

MONTCLAIR BD OF ED-01303310 - 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)	MONTCLAIR BD OF ED-01303310	126	05/26/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/05/2023 04:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Edwin Brown 05/25/2023 06:50 PM				
	All incomplete applications have been completed. All application errors were fixed by 4/30/2023. Additionally, we will watch or attend a training hosted by the Department of Agriculture regarding Eligibility Certification. Flagged by Erlisa Levin 05/02/2023 01:55 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 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. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an I					
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	MONTCLAIR BD OF ED-01303310	1209	05/26/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/05/2023 04:50 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Edwin Brown 05/25/2023 06:30 PM				
	Going forward, staff who are involved in the Food Service program, such as staff who serve breakfast or lunch or staff involved in meal applications, will complete the required hours of training. We plan to use trainings available on SNEARS, specifically for Civil Rights. Since the time of the review our staff has completed the Civil Rights training. (May 25, 2023) Flagged by Erlisa Levin 05/02/2023 01:55 PM				
Office, administrative or other staff who work on school nutrition program related activities regularly throughout the school year are required to meet annual training requirements. Staff working 20 or more hours per week must complete 6 hours of annual training that is relevant to their job duties. Teachers or staff serving breakfast/lunch in the classroom must complete 4 hours of training. Training may be obtained in many ways, such as in-person, online, through local meetings, live or record					
Group 1: CA Count (8)		MONTCLAIR BD OF ED-01303310		05/26/2023	CAP Accepted
	Corrective Action Plan: Accepted by Erlisa Levin 06/05/2023 04:51 PM				
	CAP Accepted				

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Corrective Action History

Corrective Action Plan: Submitted by Edwin Brown 05/25/2023 06:43 PM

- Going forward we will ensure the verification letters will be sent by the Nov. 15th deadline. We put in place calendar notifications as of Oct 1 to ensure we have time to meet deadlines.
- Going forward will make sure if during the verification process, if a student's status changes, we will make the necessary changes to the eligibility list in a timely fashion. SFA confirmed eight students, not eight applications. 3 students belonged to one household and was listed on a singular application as well as 2 students were a part of one household on one application. This was what the system determined we should verify. Going forward we will make sure we verify the numbers of applications and not the number of students. We will participate in any available webinars to help us execute the verification process correctly and timely.
- We will follow the required procedures to validate the original determination going forward. We will use "Verification Results Letter" (Form 244) to ensure the SFA's Notice of Adverse Action contains all the required information going forward. Going forward, we will maintain a file with this documentation as evidence that the verification was completed and performed timely.
- Going forward the SFA will either call, email, or use the "Second Notice to Household" (Form 21) to ensure second notices are sent and properly document the process. A file will be kept with all correspondence which will include copies of emails sent, phone call log and second notice forms.
- The SFA employee responsible for the verification process will review the recorded Verification webinar available under the Training tab in SNEARS.
- The Confirming Official will record on the Verification Tracker the date of the confirmation review going forward. The SFA confirmed eight students, not eight applications. 3 students belonged to one household and was listed on a singular application as well as 2 students were a part of one household on one application. Going forward we will make sure we verify the numbers of applications and not the number of students so that there will be no discrepancies between the applications on file and what is recorded on the FNS-742.
- Going forward, the confirming official (Edwin Brown, ABA) will verify and not be involved in the original eligibility determination on the applications. The Food Service Business Office Administrator will be responsible for the original application eligibility determination.

Flagged by Erlisa Levin 05/02/2023 01:55 PM

The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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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	<p>Flagged by Erlisa Levin 05/02/2023 01:55 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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>
	<p>Flagged by Erlisa Levin 05/02/2023 01:55 PM</p> <p>The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). 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.</p>
	<p>Flagged by Erlisa Levin 05/02/2023 01:55 PM</p> <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 to Household" (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.</p>
	<p>Flagged by Erlisa Levin 05/02/2023 01:55 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. 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>
	<p>Flagged by Erlisa Levin 05/02/2023 01:55 PM</p> <p>The Confirming Official must record on the 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.</p>
	<p>Flagged by Erlisa Levin 05/02/2023 01:55 PM</p> <p>The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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>
	<p>Flagged by Erlisa Levin 05/02/2023 01:55 PM</p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications. 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