

Andover Regional BOE-03700090 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		131	02/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/31/2020 08:51 AM	CAP Accepted			
	CAP Submitted Nicole Sylvester 01/30/2020 01:28 PM	Student is now on updated MEL. Student was also changed as of January 15, 2020 as free in POS system.			
	Flagged Katie Hunter 01/17/2020 10:54 AM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		134	02/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/31/2020 08:50 AM	CAP Accepted			
	CAP Submitted Nicole Sylvester 01/30/2020 01:30 PM	Business Administrator communicated via phone and email with Nurse to ensure she understood proper dates to run the MEL.			
	Flagged Katie Hunter 01/17/2020 10:54 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..			
Certification and Benefit Issuance	Certification and Benefit Issuance		137	02/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/31/2020 08:50 AM	CAP Accepted			
	CAP Submitted Nicole Sylvester 01/30/2020 01:31 PM	As of 1/15/2020, both students are now on the MEL and in the POS System as free.			
	Flagged Katie Hunter 01/17/2020 10:54 AM	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). 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.			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American		1400	02/17/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/31/2020 08:49 AM	CAP Accepted			
	CAP Submitted Jaimie Ramos 01/30/2020 01:33 PM	Food service staff has begun signing SOPs in HACCP book and will complete training by end of the current school year.			
	Flagged Katie Hunter 01/17/2020 10:54 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.			
Smart Snacks in School	Smart Snacks in School	Long Pond School	1105	02/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/31/2020 08:49 AM	CAP Accepted			
	CAP Submitted Jaimie Ramos 01/30/2020 01:35 PM	Good Man Powdered Donuts have been removed from site and will no longer be served.			
	Flagged Katie Hunter 01/17/2020 10:54 AM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	02/17/2020	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/31/2020 08:48 AM	CAP Accepted			
	CAP Submitted Nicole Sylvester 01/30/2020 01:26 PM	Application #17 was submitted with parent signature in the correct box as of January 27, 2020.			
	Flagged Katie Hunter 01/17/2020 10:54 AM	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.			
Professional Standards	Professional Standards		1206	02/17/2020	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 01/17/2020 10:55 AM	CAP Removed			
	Flagged Katie Hunter 01/17/2020 10:54 AM				
Professional Standards	Professional Standards		1209	02/17/2020	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 01/17/2020 10:55 AM	CAP Removed			
	Flagged Katie Hunter 01/17/2020 10:54 AM				