

# Administrative Review Report

BAYONNE BD OF ED-017-00220 – Hudson County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>		
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 03:05 PM	<p>The Special Milk Program is only for those students who do not have access to breakfast or lunch. At the current time, pre-k morning students receive a breakfast and then at around eleven a.m. they receive milk. If the district wants to continue providing milk to the students they may do so, however, the district may not claim reimbursement for those students. This practice also is occurring at school 2, 10, Bailey, Lincoln, Donohue, and 8. Fiscal action will be assessed for the milks served in those schools to the pre-k morning students.</p> <p>The on-site monitoring reviews for all schools in the district must be completed by February 1. The monitoring review must be conducted for breakfast and lunch. At the time of the review, the high school had not been monitored. Please complete the review as soon as possible.</p>
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 03/20/2017 12:07 PM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Each application error was discussed with Ms. Hedler prior to the exit conference. At the exit conference, all application errors had been corrected. Please indicate in the CA how the district will handle the processing of applications to avoid repeating the errors identified.</p>
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	128	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 02:42 PM	<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  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 computer system always annualized the income even with one frequency. Only annualize income when two or more frequencies are listed. A discussion with the software company is needed to correct this issue.</p>
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	139	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 01:12 PM	<p>The SFA must update coded rosters whenever there is a change in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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. Care must be taken when transferring the</p>

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		eligibility status of a student to the breakfast rosters. In numerous cases, the eligibility status was incorrect and the district was either losing reimbursement or over claiming, depending on the transferring error.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	208	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 01:16 PM	The Confirming Official must record on the Verification Tracker 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	209	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 01:20 PM	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. 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. When the household indicates two or more incomes, all incomes must be verified.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	810	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/12/2017 10:14 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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. The notification letter does not contain the entire civil rights statement.
<b>Site Name</b>	NUMBER 1 - HENRY HARRIS	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	317	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 02:46 PM	SFAs are required to protect the identity of students receiving free or reduced meal benefits when lunches are served. Meal cards, tickets, rosters, etc. used to obtain reimbursable meal counts cannot be coded or colored in a manner that would overtly identify free or reduced eligible students. 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. Notify the staff to remove the free, reduced and paid cards from the bottom of the baskets used to collect the tickets. In addition, use discreet "codes" on form 172 in order to prevent the overt identification of students who sign this form.
<b>Site Name</b>	NUMBER 3-WALTER F. ROBINS	
<b>Form Name</b>	On-Site Assessment Tool - Site	

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<b>Question #</b>	325	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 02:30 PM	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast 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. The use of rosters is usually problematic. Once the new electronic system is in place, this issue should resolve itself.
<b>Site Name</b>	WASHINGTON NO.9	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	325	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 02:30 PM	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast 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. The use of rosters is usually problematic. Once the new electronic system is in place, this issue should resolve itself.
<b>Site Name</b>	NUMBER 1 - HENRY HARRIS	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	325	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 02:30 PM	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast 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. The use of rosters is usually problematic. Once the new electronic system is in place, this issue should resolve itself.
<b>Site Name</b>	NUMBER 1 - HENRY HARRIS	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	401	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Carol Flato 04/11/2017 01:53 PM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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.
<b>Site Name</b>	NUMBER 3-WALTER F. ROBINS	

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<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1700	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Carol Flato 04/11/2017 02:26 PM</p>	<p>As discussed at the exit conference, a non-systemic counting problem was identified for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. A math error was noted resulting in an under claim of 2 snacks.</p>