

Robbinsville Public Schools-02105510 - 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)	Robbinsville Public Schools-02105510	101	03/21/2023	CAP Removed
Corrective Action History	<p>Corrective Action Plan: Removed by Lorena Paredes 02/16/2023 04:32 PM</p> <p>CAP Removed</p> <p>Flagged by Lorena Paredes 02/10/2023 02:28 PM</p> <p>The official(s) designated by the SFA to make eligibility determinations on its behalf for free and reduced price meals must be the same as the person documented on the approved Agreement and Policy Statement in SNEARS. The SFA must amend its Agreement and Policy Statement in SNEARS to reflect the actual person who is the determining official.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	Robbinsville Public Schools-02105510	105	03/21/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:47 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Victoria Delle Grotti 03/17/2023 03:25 PM</p> <p>As the district uses an online software to determine applications, the provider was notified and the system was updated. As of March 8, 2023, entered applications are not eligible for benefits until the application is determined. The online platform shows a "determined date" which is the date our office processes the application, as well as an "effective date" which is the date benefits will take effect. This date will be the same as of March 8, 2023. The determining official will be mindful when processing applications to ensure the determined date does not back date to the date the application was submitted. This implementation took effect on March 8, 2023.</p> <p>Flagged by Lorena Paredes 02/21/2023 11:28 PM</p> <p>Although Free and Reduced Price Meal applications were approved within the required timeframe, benefits were backdated to day the household completed the application. The eligibility determination must be made, the household notified of their status, and the status implemented, within 10 operating days of the receipt of the application but cannot be retroactive to the date application was signed/completed by household. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar for further training, which can be found in SNEARS under the Training Tab.</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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	Robbinsville Public Schools-02105510	108	03/21/2023	CAP Removed

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Corrective Action History	Corrective Action Plan: Removed by Lorena Paredes 02/16/2023 04:33 PM				
	CAP Removed				
Corrective Action History	Flagged by Lorena Paredes 02/10/2023 07:32 PM				
	The hearing official can not be a person involved with the application approval or the verification process. 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.				
Corrective Action History	Corrective Action Plan: Removed by Lorena Paredes 02/10/2023 02:28 PM				
	CAP Removed				
Corrective Action History	Flagged by Lauren Renn 02/07/2023 06:26 PM				
	The hearing official can not be a person involved with the application approval or the verification process. 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Robbinsville Public Schools-02105510	126	03/21/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 03:03 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/17/2023 03:31 PM				
	Below are the dates of correction for the incomplete or incorrectly determined applications -				
Corrective Action History	SFA -1				
	<ul style="list-style-type: none"> Application 1067/Case # Incorrect - Correction Date: March 8, 2023 - phone conversation to confirm on March 8, 2023 Application #1090/No SSN - Correction Date: March 8, 2023 - phone conversation to confirm on March 8, 2023 Application #1111/Case # Incorrect - Correction Date: March 8, 2023 - form 255 sent on February 27, 2023 				
Corrective Action History	SFA-2				
	<ul style="list-style-type: none"> Incorrectly Denied [REDACTED] - Correction Date: February 27, 2023 - form 255 sent on February 27, 2023 Incorrectly Denied [REDACTED] - Correction Date: February 27, 2023 - form 255 sent on February 27, 2023 Incorrectly Denied [REDACTED] - Correction Date: February 27, 2023 - form 255 sent on February 27, 2023 				

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	<ul style="list-style-type: none"> • Verification Error [REDACTED] - Correction Date: February 27, 2023 - form 255 sent on February 27, 2023 • Verification Error [REDACTED] - Correction Date: February 27, 2023 - form 255 sent on February 27, 2023 • Verification Error [REDACTED] - Correction Date: February 27, 2023 - form 255 sent on February 27, 2023 <p>Flagged by Lorena Paredes 02/22/2023 04:27 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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Robbinsville Public Schools-02105510	131	03/21/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:43 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Victoria Delle Grotti 03/16/2023 04:26 PM</p> <p>The district's past practice of requesting documentation for error prone applications will no longer occur. Any application that is coded as "error prone" will receive the eligibility letter (Form 70) to notify them of their determination only. Once we begin the verification process on October 1, the letters determined as error prone (sample size) will be selected from to complete the process. Implementation for this practice began on February 27, 2023.</p> <p>Flagged by Lorena Paredes 02/21/2023 11:25 PM</p> <p>Three error prone applications were incorrectly denied. SFA requested proof of income to complete the determination process. Households that did not provide income proof were denied although the income stated on the application would have made them eligible. SFA must not request income documentation when determining applications. Such information is only necessary at time of Verification.</p> <p>During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The "Letter to Notify Household of Audit Results form #255" must be sent to households and changes must be made on the Master Eligibility List and POS system. The SFA must record the corrective action and date corrected on the SFA-2.</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>				
Verification	Verification (Off-Site Assessment Tool) (200H)	Robbinsville Public Schools-02105510	202	03/21/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/20/2023 02:05 PM				
	The confirming official for the district will be Jeanine DeOre, Assistant Business Administrator, while the determining official for the district is Victoria Delle Grotti. All determined applications selected for verification will be printed for Jeanine to confirm the determination prior to the verification process being started. This process was implemented on February 24, 2023.				
	Corrective Action Plan: Rejected by Lorena Paredes 03/20/2023 01:35 PM				
	The Confirming Official confirms the Determining Official's determination of the applications selected for Verification. Nick Macres is listed as the hearing official and cannot be the confirming official. It must be an individual that is not involved with the verification (or determination) process.				
Corrective Action History	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.				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/16/2023 04:26 PM				
	The confirming official for the district is Nick Mackres while the determining official for the district is Victoria Delle Grotti. All determined applications now will be printed for Nick Mackres to confirm the determination prior to determination/eligibility being logged in the POS system as well as the determination letter being sent to student homes. This process was implemented on February 24, 2023.				
	Flagged by Lorena Paredes 02/10/2023 02:29 PM				
	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.				
	Verification	Verification (On-Site Assessment Tool) (207H)	Robbinsville Public Schools-02105510	208	03/21/2023
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/16/2023 04:26 PM				
	For the verification process, the district will now utilize the Verification Tracker (form 242) for the appropriate number of applications selected to ensure the process is done correctly. Prior to the start the verification process on a selected application(s), the confirming official will review the original determination done by the determining official to ensure that initial determination was correct. The Verification Tracker will be updated to reflect this and the remainder of the verification process will take place after the confirmation review has taken place. The district does use an online application processing software, but will continue to complete the verification tracker and confirmation review to ensure all is accurate. The district will implement this process as of February 27, 2023.				
	Flagged by Lorena Paredes 02/21/2023 11:26 PM				
	There was no signature indicating that a confirmation review took place. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Robbinsville Public Schools-02105510	209	03/21/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 01:37 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/20/2023 12:13 PM				
	<p>To begin the verification process, applications coded as "error prone" were pulled and from that sample size, an application was randomly selected. The application went under a confirmation review on March 8, 2023 to ensure the original determination was correct. It was found to be determined correctly and application was signed off to confirm. Next, form 242 "verification tracker: was fill out and the first notice to the household (form 236) was mailed on March 8, 2023 requesting documentation within 10 days. A second notice (form 21) was mailed on March 14, 2023 as a reminder. No response was received from the family by the deadline. Letter 244 was mailed to the family to inform them of reserved benefit for the student. This change was made in the benefit and POS systems.</p>				
	Flagged by Lorena Paredes 02/21/2023 11:26 PM				
<p>No Error Prone (EP) applications were selected for Verification even though there were EP to choose from. Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.</p> <p>As part of Corrective Action, The SFA must select a new application and 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>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>					
Verification	Verification (On-Site Assessment Tool) (207H)	Robbinsville Public Schools-02105510	211	03/21/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:46 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/16/2023 04:52 PM				
	<p>To ensure the district's letters include all the necessary information, letters have been downloaded from the Department of Agriculture forms website. The letters downloaded are form 236 "First Notice to Household", form 21 "Second Notice to Household", form 237 "Verification Incomplete", form 244 "Verification Results Letter" as well as form 242 "Verification Tracker", which will be attached to each application selected from the sample size to ensure we follow all steps of the process. These letters were added to district letterhead and will be used as of February 27, 2023 moving forward for the verification process.</p>				
	Flagged by Lorena Paredes 02/21/2023 11:27 PM				
<p>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) found on our forms website https://www.nj.gov/agriculture/applic/forms/.</p> <p>Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>					

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Verification	Verification (On-Site Assessment Tool) (207H)	Robbinsville Public Schools-02105510	213	03/21/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:46 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/16/2023 04:56 PM				
	To ensure the district is using the most up to date language to provide families information, all forms provided on the Department of Agriculture website that are applicable to our needs were downloaded and added to district letterhead. These forms will be used to notify families of eligibility status as of February 27, 2023 moving forward.				
	Flagged by Lorena Paredes 02/21/2023 11:27 PM				
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) found in forms website, https://www.nj.gov/agriculture/applic/forms/ .					
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.					
Verification	Verification (On-Site Assessment Tool) (207H)	Robbinsville Public Schools-02105510	215	03/21/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:45 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Victoria Delle Grotti 03/16/2023 04:32 PM				
	To ensure the deadline of November 15 is met for the verification process, the determining official will begin the verification selection process on October 1 (or the next operating day) each year. This will provide time to select the application from the sample size, ensure the selected applications go through confirmation review, mail the initial letter (form 236) along with any follow up reminders (Form 21), as well as mail the verification results letter (form 244). All information will be documented on the verification tracker (form 242) to ensure the deadline of November 15 is met.				
	Flagged by Lorena Paredes 02/21/2023 11:26 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.					
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	Robbinsville Public Schools-02105510	305	03/21/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:39 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jessica Henderson 03/19/2023 09:21 AM				
	The attached Breakfast OVS Policy had a first read at the 3/14/23 Board of Education meeting. The second read and adoption will be at the next Board of Education meeting on 4/25/23.				
	Flagged by Lorena Paredes 02/21/2023 11:28 PM				
SFA does not have a breakfast Offer VS Serve Policy in place. As per regulations, SFAs participating in School Breakfast					

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	<p>Program and operating Offer VS Serve must have a policy in place and available. Explain in detail how the issue will be corrected and indicate date of correction.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	POND RD-1212	410	03/21/2023	CAP Removed
Corrective Action History	<p>Corrective Action Plan: Removed by Lorena Paredes 02/22/2023 03:00 AM</p> <p>CAP Removed</p> <p>Flagged by Lorena Paredes 02/22/2023 03:00 AM</p> <p>See Technical Assistance</p>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	POND RD-1212	901	03/21/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:36 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Jessica Henderson 03/19/2023 09:20 AM</p> <p>Going forward, the on-site reviews will be conducted by the Business Administrator. The FSMC representative (Food Service Director) will remain as the School Site Representative. The Business Administrator will conduct the reviews for breakfast and lunch at both Sharon Elementary and Pond Road Middle prior to February 1st of each school year.</p> <p>Flagged by Lorena Paredes 02/21/2023 11:27 PM</p> <p>Although the On-Site Review was completed prior to February 1st, the on-site review was conducted by the Food Service Management Company and a consultant for the SFA. The On-Site monitoring of your School Nutrition Programs is the responsibility of the SFA/Sponsor. An individual (including school administrator or staff) <u>or</u> someone from the SFA/Sponsor must be present during the review. The School Site Representative can be the Food Service Director or Manager on site from a FSMC. The SFA Reviewer, however, must be a representative of the School Food Authority.</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</p>				

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	date of implementation.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	POND RD-1212	1407	03/21/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 03/20/2023 02:40 PM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Jessica Henderson 03/19/2023 09:19 AM</p> <p>The attached SOP will be followed going forward. All employees will sign off after receiving HAACP training. All employees in the district will receive this training by the end of the month (3/31/23) and training acknowledgment will be kept in their employee files.</p> <hr/> <p>Flagged by Lorena Paredes 02/21/2023 11:27 PM</p> <p>SFA has a written food safety plan that complies with HAACP principles on site, however standard operating procedures (SOPs) were not signed. SOPs should be signed to show that they have been reviewed by staff.</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