

ROSELLE PARK BD OF ED-03904550 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	ROBERT GORDON	409	03/27/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 04/21/2020 01:35 PM	CAP Accepted			
	CAP Submitted Tina Cappello 02/27/2020 03:01 PM	On February 27th, 2020 we re-trained all the food service staff on the important of filling in every meals component served on the pre-K production records. Our training also included the important of proper documentation on all required paper work. This will not be an issue moving forward.			
	Flagged Dianne Kennedy 02/27/2020 09:24 AM	For Review Week, (1/9) Pre-K Production Record showed that fruits and vegetables were not served and meals were claimed as reimbursable. 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. 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	03/27/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 04/21/2020 01:35 PM	CAP Accepted			
	CAP Submitted Michelle Calas 03/05/2020 02:37 PM	All applications that were identified as missing last four digits of SSN and/or adult signature were rectified by 2/28/2020. Review of completeness of all applications will be done prior to their lunch status being recorded in the Certification and Benefit Issuance Worksheet, Master Eligibility List and Genesis. Review will be conducted by the determining and confirming official			
	Flagged Dianne Kennedy 02/27/2020 09:22 AM	Incomplete applications (missing last four digit of SSN or adult signature) 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. *****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.			
Verification	Verification		214	03/27/2020	CAP Accepted

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Corrective Action History	CAP Accepted Dianne Kennedy 04/21/2020 01:35 PM	CAP Accepted			
	CAP Submitted Michelle Calas 03/05/2020 03:24 PM	The Master eligibility list was updated on 2/27/2020 to reflect any changes required and noted in the verification form. All changes to lunch status will be updated on the Master Eligibility immediately after the 10 day notice provided to the households. The School Business Administrator will audit the MEL to ensure that the list reconciles with the verification notice.			
	Flagged Dianne Kennedy 02/27/2020 09:24 AM	No changes has been made on MEL to reflect the updated eligibility of the verified students. The SFA must update student eligibility status when there are changes in eligibility due to verification results. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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		215	03/27/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 04/21/2020 01:34 PM	CAP Accepted			
	CAP Submitted Michelle Calas 03/05/2020 03:26 PM	The verification process will occur prior to the November 15th deadline. Once the error prone number of applications are identified on or about October 15, the verification process will commence and be completed by the deadline date. Date to be implemented is September - October 2020.			
	Flagged Dianne Kennedy 02/27/2020 09:25 AM	Verification was complete 12/5/19. The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application 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		1206		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 02/24/2020 02:40 PM	CAP Removed			
	Flagged Tina Cappello 10/15/2019 02:35 PM				