

# TOTOWA BD OF ED-03105200 - 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)	TOTOWA BD OF ED-03105200	126	06/12/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gina Maffucci 05/15/2023 06:58 PM				
	Applications were sent home to parents on April 25, 2023. Application was changed from free to reduced, on May 5, 2023.				
	Letter was sent home due to no Social Security number on application. Parents sent back application with missing information, on May 4, 2023				
Spoke to parent about student being a paid applicant. I have changed it in the system. They were aware of this information. The system was changed on April 28, 2023.					
We sent a letter to the applicant and explained to parent that they were going from Free to Reduced. This was done on May 10, 2023					
Flagged by Katie Hunter 05/12/2023 12:45 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 and/or SFA-2.) The SFA must <b>indicate the date of correction</b> for all application errors. <b>Do not identify the students' names when providing the documentation under the SFA comments.</b>					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	TOTOWA BD OF ED-03105200	137	06/12/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:58 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Gina Maffucci 05/15/2023 07:31 PM</p> <p>Moving forward we will review the applications to ensure that the correct measures are taken. The district will make sure this does not reoccur in the future.</p> <p>The date of implementation was done on the following:</p> <p>We had an application change from Free to Reduced. Information was sent to parent on April 25th and the change was done on May 5th</p> <p>We had an application that the parent forgot to put the Social and we sent it on April 25th it was returned on May 4th.</p> <p>We had an application that was never changed from reduced to paid in REALTIME. The parent had been paying for lunch all year and was aware that their status was paid not reduced. The district spoke to the parent on April 20th. REALTIME was corrected April 28th.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	TOTOWA BD OF ED-03105200	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 05/22/2023 03:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Gina Maffucci 05/15/2023 07:53 PM				
	The verification process moving forward will be done correctly. The district is going to be responsible for watching the webinar that is available on the SNEARS.				
	Training will be done to ensure no mistakes happen in the future.				
Verification	This was implemented on 4/25/23				
	Flagged by Katie Hunter 05/12/2023 12:46 PM				
	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 (On-Site Assessment Tool) (207H)	TOTOWA BD OF ED-03105200	214	06/12/2023	CAP Accepted
	<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:59 PM			
CAP Accepted					
Corrective Action Plan: Submitted by Gina Maffucci 05/15/2023 07:45 PM					
The verification process moving forward will be done correctly. The district is going to be responsible for watching the webinar that is available on the SNEARS training site in the future.					
This was done immediately on 4/25/23					
Professional Standards	Flagged by Katie Hunter 05/12/2023 12:46 PM				
	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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 (On-Site Assessment Tool)	TOTOWA BD OF ED-03105200	1217	06/12/2023	CAP Accepted

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<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:58 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Gina Maffucci 05/15/2023 07:44 PM</p> <p>Moving forward the Board of Education staff will be keeping track on a spreadsheet of the training and webinars they attend.</p> <p>They will also continue to print out the certificates as well.</p>				
	<p>Flagged by Katie Hunter 05/12/2023 12:47 PM</p> <p>Board Office staff did not have training tracked. TA given on site.</p> <p>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..</p>				
	<p>Meal Components and Quantities - Day of Review</p>	<p>Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)</p>	<p>WASHINGTON PARK-1926</p>	<p>401</p>	<p>06/12/2023</p>

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:58 PM CAP Accepted				
	Corrective Action Plan: Submitted by Gina Maffucci 05/15/2023 07:38 PM  The cashiers will be trained on how to claim a meal. We will ensure that they know the difference between a meal and not a meal. The cashiers will accurately recognize a reimbursable meal.  We will also show the cashiers examples of what is a meal and what is not a meal.  Training was done immediately. 4/25/23				
	Flagged by Katie Hunter 05/12/2023 12:47 PM  Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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