

LITTLE FALLS TWP BD OF ED-03102700 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		126	02/24/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/14/2020 08:55 AM	CAP Accepted			
	CAP Submitted Christopher Jones 02/07/2020 12:53 PM	<p>Prior to distribution, the blank applications will be reviewed to ensure that the copies contain all required fields.</p> <p>Upon return of the forms, the determining official (Lynette Fata) will verify the application. Making sure that the statements are complete. If something is missing or incorrect, the household will be contacted to clarify information. Any information added (other than signature or date of the signature) will be initialed and dated by the determining official. The determining official will indicate on the application the determination/eligibility, within the school use only box.</p> <p>The confirming official (Christopher Jones) will conduct an edit check to confirm that the application was correctly determined and will sign to indicate the eligibility is correct.</p> <p>To ensure the correct process is followed training has been taken and will be continued throughout the year.</p> <p>Training taken is as follows:</p> <p>Determining Eligibility for Free and Reduced Price Application for School Meals webinar</p> <p>The Direct Cert Webinar</p>			
	Flagged Katie Hunter 02/03/2020 12:47 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.			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	NUMBER 3	1406	02/24/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 02/14/2020 08:54 AM	CAP Accepted			
	CAP Submitted Christopher Jones 02/07/2020 12:53 PM	The Health Inspection report from 12/5/19 was placed in an area that was not easily visible to students. It has been moved by Charles Smith, Building and Grounds manager, to the Gym wall where it will be more readily viewed by the public. We will request that the Health Inspector place the next inspection report, anticipated in June 2020, in the new spot reserved for this posting.			
	Flagged Katie Hunter 01/24/2020 10:04 AM	The food safety inspection report was not posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the Corrective Action Plan how this will be corrected, indicate date of implementation.			

LITTLE FALLS TWP BD OF ED-03102700 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review	NUMBER 3	501	02/24/2020	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 01/24/2020 10:02 AM	CAP Removed			
	Flagged Katie Hunter 01/24/2020 09:42 AM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.			