/2019 02:00 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 11:49 AM	the second attempt letters were sent but copies not made for auditing purposes...in the future all second attempt letters will be copied and scanned to provide proper back up for verification			
	Flagged Lorena Paredes 05/28/2019 01:39 PM	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). 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. Indicate the date of implementation.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		208	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/24/2019 07:47 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:15 AM	the confirming official signed the verification forms on May 23, 2019 and in the future the forms will be sent to the confirming official immediately following verification for signature			
	CAP Rejected Lorena Paredes 06/18/2019 12:39 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 11:58 AM	the documents that were reviewed will be signed and dated by the confirming official			
	Flagged Lorena Paredes 05/28/2019 01:40 PM	The Confirming Official must record on the application or Verification Tracker the date of the confirmation review. 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.			
Off-Site Assessment Tool	Local School Wellness		1005	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/24/2019 07:46 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:17 AM	this will be implemented for the 2019-2020 school year beginning September 2020			
	CAP Rejected Lorena Paredes 06/18/2019 12:38 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 12:12 PM	the assessment was not done for the year in review but will be conducted and publicized on the school website this coming year and all that follow			
	Flagged Lorena Paredes 05/28/2019 01:42 PM	SFAs are required to conduct a Local Wellness Policy Assessment using the Wellness Policy Assessment Tool (form 357) and inform the public (including parents, students and others in the community) about the results of the most recent assessment. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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.			
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601	06/28/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/24/2019 07:45 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:20 AM	the flyer will be added to the school website in July 2019			
	CAP Rejected Lorena Paredes 06/18/2019 12:37 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 12:14 PM	although there are no centers in our county we will upload the flyer to our school website for eligible families			
	Flagged Lorena Paredes 05/28/2019 01:41 PM	SFA must inform eligible families about the availability and location of free meals for students during the summer months through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: <a href="http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf">http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf</a> . 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.			
Off-Site Assessment Tool	Civil Rights		806	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/24/2019 07:44 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:23 AM	in order that all applicable staff be present the training will take place at the beginning of the new school year September 2019			
	CAP Rejected Lorena Paredes 06/18/2019 12:36 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 12:17 PM	all of the staff that interact with the program will attend annual civil rights training and the proper documentation of attendance will be filed			
	Flagged Lorena Paredes 05/28/2019 01:42 PM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, staff in charge of free/reduced application approval and verification of applications). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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.			
Off-Site Assessment Tool	Certification and Benefit Issuance		107	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/24/2019 07:44 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:26 AM	a call will be made June 19th, 2019 to the LunchTime software department to discuss updating the notifying letters to meet state guidelines			
	CAP Rejected Lorena Paredes 06/18/2019 12:35 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 12:20 PM	all letters will be checked for consistency with the states requirements			
	Flagged Lorena Paredes 05/28/2019 01:43 PM	Letter used by SFA to inform households of eligibility status contains incorrect or outdated elements. It is strongly suggested that the Letter to Notify Households of Eligibility Status (Form 70) be used. 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.			

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Off-Site Assessment Tool	Certification and Benefit Issuance		110	06/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 06/24/2019 07:43 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:29 AM	upon our initial direct certification in August 2019 the letters that will be used will be downloaded from the SNEARS website			
	CAP Rejected Lorena Paredes 06/18/2019 12:33 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 12:23 PM	we have a new POS system and were under the belief that the letters provided by them were in accordance with the state guidelines...in the future all direct certification letters will be printed from the SNEARS download			
	Flagged Lorena Paredes 05/28/2019 01:43 PM	Households of directly certified students must be notified, in writing, of their eligibility for free meals. The notification must include the complete and current non-discrimination statement, in addition to informing households 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 strongly 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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Certification and Benefit Issuance		128	06/28/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 06/24/2019 07:35 AM	CAP Accepted			
	CAP Submitted VICKI WALTON 06/19/2019 11:31 AM	the staff was made aware of the errors following the on-site review May 23rd, 2019 and will be gone over again at the beginning of the 2019-2020 school year			
	CAP Rejected Lorena Paredes 06/18/2019 12:32 PM	Date of implementation must be indicated.			
	CAP Submitted VICKI WALTON 06/03/2019 12:28 PM	the procedures for income eligibility determination will be reiterated to the appropriate current staff and again in the beginning of the new school year			
	Flagged Lorena Paredes 05/28/2019 01:44 PM	A number of applications reviewed were not annualized. Instead, the different frequencies were reported monthly. If two or more income frequencies are reported on the application, income must be <b>annualized</b> by the determining official, using the following formulas: Weekly x 52, Every 2 weeks x 26, Twice a month x 24. 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.			
Off-Site Assessment Tool	Civil Rights		805	06/28/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/24/2019 07:35 AM				CAP Accepted
	CAP Submitted VICKI WALTON 06/19/2019 11:34 AM				effective immediately and implemented for the new school year a review of the handling of special dietary needs will include the nurse and all appropriate staff...in order to reach all appropriate staff the meeting will have to take place in September at the beginning of the school year 2019
	CAP Rejected Lorena Paredes 06/18/2019 12:24 PM				Please explain how you accommodate students with disabilities. Date of implementation MUST be indicated.
	CAP Submitted DAWN DECAMILLO 06/03/2019 01:06 PM				What ever needs to be done we do it. Meet with teacher, parents, or the nurse.  It is on an as needed basis and individual care.
	Flagged Lorena Paredes 05/28/2019 01:42 PM				The SFA must make reasonable accommodations for students with special dietary needs. When a student has a life threatening disability that has been medically documented by a licensed physician, accommodations must be made. Documentation must include a written statement of the need for substitution(s) that includes recommended alternate foods. When a student has a food intolerance, accommodations may be made, but are not required. 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.
On-Site Assessment Tool	Professional Standards		1215	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/19/2019 10:20 AM				CAP Accepted
	CAP Submitted DAWN DECAMILLO 05/29/2019 11:29 AM				Will complete 5.25 hours of training before school ends.
	Flagged Lorena Paredes 05/28/2019 01:36 PM				School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/19/2019 10:03 AM				CAP Accepted
	CAP Submitted VICKI WALTON 06/03/2019 11:45 AM				letters were sent to the appropriate households and the determination changes will be made on June 10, 2019 as per required waiting period
	Flagged Lorena Paredes 05/28/2019 01:37 PM				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.

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On-Site Assessment Tool	Certification and Benefit Issuance		133	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/18/2019 12:31 PM		CAP Accepted		
	CAP Submitted VICKI WALTON 06/03/2019 12:30 PM		the students incorrectly identified as directly certified were sent applications and will be corrected as determined by that finding...also, closer attention will be paid to the carryover procedure for accuracy		
	Flagged Lorena Paredes 05/28/2019 01:41 PM		Four students were listed as Direct Certified but there was no documentation to prove they were DC students this year. This was due to their free DC status being carried over from last year past the carryover deadline. Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. 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.		
Off-Site Assessment Tool	Civil Rights		803	06/28/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lorena Paredes 06/18/2019 12:17 PM		CAP Accepted		
	CAP Submitted VICKI WALTON 06/04/2019 09:20 AM		if the school district is contacted directly in regards to a civil rights complaint they are given the opportunity to have a hearing with the school business administrator and a determination of corrective action or further review is made		
	Flagged Lorena Paredes 05/28/2019 01:43 PM		SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . 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.		