

## SCHOOL DIST OF CHATHAMS-02700785 - 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)	SCHOOL DIST OF CHATHAMS-02700785	126	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:06 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:06 PM applications will be properly be reviewed and not approved until all items are correct.				
	Flagged by Katie Hunter 05/12/2023 10:56 AM				
	<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> <p>NOTE: The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>				

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Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	SCHOOL DIST OF CHATHAMS-02700785	134	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:03 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:59 PM the corrective action was implemented starting June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:54 PM Indicate the date of implementation..				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:10 PM applications will be properly be reviewed and not approved until all items are correct. The direct certification process will be followed				
	Flagged by Katie Hunter 05/12/2023 10:56 AM The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63). 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)	SCHOOL DIST OF CHATHAMS-02700785	207	06/12/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:00 PM				
	Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:56 PM				
	Indicate the date of implementation. Please address the Verification Process in your 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. Describe in the CAP how this will be corrected.					
Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:11 PM					
applications will be properly be reviewed and not approved until all items are correct.					
Flagged by Katie Hunter 05/12/2023 10:56 AM					
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. 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. Describe in the CAP how this will be corrected.					
The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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)	SCHOOL DIST OF CHATHAMS-02700785	209	06/12/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:07 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:00 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:57 PM  Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b> Describe in the CAP how this will be corrected.  SFA must address the Verification Process.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:11 PM  applications will be properly be reviewed and not approved until all items are correct.				
	Flagged by Katie Hunter 05/12/2023 10:57 AM  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. 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. 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. 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)	SCHOOL DIST OF CHATHAMS-02700785	215	06/12/2023

# SCHOOL DIST OF CHATHAMS-02700785 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:07 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:02 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 06:01 PM  Please address the Verification Process in your 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. Describe in the CAP how this will be corrected.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:00 PM Implemented as of June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:58 PM  Indicate the date of implementation. Please address the Verification Process in your 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. Describe in the CAP how this will be corrected.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:12 PM applications will be properly be reviewed and not approved until all items are correct.				
	Flagged by Katie Hunter 05/12/2023 10:57 AM  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.				
	Professional Standards	Professional Standards (On-Site Assessment Tool)	SCHOOL DIST OF CHATHAMS-02700785	1214	06/12/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:04 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:01 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:58 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:14 PM proper training will be provided and tracked to comply with the requirements				
	Flagged by Katie Hunter 05/12/2023 10:57 AM School Nutrition Program directors are required to complete at least 12 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: <a href="https://theicn.org/">https://theicn.org/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	SCHOOL DIST OF CHATHAMS-02700785	1215	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:04 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:01 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:59 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:15 PM opportunities for training will be provided and the training will be tracked to comply with the requirements				
	Flagged by Katie Hunter 05/12/2023 10:57 AM School Nutrition Program managers are required to complete at least 10 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: <a href="https://theicn.org/">https://theicn.org/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	SCHOOL DIST OF CHATHAMS-02700785	1217	06/12/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:04 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:01 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:59 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:15 PM opportunities for training will be provided and the training will be tracked to comply with the requirements				
	Flagged by Katie Hunter 05/12/2023 10:57 AM Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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 (On-Site Assessment Tool)	SCHOOL DIST OF CHATHAMS-02700785	1219	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:04 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:02 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 05:59 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:16 PM opportunities for training will be provided and the training will be tracked to comply with the requirements				
	Flagged by Katie Hunter 05/12/2023 10:57 AM 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: <a href="https://theicn.org/">https://theicn.org/</a> . 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..				

## SCHOOL DIST OF CHATHAMS-02700785 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	SCHOOL DIST OF CHATHAMS-02700785	1400	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 06/22/2023 06:07 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 06:02 PM Implemented effective June 1, 2023				
	Corrective Action Plan: Rejected by Katie Hunter 06/22/2023 06:00 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Peter Daquila 06/22/2023 05:17 PM A food safety will be created, reviewed and followed by the FSMC and the district				
	Flagged by Katie Hunter 05/12/2023 10:57 AM The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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. A copy of the written HACCP food safety plan must be available at each school. 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