

LINDENWOLD BOE-00702670 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming (300 - 311)		305	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/24/2018 01:58 PM	CAP Accepted			
			CAP Submitted KATHLEEN HUDER 05/24/2018 11:23 AM	To correct the student meals being sold to teachers: A. Designated Adult menu has been featured for all staff to utilize. B. A cafeteria policy that all meals sold to adults have to be at the adult rate. (If a teacher decides to buy a student meal they will be charged the adult price and offered as many sides as they would like to compensate for the price differential. C. Information about this procedure change was distributed throughout our cafeterias.			
			Flagged Lea Berry 04/25/2018 12:09 PM	Adult and non-student meals cannot be claimed for reimbursement. Reimbursement may only be claimed for meals served to students enrolled in high school grade or under or a person under 21 chronological years of age who is enrolled in a residential child care institution. Adults must be charged at least .50 cents higher for the same lunch as a student. On the day of review, several teachers bought a student salad lunch and was charged less than the student price for 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/24/2018 01:59 PM	CAP Accepted			
			CAP Submitted KATHLEEN HUDER 05/18/2018 10:08 AM	Upon being advised of the application error, we sent an audit letter to the parent/guardian indicating that this application was found to be determined incorrectly and their meal status would be changed from free to reduced. This change was made in our system effective May 13, 2018. We will strive to correctly determine all future applications correctly.			
			Flagged Lea Berry 04/25/2018 12:09 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.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208	05/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/24/2018 01:55 PM	CAP Accepted			
			CAP Submitted KATHLEEN HUDER 05/18/2018 09:54 AM	During the verification process, all applications are reviewed by our determining official (BO secretary). The confirming official (Accountant) then reviews all applications chosen for verification and the verification summary however, did not sign the forms to indicate approval. Moving forward, the confirming official will sign each verification tracker form.			
			Flagged Lea Berry 04/25/2018 12:09 PM	The Confirming Official must record on the Verification Tracker or 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.			