MILLSTONE TWP BD OF ED-02503200 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	MILLSTONE TWP PRIMARY	325	07/06/2020	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 06/12/2020 10:07 AM	CAP Accepted			
	CAP Submitted KEITH LEDER 06/12/2020 09:11 AM	All lunch counts will be review and verified prior to submitting and certifying the monthly claims. The supervisor conduct a Production Record and Meal Claiming review class prior to the start of every school year to go over proper meal counting and claiming. We will also organize each production record and implement a production record with every meal offered on one page so that there is less room for error. The date of implementation was 6.8.20.			
	Flagged Corinne Santos-Hernandez 06/05/2020 11:30 AM	*There are a total of 4 days that have counts that are incorrectly used in the Claim for Reimbursement.* *February 25, 2020 (underclaim of 2)* *February 26, 2020 (underclaim of 10)* *February 27, 2020 (overclaim of 3)* *February 28, 2020 (overclaim of 4)* 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.			
Civil Rights	Civil Rights		806		CAP Removed
Corrective Action History	CAP Removed Corinne Santos-Hernandez 06/05/2020 10:27 AM	CAP Removed			
	Flagged Corinne Santos-Hernandez 06/04/2020 10:14 AM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, 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.			