

# UPPER PITTSBORO BD OF ED-03305320 - 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)	UPPER PITTSBORO BD OF ED-03305320	126	05/01/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 05/11/2023 02:58 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:52 AM</p> <p>The district has updated their education process and will utilize the online tools to continue to educate themselves on the process as they are new to the to the program. The district has created an internal checklist to ensure these items are not missed going forward during the review process.</p> <p>Flagged by Lea Berry 03/29/2023 11:12 AM</p> <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>The Determining Official must sign and date each application.</p> <p>The Determining Official must assign an application number to all paper applications.</p> <p>If an application is missing a parent signature it should be determined as incomplete.</p> <p>If an application is missing the last 4 digits of the social security number or the box is not checked that they don't have one, the application is incomplete.</p> <p><b>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.</b></p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	UPPER PITTSBORO BD OF ED-03305320	128	05/01/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 06/01/2023 02:25 PM</p> <p>CAP Accepted</p>					
	<p>Corrective Action Plan: Submitted by Katherine Van Tassel 05/25/2023 01:03 PM</p> <p>The district has printed the manuals for the school lunch program. The district has educated the reviewers on the formula. The district had been using net income prior as a determining factor and understands it needs to use gross income. The district will attend the training this summer to ensure we are up to date with the school lunch program prior to the new school year. The district was given the appropriate documentation guidelines that contains the formulas. The guideline sheet the district was using did not have the formula listed.</p>					
	<p>Corrective Action Plan: Rejected by Lea Berry 05/11/2023 02:47 PM</p> <p>I don't understand what you mean by using gross income and not income. The issue is using the income frequency that was given on the application when a single income is reported. You are not allowed to annualize unless there is more than one frequency reported. Please explain how this will be corrected.</p>					
	<p>Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:37 AM</p> <p>The district has re educated the reviewers on the correct process and to use gross income not income. The district also had a truncated review sheet (the one printed was missing the formula) and has been provided the appropriate sheet to determine the calculation.</p>					
	<p>Flagged by Lea Berry 03/29/2023 11:09 AM</p> <p>If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24. If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility.</p> <p>The Determining Official should watch the training in order to understand how to determine and maintain the applications along with the Master Eligibility List.</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>					
	Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	UPPER PITTSBORO BD OF ED-03305320	137	05/01/2023	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 Lea Berry 05/11/2023 03:02 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:42 AM</p> <p>All errors were corrected the day they were identified by the reviewer. Updates were made to OnCourse and the updates were sent to the cafeteria to update the POS system.</p> <p>The district will make sure all webinars and training are taking when new process to determine are updated and reach out to the state contact to clarify any questions.</p> <p>Flagged by Lea Berry 03/29/2023 11:10 AM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1).</p> <p>The reduced students were put in as free because they don't have to pay for there meals. Reduced students must still be counted and claimed as reduced according to the federal guidelines. The register is set up to charge the reduced students \$0.00.</p> <p>Correct the errors indicated and record the date of correction in the CA. 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>Verification</p>	<p>Verification (On-Site Assessment Tool) (207H)</p>	<p>UPPER PITTSBORO BD OF ED-03305320</p>	<p>208</p>	<p>05/01/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 06/01/2023 02:26 PM CAP Accepted				
	Corrective Action Plan: Submitted by Katherine Van Tassel 05/25/2023 01:07 PM Yes, both the BA and the Business clerk have reviewed the Eligibility Guidance for School meals document and have educated ourselves better on the role of the confirming official and and the Verifying Officer. We will both attend the seminar this summer.				
	Corrective Action Plan: Rejected by Lea Berry 05/11/2023 02:54 PM The confirming official's duties are at the beginning of the verification process. The verifying official selects the applications for verification and then the confirming official checks those applications to make sure they are error prone and application was determined correctly. If the applications meet the criteria, then the confirming official would sign/date those applications selected. After that then the Verifying official can start the process of verification and send the letter out to the families. I just want to make sure that you truly understand the process.				
	Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:48 AM The Confirming Official will meet the Verifying Officer once the applications have been reviewed by them, review the information and sign off on each application. The district had previously been meeting but had not been signing them. Both the Confirming Official and Verifying Officer have re educated themselves on the process as they were both new to the process.				
	Flagged by Lea Berry 03/29/2023 11:14 AM				
	The Confirming Official must sign and record on the application the date of the confirmation review. 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	UPPER PITTSBORO BD OF ED-03305320	209	05/01/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 05/11/2023 02:48 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:39 AM				
	The Verifying Official has reviewed how to determine eligibility by reviewing the manual. Going forward the Verifying Official will make sure all webinars are reviewed prior to determining to ensure most updated information is used.				
	Flagged by Lea Berry 03/29/2023 11:11 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.					
When looking at documentation, the Verifying Official must use the gross income.					
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)	UPPER PITTSBORO BD OF ED-03305320	215	05/01/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 05/11/2023 02:58 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:55 AM				
	The district has created an internal checklist to ensure compliance with all necessary dates. They have updated their education on the verification process to ensure these are corrected going forward.				
	Flagged by Lea Berry 03/29/2023 11:12 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.					
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	UPPER PITTSBORO BD OF ED-03305320	305	05/01/2023	CAP Submitted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Katherine Van Tassel 05/25/2023 01:43 PM The district put the new policy in place after the May 10th meeting.				
	Corrective Action Plan: Rejected by Lea Berry 05/11/2023 03:03 PM Please upload a copy of the new meal charge policy.				
	Corrective Action Plan: Submitted by Katherine Van Tassel 04/28/2023 12:31 PM The school meal policy changes needed has been reviewed by the policy committee and the Board will approve the policy changes at its May 10, 2023 meeting.				
	Flagged by Lea Berry 03/29/2023 11:14 AM  The School Meal Charge Policy must be updated to meet the New Jersey Hunger Free Students' Bill of Rights Act language. A student must not be contacted about owed money. All contact must be made to the parents. An alternate meal or limited menu is not allowed to be given/offered to the student. You can not give a student detention or make them lose privilege's due to owing money for breakfast or lunch.  Please provide as part of corrective action, the date the new charge policy will take effect. Also, upload a copy of the new meal charge policy.				
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	UPPER PITTSBORO BD OF ED-03305320	701	01/31/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lisa Garland 01/30/2024 12:25 PM CAP Accepted				
	Corrective Action Plan: Submitted by Katherine Van Tassel 01/24/2024 03:06 PM The district had excess cash due to the the school year and the student population being free. There were also delays in ordering equipment. The school district is managing its resources and investing the funds when available in upgrading the equipment now that there are no longer supply chain issues.				
	Flagged by Lisa Garland 01/24/2024 02:56 PM FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14 Please submit a required Corrective Action Plan				
	Thank You				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	UPPER PITTSBORO BD OF ED-03305320	807	05/01/2023	CAP Accepted	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lea Berry 05/11/2023 02:49 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Katherine Van Tassel 04/04/2023 10:44 AM					
	The civil rights form has been updated as of 4/3/2023. Going forward the district will use OnCourse to ensure the form is completed and on file by October 15 of each school year.					
<b>Corrective Action History</b>	Flagged by Lea Berry 03/29/2023 11:13 AM					
	The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applc/forms/#5">www.nj.gov/agriculture/applc/forms/#5</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.					
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	UPPER PITTSBORO-2016	320	05/01/2023	CAP Accepted
	Corrective Action Plan: Accepted by Lea Berry 05/11/2023 03:03 PM					
<b>Corrective Action History</b>	CAP Accepted					
	Corrective Action Plan: Submitted by Katherine Van Tassel 04/28/2023 12:33 PM					
	The district misunderstood the free/reduced - reduced/free and provided the inaccurate MEL sheet to the cafeteria. The district made the corrections the date of the review and sent a revised report to the cafeteria. The district has re educated itself on the procedures.					
	Flagged by Lea Berry 03/29/2023 11:12 AM					
<b>Corrective Action History</b>	The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch and breakfast is an ongoing systemic problem. Due to the reduced students being coded as free in the system the daily and monthly counts are not correct.					
	The system of counting meals, must be corrected.					
	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. Fiscal action will be taken. An over claim may be assessed.					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	UPPER PITTSBORO-2016	325	05/01/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 05/11/2023 03:01 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Katherine Van Tassel 04/28/2023 12:30 PM</p> <p>The district misunderstood the free/reduced - reduced/free and reported it incorrectly to the cafeteria. The problem was corrected the date of the review and the cafeteria was provided with an new list. The district has re-educated itself on this procedure to ensure no further errors.</p> <p>Flagged by Lea Berry 03/29/2023 11:13 AM</p> <p>Breakfast and 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.</p> <p>Due to the reduced students being coded as free in the system the daily and monthly counts are not correct.</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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	UPPER PITTSBORO-2016	409	05/01/2023	CAP Accepted



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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Lea Berry 05/11/2023 03:04 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Katherine Van Tassel 04/28/2023 05:40 PM</p> <p>The lead at the school was told and re-trained on the USDA requirements. She is instructed with a check list of the items that need to be out. She is now going to start to fill out the production records with the items on the serving line. This way she can just make sure she has the minimum requirements available. Started 3/30/23</p>				
	<p>Flagged by Lea Berry 03/29/2023 11:13 AM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p>				
	<p>On 2-7-2023 fruit was not listed on the production record. Since the production record is the document that proves to us what is served daily it would seem that the all of the components were not available that day. All 97 lunch meals will be reclaimed. Also, The Creditable Meal Component Contribution section must be completed on the production records for both breakfast and lunch.</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>				

**Report Selections**

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