

N PLAINFIELD BD OF ED-03503670 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA On-Site Monitoring (900)		900	04/02/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 04/02/2018 01:57 PM	CAP Accepted			
			CAP Submitted PATTY FRAGIOUDAKIS 03/26/2018 09:28 AM	On-site accountability forms attached for both breakfast and lunch (for each site). Items were not submitted on date of review, but on-site monitoring was completed for each school by 2/1/18.			
			Flagged Kate Marsh 03/01/2018 11:30 AM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. At the time of review, West End, Somerset and East End were not completed. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) must be used. 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. All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. At the time of review, the High School and Harrison were not completed. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) must be used. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1006	04/02/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 04/02/2018 01:22 PM	CAP Accepted			
			CAP Submitted DONALD STERNBERG 03/28/2018 02:36 PM	We have scheduled quarterly Committee meetings and designated the Spring meeting to fill out the Assessment Tool, the results of which will be posted on the district website. Date of implementation is March 26, 2018.			
			Flagged Kate Marsh 03/01/2018 11:35 AM	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. Form 357 was incomplete and must be completed in its entirety before posting on the district website. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	04/02/2018	CAP Removed	
Corrective Action History			CAP Removed Kate Marsh 03/01/2018 11:26 AM	CAP Removed			
			Flagged Kate Marsh 02/26/2018 10:39 AM	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: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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.			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		124	04/02/2018	Flagged
Corrective Action History			Flagged Kate Marsh 04/19/2018 02:36 PM			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	04/02/2018	CAP Accepted
Corrective Action History			CAP Accepted Kate Marsh 04/02/2018 01:22 PM			CAP Accepted
			CAP Submitted DONALD STERNBERG 03/28/2018 01:23 PM			The district will ensure errors are eliminated by adding an additional layer of oversight at the school level. Applications will be scrutinized for errors more thoroughly to ensure accuracy and compliance with all requirements and mandates. Additionally, the district will be providing access for parents to submit applications online, which will significantly reduce any manual entry errors or oversights as electronic applications will be processed electronically.
			Flagged Kate Marsh 03/01/2018 11:28 AM			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	Certification and Benefit Issuance (124 - 142)		134	04/02/2018	CAP Removed
Corrective Action History			CAP Removed Kate Marsh 03/01/2018 11:28 AM			CAP Removed
			Flagged Kate Marsh 02/26/2018 10:46 AM			The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63). 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	Verification (207 - 215)		207	04/02/2018	CAP Accepted
Corrective Action History			CAP Accepted Kate Marsh 04/05/2018 12:29 PM			CAP Accepted
			CAP Submitted DONALD STERNBERG 03/28/2018 01:30 PM			The district will ensure all documents are accessible and readily available by initiating a new filing system. The verification process began March 5, 2018 and completed on March 23, 2018. The results were noted on each individual application, and the district's meal counting system. Letters were sent to each household indicating the result of the verification. Households were given 10 calendar days notice of any change in status.
			Flagged Kate Marsh 03/01/2018 11:30 AM			The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. At the time of review, the SFA could not locate the 21 verified applications and supporting documentation. The SFA must choose 21 different error prone applications and complete the verification process again. All documentation must be uploaded into SOARS under Documents when completed. 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. Describe in the CAP how this will be corrected.

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