

OUR LADY OF MT CARMEL-02609595 - 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)	OUR LADY OF MT CARMEL-02609595	133	05/15/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/18/2023 06:42 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kaitlyn O'Meara 05/18/2023 06:35 PM The two students who left our school were marked as inactive in our system, removed from the DC list, and are no longer on our Benefit Issuance Report. Protocols have been added to ensure new or withdrawn students are updated properly in the system. Corrections were made on 4/4/23.				
	Corrective Action Plan: Rejected by Lauren Renn 05/18/2023 05:43 PM Please indicate a date of implementation. When resubmitting the CAP please include the entire response.				
	Corrective Action Plan: Submitted by Kaitlyn O'Meara 05/16/2023 12:16 AM The two students who left our school were marked as inactive in our system, removed from the DC list, and are no longer on our Benefit Issuance Report. Protocols have been added to ensure new or withdrawn students are updated properly in the system.				
	Flagged by Lauren Renn 04/04/2023 12:48 PM Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action.				
	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)	OUR LADY OF MT CARMEL-02609595	138	05/15/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/18/2023 05:43 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kaitlyn O'Meara 05/16/2023 12:24 AM The two students who left our school were marked as inactive in our system, removed from the DC list, and are no longer on our Benefit Issuance Report. Corrections were made on 4/4/23. Protocols have been added to ensure new or withdrawn students are updated properly in the system. A two person system will be implemented on all new students or ones that are leaving the school. Flagged by Lauren Renn 04/04/2023 12:48 PM The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. There were two DC students who withdrew from the district that are still listed on benefit issuance documents. These students are recorded under the SFA-1 form. 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)	OUR LADY OF MT CARMEL-02609595	209	05/15/2023	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 05/18/2023 05:43 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Kaitlyn O'Meara 05/15/2023 11:52 PM</p> <p>School staff will be reveiwing the Verification webinar under the Training tab in SNEARS.</p> <p>Letters requesting additional proof along with form 237 were sent home for the two applications on April 17th. Additional proof of income was submitted by families in addition to the original letters submitted to prove income.</p> <p>The verification process will be reviewed by all staff involved in the process of applications and status of eligibility to avoid future errors. Form 255 was sent home to the one applicant to inform them of the change from free to reduced as per their income tax records.</p>
	<p>Flagged by Lauren Renn 04/04/2023 12:47 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.</p> <p>For 2 out of the 3 applications selected for verification, proof of income submitted was a letter written by a household member stating how much money that household member made. Acceptable income documentation is listed in The Eligibility Manual.</p> <p>For 1 out of the 3 applications selected for verification, proof of income submitted was income tax records. This is acceptable documentation however the eligibility status for this household would be changed from free to reduced based on this proof of income. The eligibility status of this household was not properly changed as a result of verification.</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>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	OUR LADY OF MT CARMEL-02609595	305	05/15/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 05/18/2023 05:43 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Kaitlyn O'Meara 05/16/2023 12:58 AM</p> <p>Meal Charge Policy was updated on April 5, 2023. Portions of the old policy were deleted to align with the updated policies.</p> <p>Offer vs. Serve Policy for both lunch and breakfast were updated on April 17, 2023.</p> <p>Policies will be reviewed every summer and changes if needed will be made to current policies. All policies will have a last updated date posted on them from now on.</p> <p>Flagged by Lauren Renn 04/04/2023 12:48 PM</p> <p>Meal Charge Policy that was provided on site must be updated to reflect current regulations mandated by the New Jersey Hunger-Free Students' Bill of Rights Act. This policy must also be made available to families on the school district website.</p> <p>The current unpaid meal charge policy labeled "Outstanding Food Service Charges Policy" states that a child will receive a standard basic meal and the SFA will contact the Division of Child Protection and Permanency when a food service bill is in arrears. This policy does not list a date from when it was last reviewed and revised.</p> <p>Offer Vs Serve policy must be in place for breakfast and for lunch. Lunch OVS policy was provided but does not have a date of implementation/revision. SFA does not have OVS policy for the SBP. These policies must be distributed and made available to parents and families such as being posted on the schools website.</p> <p>Explain in detail how this finding will be correct and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
	Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	OUR LADY OF MT CARMEL-2239	811	05/15/2023

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Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/18/2023 05:43 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kaitlyn O'Meara 05/15/2023 07:18 PM				
	<p><i>"And Justice for All"</i></p> <p><i>Our Lady of Mount Carmel School has not received the new version of "And Justice for All" poster. On April 3, 2023, we printed the new version from the USDA website and posted it in the cafeteria. Once we receive the larger 11x17 poster, we will post it in the cafeteria.</i></p>				
Flagged by Lauren Renn 04/04/2023 12:48 PM					
SFA did not have the <u>current</u> USDA "And Justice for All" poster displayed in a prominent location and visible to the students.					
On the day of review (4/3/23) SFA had the "And Justice for All" poster listed but it was not the current poster with the new non-discrimination statement.					
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.					

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged