

# Administrative Review Report

HIGH BRIDGE BOR BD OF ED – 019-02140 Hunterdon County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	120	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/23/2017 02:01 PM	CAP Accepted
	CAP Submitted HEATHER GOGUEN 05/18/2017 04:35 PM	The SDMS system (Genesis) syncs daily with the POS system in the cafeteria. Updates made to the SDMS will be completed as soon as a change occurs and will be synced nightly with the POS system. Date Implemented: 4/11/17
	Flagged Katie Hunter 05/05/2017 03:15 PM	SFAs must update the point of service and benefit issuance documents when new students are approved, students transfer or withdraw and/or if a new certification document (DC/application) is not approved by the end of the 30 day carryover period. 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>	Off-Site Assessment Tool	
<b>Question #</b>	305	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/23/2017 02:03 PM	CAP Accepted
	CAP Submitted HEATHER GOGUEN 05/18/2017 12:45 PM	Please see attached charge policy.
	Flagged Katie Hunter 05/05/2017 03:16 PM	Meals served to students without funds to pay must be counted and claimed for reimbursement on the days that they are actually served. The SFA must have a student charge policy in place that meets NJ Parent Notification of Debt law. 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. *Please describe in detail your charge policy*
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	310	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/23/2017 02:04 PM	CAP Accepted
	CAP Submitted HEATHER GOGUEN 05/18/2017 11:47 AM	All daily meal counts are generated by the Point Of Sale System (QuickLunch).
	Flagged Katie Hunter 05/05/2017 03:19 PM	Needs to be answered.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	803	
<b>Due Date</b>		

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<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/23/2017 02:05 PM	CAP Accepted
	CAP Submitted HEATHER GOGUEN 05/18/2017 04:35 PM	Form # 148 (Uploaded 3/24/17) is used for civil rights complaints (none have occurred to date). Civil rights complaints will either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office or sent directly to the U.S. Department of Agriculture. Date Implemented: September 2016.
	Flagged Katie Hunter 05/05/2017 03:19 PM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (# 148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</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.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	1600	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Removed	
<b>Corrective Action History</b>	CAP Removed Katie Hunter 05/17/2017 10:41 AM	CAP Removed
	Flagged Katie Hunter 05/05/2017 03:19 PM	SFAs must inform households of the availability of the School Breakfast Program at the beginning of the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's web site. 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>	Off-Site Assessment Tool	
<b>Question #</b>	1601	
<b>Due Date</b>		
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/23/2017 02:06 PM	CAP Accepted
	CAP Submitted HEATHER GOGUEN 05/18/2017 11:51 AM	Summer feeding program information has been posted to the website.
	Flagged Katie Hunter 05/05/2017 03:19 PM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: <a href="http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf">http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf</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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	138	
<b>Due Date</b>		

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<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/23/2017 02:10 PM	CAP Accepted
	CAP Submitted HEATHER GOGUEN 05/18/2017 11:53 AM	The process for determining eligibility and verification will be done through the Superintendent's office and the Business Office. The student information system will be updated by the Business Administrator as changes are made and verified. This has been implemented as of 5/1/17.
	Flagged Katie Hunter 05/05/2017 03:20 PM	The SFA must update the benefit issuance document(s) when there are changes 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.