

HIGHLAND PARK BD OF ED-02302150 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		214	03/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 06/25/2020 01:15 PM	CAP Accepted			
	CAP Submitted LINDA HOEFELE 06/25/2020 01:09 PM	If there is an increase in benefits the benefits will be increased immediately. and if there is a reduction in benefits the household will be given 10 calendar days notice, prior to reducing benefits. This was corrected during the on-site review on 2/13/20.			
	CAP Rejected Fatima Malik 06/25/2020 12:43 PM	If there is an increase in benefits the benefits need to be increased immediately. And if there is a reduction in benefits the household must be given 10 calendar days prior to reducing benefits. Please update CAP and include date of implementation.			
	CAP Submitted LINDA HOEFELE 06/25/2020 11:51 AM	A list of findings resulting in changes in eligibility status will be communicated to the SBA, who will make the changes on the system within 10 days after notification to teh parents. The Admin. Asst. to the SBA will follow up to ensure that this was completed.			
	Flagged Fatima Malik 02/20/2020 12:15 PM	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.			
Professional Standards	Professional Standards		1219	03/20/2020	CAP Accepted

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Corrective Action History	CAP Accepted Fatima Malik 06/25/2020 12:45 PM		CAP Accepted		
	CAP Submitted LINDA HOEFELE 06/25/2020 11:48 AM		At least 4 hours of training for all staff who work on National School Lunch and/or Breakfast activities will be administered In September of every school and to any new teacher/staff throughout the year. Topics will include Meal counting, meal claiming, offer vs. serve and civil rights. A training log with signatures and dates will be retained on file in the Business Office		
	Flagged Fatima Malik 02/20/2020 12:14 PM		Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 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: http://professionalstandards.nal.usda.gov/ . Teachers administer the breakfast program. These teachers are subject to civil rights training annually and meal counting and claiming training, Currently they only received offer vs serve training. 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..		
Civil Rights	Civil Rights	BARTLE SCHOOL	811	03/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 06/25/2020 12:44 PM		CAP Accepted		
	CAP Submitted LINDA HOEFELE 06/25/2020 11:49 AM		An additional "And Justice for All" poster was posted on the missing side on 2/13/2020		
	Flagged Fatima Malik 02/20/2020 12:14 PM		SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students on one side of the cafeteria. 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.		
Civil Rights	Civil Rights		806	03/20/2020	CAP Accepted

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Corrective Action History	CAP Accepted Fatima Malik 06/25/2020 12:38 PM				CAP Accepted
	CAP Submitted LINDA HOEFELE 06/25/2020 11:52 AM				The Civil Rights Self Study Guide will be distributed to all personnel in March 2020 and the beginning of every school year who interact with either the NSLP or SBP. A log of participants, signatures and dates will be kept on file at the Business Office.
	Flagged Fatima Malik 02/20/2020 12:27 PM				Annual civil rights training is required for all staff who interact with program participants or applicants (free/reduced application approval). 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.
Civil Rights	Civil Rights		807	03/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 06/25/2020 12:38 PM				CAP Accepted
	CAP Submitted LINDA HOEFELE 06/25/2020 11:54 AM				Reports will be accessed from the student database system, and schools will be encouraged to complete the ethnicity section based on visual interpretation, if the information is not provided by the parents. The schools will be contacted for all students whose ethnicity is missing, and the race and ethnicity counts will be verified for consistency. This was corrected during the on-site review on February 13, 2020.
	Flagged Fatima Malik 02/20/2020 12:28 PM				SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. Although the form was completed for each school it was done incorrectly. All students listed in the ethnicity section must also be included in one of the categories under race. The race student count was lower than ethnicity. 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		126	03/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Fatima Malik 06/25/2020 12:37 PM				CAP Accepted
	CAP Submitted LINDA HOEFELE 06/25/2020 11:47 AM				Applications were corrected during the on-site review on February 13, 2020.
	Flagged Fatima Malik 02/20/2020 12:12 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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Professional Standards	Professional Standards		1206		CAP Removed
Corrective Action History	CAP Removed Fatima Malik 02/20/2020 11:33 AM	CAP Removed			
	Flagged SCOTT TRIOLA 10/17/2019 09:02 AM				