

## MAINLAND REG BD OF ED-00102910 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	MAINLAND REG BD OF ED-00102910	105	02/25/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 02/23/2024 02:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Chandra Anaya 02/23/2024 10:22 AM				
	Several times, parents complete and date an application and the student does not submit it to the school right away. We process applications within 10 days of receipt and effective 01/29/2024, will begin using "Date Received" stamp on all applications going forward.				
	Corrective Action Plan: Rejected by Lorena Paredes 02/16/2024 10:44 AM				
	Please indicate date this corrective action was/will be implemented.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Chandra Anaya 02/12/2024 12:35 PM				
	Several times, parents complete and date an application and the student does not submit it to the school right away. We process applications within 10 days of receipt and will begin using "Date Received" stamp on all applications going forward.				
	Flagged by Lorena Paredes 01/25/2024 01:37 PM				
	During review of applications, it was observed that approval of applications exceeded the tens day allowed for processing. Applications must be reviewed in a timely manner. The eligibility determination must be made, the household notified of their status, and the status implemented within 10 operating days of the receipt of the application. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar for further training, which can be found in SNEARS under the Training Tab.				
<b>Corrective Action History</b>	Explain, in detail, how the finding was corrected 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	MAINLAND REG BD OF ED-00102910	126	02/25/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 10:28 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Chandra Anaya 02/12/2024 12:35 PM				
	On January 25, 2024, SFA had reviewed and signed as needed to correct all applications.				
<b>Corrective Action History</b>	Flagged by Lorena Paredes 01/25/2024 01:21 PM				
	One incomplete application was found during the State Agency review of the selected applications. Error was recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1). 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.				
	Verification (On-Site Assessment Tool) (207H)				
	MAINLAND REG BD OF ED-00102910				
Verification	Verification (On-Site Assessment Tool) (207H)	MAINLAND REG BD OF ED-00102910	208	02/25/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 02/23/2024 02:29 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Chandra Anaya 02/23/2024 10:26 AM				
	Effective 2/25/2024, all applications identified as "error prone" will be reviewed by the Confirming Official, Chandra Anaya, who is not the determining official.				
	Corrective Action Plan: Rejected by Lorena Paredes 02/16/2024 10:47 AM				
	Please indicate date this corrective action was/will be implemented.				
	Corrective Action Plan: Submitted by Chandra Anaya 02/12/2024 12:35 PM				
All applications identified as "error prone" will be reviewed by the Confirming Official, Chandra Anaya, who is not the determining official.					
Flagged by Lorena Paredes 01/25/2024 01:21 PM					
Prior to notifying households of the Verification process, applications selected must be reviewed by the Confirming Official (CO) to validate the initial determination. The CO correctly identifies an application as "Error Prone" and signs and dates the application or the Verification Tracker. This individual must not be the individual that made the initial determination.					
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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Verification	Verification (On-Site Assessment Tool) (207H)	MAINLAND REG BD OF ED-00102910	209	02/25/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 02/23/2024 02:30 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Chandra Anaya 02/23/2024 10:23 AM				
	The determining official reviewed the webinar 1/31/2024 and reviewed the slides again 2/21/2024 and will be sure to confirm child support payments when selected for the verification process.				
	Corrective Action Plan: Rejected by Lorena Paredes 02/16/2024 10:45 AM				
	Please indicate the date this corrective action was implemented.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Chandra Anaya 02/12/2024 12:35 PM				
	The determining official reviewed the webinar and will be sure to confirm child support payments when selected for the verification process.				
	Flagged by Lorena Paredes 01/25/2024 01:23 PM				
	One verification error is recorded on the SFA-2. 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.				
	Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	MAINLAND REG BD OF ED-00102910	314	02/25/2024

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 10:28 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Chandra Anaya 02/12/2024 12:35 PM				
	On 2/12/2024, Site Detail Revision dated 01/01/2024 was completed. We could not go any further back to reflect this for the entire school year.				
<b>Corrective Action History</b>	Flagged by Lorena Paredes 01/25/2024 01:38 PM				
	Three Pre-K classrooms are being served in the classroom at Lunch. The SFA must use the same accountability method for counting meals at the point of service that was indicated in the Site Details page of the Application Packet in SNEARS. Please revise the 'Serving Area & Offer Vs Serve' section of the Site Details to reflect the actual meal counting method 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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	MAINLAND REG BD OF ED-00102910	803	02/25/2024	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Lorena Paredes 01/25/2024 11:50 AM				
	CAP Removed				
	Flagged by Lorena Paredes 01/25/2024 10:51 AM				
	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, in 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.					
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Linwood Bd of Ed - SEAVIEW AVE SCHOOL-201	323	02/25/2024	CAP Removed

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<b>Corrective Action History</b>	Corrective Action Plan: Removed by Lorena Paredes 01/24/2024 01:17 PM				
	CAP Removed				
<b>Corrective Action History</b>	Flagged by Lorena Paredes 01/24/2024 10:14 AM				
	<p>Edit Check Worksheets for both breakfast and lunch do not include Attendance Factor resulting in all meals exceeding the number of attendance adjusted eligible students. No ineligible meals observed.</p> <p>When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. On each day of the review month, the number of free, reduced price and/or paid meals claimed exceeded the number of attendance adjusted eligible students due to the Attendance Factor being at 0.00%. This indicates a potential flaw in the accountability system or the system of updating all documentation. Immediate investigation and explanation is necessary. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</p> <p>Indicate the date of implementation. Fiscal action may be taken. An over claim may be assessed.</p>				

### **Report Selections**

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged