

UNION CO VOC TECH-03905260 - 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)	UNION CO VOC TECH-03905260	126	05/01/2023	CAP Accepted
<p>Corrective Action Plan: Accepted by Lauren Renn 05/08/2023 02:23 PM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Janet Behrmann 04/26/2023 01:51 PM</p> <p>The online application , Payschools, process had been adjusted to stop for the review to review and approve. Once the application is approve it will continue through the pay schools process, which will update the POS System for eligibility status.</p> <p>Implemented April 19th.</p> <hr/> <p>Corrective Action Plan: Rejected by Lauren Renn 04/26/2023 09:50 AM</p> <p>Please explain in detail the new approval process set up after contacting the system. Indicate the date of implementation.</p> <hr/> <p>Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 09:01 AM</p> <p>We have be in contact with the POS vendor and have had the approval proceed changed, as of April 11th.</p> <p>The district is awaiting more information on the review application.</p>					
<p>Corrective Action History</p>					

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	Flagged by Lauren Renn 03/29/2023 02:50 PM				
	<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.)</p> <p>Application errors consisted of 1 paper application incorrectly determined based on income and 16 electronic application errors. Electronic application errors consisted of incorrect eligibility determinations based on household size (student was reported twice) and students completing and signing their own application without a parent/guardian signature. Electronic applications must be reviewed by the determining official to determine that the application was processed correctly. Applications must be signed by the parent/guardian unless child is legally emancipated.</p> <p>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.</p> <p>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>				
Verification	Verification (On-Site Assessment Tool) (207H)	UNION CO VOC TECH-03905260	207	05/01/2023	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lauren Renn 04/26/2023 09:49 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 08:51 AM</p> <p>The verification deadline of November 15th, the deadlines have been reviewed.</p> <p>The process of applications has been reviewed and going forward the KEAN students will be included.</p> <p>This was completed on April 6th.</p>				
	<p>Flagged by Lauren Renn 03/29/2023 02:50 PM</p> <p>The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated.</p> <p>Along with the required 3 EP applications, the SFA is choosing to verify free/reduced meal applications for students that are being sent to Kean University. This totaled to 4 extra verified applications that were not logged in the Verification Collection Report. The SFA can choose to verify more than the required amount of applications as 'applications verified for cause' but verification must still be completed by November 15th and these verified applications must be documented and recorded in The Verification Collection Report.</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>				
Verification	Verification (On-Site Assessment Tool) (207H)	UNION CO VOC TECH-03905260	208	05/01/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 05/12/2023 01:28 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Karen Martino 04/28/2023 02:52 PM</p> <p>K Martino is the determining official , the confirmation rrvew will be conducted by Janet Behrmann</p>				
	<p>Corrective Action Plan: Rejected by Lauren Renn 04/26/2023 09:48 AM</p> <p>Karen Martino is the determining official and therefore cannot be the districts confirming official. Please indicate who will be in charge of conducting the confirmation review that is not the determining official.</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>				
	<p>Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 08:48 AM</p> <p>The verification tracker has been reviewed and confirmed. The confirming official was aware and confirmed with the verfictation tracker the confirming official is K. Martino.</p> <p>This was completed on April 6, 2023.</p>				
	<p>Flagged by Lauren Renn 03/29/2023 02:49 PM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</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>				
	Verification	Verification (On-Site Assessment Tool) (207H)	UNION CO VOC TECH-03905260	214	05/01/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/08/2023 02:23 PM CAP Accepted				
	Corrective Action Plan: Submitted by Janet Behrmann 04/26/2023 01:47 PM Number 1182 was changed based on the eligible status, moving forward any charges in benefits will be updated as soon a different eligibility status is determined within the application. The date of implementation was April 6th -				
	Corrective Action Plan: Rejected by Lauren Renn 04/26/2023 09:49 AM Please explain in detail how the finding associated with application #1182 was corrected, and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 08:54 AM Will we update the eligibility status as soon as changes are made within the application.				
	Flagged by Lauren Renn 03/29/2023 02:50 PM The SFA must update student eligibility status when there are changes in eligibility due to verification results. While the verifying official completed verification correctly and updated the student eligibility status within the deadline, one of the verified households submitted an electronic application (application #1182) after verification was completed. The household in question was changed to paid as a result of verification on 10/12/22 and then resubmitted an application on 10/17/22 that was determined as free. Once an application is verified, if there are any change in benefits within the same school year, a household must submit a new application with the appropriate income documentation to support this new determination. If a household does not provide documentation, verification rules would apply and this household's eligibility would be changed to paid/denied. 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)	UNION CO VOC TECH-03905260	305	05/01/2023

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Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/26/2023 09:51 AM CAP Accepted				
	Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 09:19 AM This update of policy requires two board meeting readings, the first reading will be on April 24th with the second reading taken place on May 22nd. The meal charge policy will be on the agenda as of April 21 st.				
	Flagged by Lauren Renn 03/29/2023 02:50 PM There is currently no meal charge policy that addresses the unpaid meal charges. This policy must be updated to reflect current regulations mandated by the New Jersey Hunger-Free Students' Bill of Rights Act. SFAs are required to inform the public (including parents, students and others in the community) about the policies, this policy should be posted on the SFA's school web site. Explain in detail how this finding will be correct 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
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	UNION CO VOC TECH-03905260	701	12/12/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 12/20/2023 02:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Janet Behrmann 12/20/2023 01:20 PM				
	We have since purchased the following items, new cafeteria tables and chairs, small wares, new oven and warmers. Due to the supply chain issues during COVID 19 these items were delayed. In an effort to keep the account below the three (3) months , there are items still needed to spend the funds in the works to purchase such as refrigerators, warming carts, etc.				
Corrective Action History	Flagged by Lisa Garland 12/05/2023 11:53 AM				
	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				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	UNION CO VOC TECH-03905260	807	05/01/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lauren Renn 04/26/2023 09:50 AM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 09:12 AM</p> <p>This was reviewed and going forward the information will be gathered and reported before the October 15th deadline.</p> <p>This is corrected as of April 6th.</p>				
	<p>Flagged by Lauren Renn 03/29/2023 02:50 PM</p> <p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86) by October 15th. Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5.</p> <p>While the Civil Rights Compliance form (#86) was completed it must be completed by the deadline annually.</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>				
<p>Local School Wellness</p>	<p>Local School Wellness (Off-Site Assessment Tool) (1000H)</p>	<p>UNION CO VOC TECH-03905260</p>	<p>1006</p>	<p>05/01/2023</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Lauren Renn 05/15/2023 12:25 PM CAP Accepted</p>				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Janet Behrmann 05/13/2023 01:56 PM</p> <p>The Wellness Policy Assessment tool (form 357) is posted on the district website for each school under the student and parent resources on the bottom right hand side of the page - Student and Parent Resources</p> <p>A school site example : AAHS / Student and Parent Resources</p> <p>Implemented on April 28, 2023</p>
	<p>Corrective Action Plan: Rejected by Lauren Renn 05/12/2023 01:25 PM</p> <p>Please indicate a date of implementation. When reposting the CAP please post the entire corrective action as well as the date of implementation.</p>
	<p>Corrective Action Plan: Submitted by Janet Behrmann 05/01/2023 12:44 PM</p> <p>The Wellness Policy Assessment tool (form) 357) is posted on the district website for each school under the student and parent resources on the bottom right hand side of the page - student/parent files.</p> <p>AAHS / Student and Parent Resources</p>
	<p>Corrective Action Plan: Rejected by Lauren Renn 04/26/2023 09:50 AM</p> <p>This corrective action references the Wellness Policy Assessment (form 357) not the schools wellness policy. Both the wellness policy and the wellness policy assessment (form 357) need to be posted. Currently the school has only the wellness policy posted on the school website under the board of education tab—policies. 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>Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 09:05 AM</p> <p>The local school wellness policy is on the district website at : www.ucvts.org, go to the board of education tab and then policies. This local school wellness policy as been verified as of September 5th.</p>

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	<p>Flagged by Lauren Renn 03/29/2023 02:50 PM</p> <p>SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site.</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>			
Group 1: CA Count (3)		UNION CO VOC TECH-03905260	05/01/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lauren Renn 05/15/2023 12:26 PM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Janet Behrmann 05/13/2023 02:05 PM</p> <p>See attached documents regarding the in-service and the sign in sheets - an in-service was held on March 29th, to review the requirement of all students to provide ID/student number/name when passing through the POS (Point of Service) with the cashier.</p> <p>This was implemented on March 29, 2023</p> <hr/> <p>Corrective Action Plan: Rejected by Lauren Renn 05/12/2023 01:27 PM</p> <p>Please indicate a date of implementation. When reposting the CAP please post the entire corrective action as well as the date of implementation.</p> <hr/> <p>Corrective Action Plan: Submitted by Janet Behrmann 05/01/2023 12:55 PM</p> <p>See attached documents regarding the in-service and the sign in sheets</p> <hr/> <p>Corrective Action Plan: Rejected by Lauren Renn 04/26/2023 09:53 AM</p> <p>One of the issues observed with the POS was observed when students were paying in cash. The cashier stated the system would not allow her to add this money to the student account and make a purchase at the same time.</p> <p>Please include the in service in your corrective action but also 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> <hr/> <p>Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 09:29 AM</p> <p>An in-service was held on March 29 th, to review the requirement of all students to provide ID/number/name when passing through the POS (Point of Service) with the cashier. This was implemented on March 30th.</p>			

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Flagged by Lauren Renn 03/29/2023 02:50 PM

During breakfast and lunch, the SFA must use the same medium of exchange (e.g. tickets, roster, ID card or PIN# number, etc.) for all eligibility categories.

On the day of review for breakfast (3/28/23) and lunch (3/27/23) students that did not have their ID for that day were being logged into the POS as "NO ID" and claimed as a 'paid' meal. Students that forgot their ID and were eligible for free and reduce price meals had to specify as such at the POS and their names were looked up in the system to be claimed as a free/reduced reimbursable meal. This process must be the same for all students regardless of eligibility. Students should not have to disclose their eligibility status at the point of service.

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.

Flagged by Lauren Renn 03/29/2023 02:50 PM

An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.

On the day of review for breakfast (3/28/23) and lunch (3/27/23) reviewer observed cashier entering students receiving a reimbursable meal who did not have their ID but had cash as "NO ID" in the POS instead of looking up the student. This entry counted as a 'paid' reimbursable meal but was not logged under a student account. Since these meals are not logged under the students account the eligibility status for these students is unknown and there is nothing to stop these students from getting a second lunch and hence being claimed again as a duplicate reimbursable meal. An accurate count of reimbursable meals by eligibility type cannot be determined for these students.

Out of district students (Sharetime) that are sent to Union Co Voc Tech and have access to the SBP are also being entered as "NO ID" into the POS system at the point of service for breakfast. There is no differentiation between the process for these students and students attending Union Co Voc Tech that do not have ID. This process should not be the same to prevent a counting and claiming error at the POS.

The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system 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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	<p>Flagged by Lauren Renn 03/29/2023 02:50 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>On the day of review for breakfast (3/28/23) and lunch (3/27/23) reviewer observed cashier entering students receiving a reimbursable meal who did not have their ID but had cash to pay for lunch under "NO ID" in the POS instead of looking up the student. This entry counted as a 'paid' reimbursable meal but was not logged under a student account. Since these meals are not logged under the students account, and the eligibility status for these students is unknown, the point of service eligibility count cannot be determined. Due to these meals being claimed under "NO ID" instead of under the students account, there is no stop from these students buying a second lunch and being claimed for reimbursement more than once. An accurate count of reimbursable meals by eligibility type cannot be determined for these students.</p> <p>Out of district students (Sharetime) that are sent to Union Co Voc Tech and have access to the SBP are also being entered as "NO ID" into the POS system at the point of service for breakfast. There is no differentiation between the process for these students and students attending Union Co Voc Tech that do not have ID. This process should not be the same to prevent a counting and claiming error at the POS.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected.</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. Fiscal action will be taken. An over claim may be assessed.</p>				
	Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	UNION CTY VOC TECH INST-2801	812	05/01/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 05/08/2023 02:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Janet Behrmann 04/26/2023 01:34 PM				
	We have reached out to the sending districts for verification of the shared time students meal status and once verified the POS system will be updated to the correct determination . To ensure all students eligible are able to receive breakfast and lunch , based on their eligible status. The software system is updated daily. This process will be implemented by May 1, 2023.				
	Corrective Action Plan: Rejected by Lauren Renn 04/26/2023 09:51 AM				
	Please explain in detail how the issue of offering benefits to these out of district students was corrected and whether Union County Voc Tech is offering free and reduced priced benefits to these students as well as how eligibility information is being obtained.				
	<u>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.</u>				
Corrective Action Plan: Submitted by Janet Behrmann 04/13/2023 09:24 AM					
The below offering program benefits was corrected with the food service staff and an in-service was held on March 29th , the date of implementation is March 30th.					
Flagged by Lauren Renn 03/29/2023 02:50 PM					
Meal observations on the day of review indicated that program benefits were not made available to all children without discrimination.					
Program benefits are not being offered to out of district (OOD)/Sharetime students who have access to breakfast. While these students are offered breakfast, they are charged and no free/reduced price benefits are offered. If these students do not have access to breakfast at their home/sending school they should be provided the opportunity to apply for free/reduced priced meal benefits at Union Co Voc Tech.					
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