

# MIDDLESEX BD OF ED-02303140 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Reporting and Recordkeeping	Reporting and Recordkeeping		1500	04/03/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Fatima Malik 05/18/2020 10:50 AM	CAP Accepted			
	CAP Submitted Annette Giordano 04/09/2020 01:18 PM	Corrected applications were resubmitted in February 2020.			
	CAP Rejected Fatima Malik 04/09/2020 12:09 PM	When were the applications resubmitted?			
	CAP Submitted Michele Loree 03/18/2020 02:50 PM	All applications submitted will be checked to ensure the correct year's application was used and all verification procedures will be completed in a timely manner. We did have each application re-submitted on the 2019-2020 form.			
	Flagged Fatima Malik 03/03/2020 02:34 PM	<p>SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.)</p> <ul style="list-style-type: none"> <li>• Three applications were submitted using the wrong school year application.</li> <li>• Verification Part 2 was submitted late (12/10/2019)</li> </ul> <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>			
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	VON E MAUGER MIDDLE	325	04/03/2020	CAP Accepted

## MIDDLESEX BD OF ED-02303140 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Fatima Malik 05/18/2020 10:49 AM	CAP Accepted			
	CAP Submitted Annette Giordano 04/09/2020 01:17 PM	Date of implementation is March 2020.			
	CAP Rejected Fatima Malik 04/09/2020 12:08 PM	Please provide date of implementation.			
	CAP Submitted Michele Loree 03/18/2020 02:46 PM	Meal counts for each location are submitted based on the number of meals served. Going forward, all production records will properly reflect the number and type of meals served per the serving records.			
	Flagged Fatima Malik 03/03/2020 02:32 PM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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.  Production records for daily lunch meals and weekly theme bar production record were both used to determine the total meals served that day. On January 8th - there was an over claim by 5 because the adults meals was used. On January 10th, there was an over claim by 1 because there was an ala- carte meal that day.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	04/03/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Fatima Malik 04/09/2020 12:10 PM	CAP Accepted			
	CAP Submitted Michele Loree 03/18/2020 02:47 PM	Corrective action plans for each error were submitted on the SFA-1 and SFA-2 worksheets.			
	Flagged Fatima Malik 03/03/2020 02:33 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.			
Verification	Verification		208	04/03/2020	CAP Accepted

# MIDDLESEX BD OF ED-02303140 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Fatima Malik 04/09/2020 12:09 PM	CAP Accepted			
	CAP Submitted Michele Loree 03/18/2020 02:48 PM	<p>At the March 18, 2020 board meeting, the following officials were designated:</p> <p>Determining Official - Linda Gonda</p> <p>Hearing Official - Michele Loree</p> <p>Verifying Official - Linda Gonda</p> <p>Confirming Official - Michele Loree</p> <p>All forms and documents will be signed accordingly.</p>			
	Flagged Fatima Malik 03/03/2020 02:34 PM	<p>Although a confirmation review took place it was done by the Determining Official. The Determining and Confirming Official cannot be the same person.</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>			
Civil Rights	Civil Rights		807	04/03/2020	CAP Accepted

## MIDDLESEX BD OF ED-02303140 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Fatima Malik 04/09/2020 12:06 PM				CAP Accepted
	CAP Submitted Michele Loree 03/18/2020 02:45 PM				<p>We cannot submit a corrective action plan. Racial and Ethnic identities is coded as "optional" on the Application for Free and Reduced Price School Meals. Furthermore, only ethnicity is a required field when we register students, however "race" is optional. We can only report the information that parents/guardians submit. It would be impossible to request an individual to make a "visible observation" to determines someone's race.</p> <p>We will continue to collect this information, but cannot guarantee that the person competing the application will disclose this.</p>
	Flagged Fatima Malik 03/03/2020 02:32 PM				<p>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 for Middlesex High School. 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.</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>
Professional Standards	Professional Standards		1206		CAP Removed
<b>Corrective Action History</b>	CAP Removed Fatima Malik 03/03/2020 02:30 PM				CAP Removed
	Flagged Michele Loree 10/18/2019 10:34 AM				