

# BURL CO INSTIT OF TECH-00500610 - 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 svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BURL CO INSTIT OF TECH-00500610	138	05/19/2025	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:08 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by GINA COPPER 05/23/2025 07:29 AM</p> <p>The Verification Tracker Form 242 for all applicable applications will be followed to the letter, including sending out the correct letters; We Must Check Your Application Form 236, We Must Check Your Application Second Notice Form 21, Notice of Incomplete Verification Form 237, We Have Checked Your Application Form 244. These will be sent by the November 15th deadline and then the Eligibility Changes (if applicable) will be made to the Meal Application, MEL, Meal Counting System and Eligibility changes will be applied to all applicable students in the district. The Benefit Issuance Document will be double checked to make sure all of the applicable eligibility changes have been made and are correct to the verification findings for all applicable students. The date the student's eligibility changes was made is 05/23/25.</p> <p>Flagged by Genel Cook-Wright 04/18/2025 04:39 PM</p> <p>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there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students.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.</p> <p><b>Corrective Action Finding:</b></p> <p>Applications #6148, 6158, 6223, 6500, 6504, 6547, 6572 were submitted and determined correctly (free or reduced) based on household size and income. These applications were then selected for Verification. The household did not respond to the 1st and 2nd request for Verification. The SFA notes that the status has been changed to paid due to no response. However, for each application selected for verification, the student's original determination eligibility remains as free or reduced on the Master Eligibility List (MEL) and each student continues to receive free or reduced price meals.</p> <p><b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	BURL CO INSTIT OF TECH-00500610	214	05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 08:25 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by GINA COPPER 05/23/2025 07:24 AM				
	<p>The Verification Tracker Form 242 for all applicable applications will be followed to the letter, including sending out the correct letters; We Must Check Your Application Form 236, We Must Check Your Application Second Notice Form 21, Notice of Incomplete Verification Form 237, We Have Checked Your Application Form 244. These will be sent by the November 15th deadline and then the Eligibility Changes (if applicable) will be made to the Meal Application, MEL, Meal Counting System and Eligibility changes will be applied to all applicable students in the district. The date the student's eligibility change was made is 05/23/25.</p> <p>Flagged by Genel Cook-Wright 04/18/2025 04:36 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results.</p> <p><b>Corrective Action Finding:</b></p> <p>The eligibility of the verified of applications #6148, 6158, 6223, 6500, 6504, 6547, 6572 were not changed in the POS system and the student's change in eligibility is not marked on the Master Eligibility List (MEL).</p> <p><b>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	BURL CO INSTIT OF TECH-00500610	215	05/19/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 05/28/2025 09:50 AM CAP Accepted				
	Corrective Action Plan: Submitted by GINA COPPER 05/28/2025 09:44 AM The date of implementation is the 2025-2026 school year and the school years after...				
	Corrective Action Plan: Rejected by Genel Cook-Wright 05/28/2025 09:09 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by GINA COPPER 05/20/2025 10:58 AM Going forward, will make sure to follow verification guidelines for beginning and ending verification timeline; all applicable date reminders to be set in calendar annually. Will make all updates/changes in a timely manner according to the State of NJ Verification rules and regulations. Verification process will be followed to completion, including sending the "Verification Results Letter" (Form 244) to inform households of any changes or benefits remaining the same by the November 15th deadline. Form 244 was sent to households on 11/21/2024; will be sure to send by November 15th in the future.				
	Flagged by Genel Cook-Wright 04/18/2025 04:37 PM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. <b>Corrective Action Finding:</b> The Verification Process was completed after the November 15th deadline. <b>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>				

**Report Selections**

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