

LARC SCHOOL-00809573 - 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)	LARC SCHOOL-00809573	126	03/02/2026	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 02/18/2026 05:05 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Karen Briggs 02/08/2026 04:15 PM</p> <p>Larc Norcross acknowledges the finding that Application #9 was determined to be incomplete because it did not include the last four digits of the Social Security Number (SSN) for the household member who signed the application, as required.</p> <p>Application #9 was reviewed, and the household was contacted to obtain the required missing information. The application was corrected to include the last four digits of the SSN.</p> <p>The date of correction for Application #9 was February 4, 2026.</p> <p>Measures to Prevent Recurrence:</p> <p>Reinforced procedures requiring a completeness check of all applications prior to eligibility determination.</p> <p>Trained staff responsible for application review on required application elements, including SSN documentation requirements.</p> <p>Implemented a secondary review process for applications identified as missing required information before benefits are approved.</p> <p>Updated internal checklists to ensure all required fields are completed or appropriately marked.</p>				
<p>Flagged by Genel Cook-Wright 02/01/2026 06:18 PM</p> <p>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 and/or SFA-2.) 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.</p> <p><u>Corrective Action Finding:</u></p> <p>Application #9 was determined to be incomplete as it did not include the household member's last four digits of the SSN.</p>					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (Off-Site Assessment Tool) (200H)	LARC SCHOOL-00809573	202	03/02/2026	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 02/18/2026 05:04 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Karen Briggs 02/08/2026 04:15 PM</p> <p>Larc Norcross acknowledges the finding that the Determining Official (DO) and the Confirming Official (CO) were the same individual, which does not meet program requirements.</p> <p>Effective immediately, Larc Norcross has reassigned the role of Confirming Official to the Executive Director who is not involved in the original eligibility determination process. The Executive Director will now independently review all applications selected for verification to confirm the accuracy of the DO's eligibility determinations and the identification of error-prone (EP) applications.</p> <p>For applications selected for verification that are not error-prone, the Confirming Official will review the Master Eligibility List (MEL) to ensure that no EP applications were available and should have been selected instead.</p> <p>Measures to Prevent Recurrence:</p> <p>By March 4, 2026 the following will be in place:</p> <ul style="list-style-type: none"> Clearly defined and documented roles and responsibilities for the Determining Official and Confirming Official, ensuring separation of duties. Provided training to all staff involved in the application and verification process on the requirement that the Confirming Official must be independent of the original determination process. 				

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	<p>Flagged by Genel Cook-Wright 02/01/2026 06:18 PM</p> <p>The confirming official must be an individual who did not make the original eligibility determination on the applications.</p> <p>Confirming Official (CO)-in the verification process, this is the person who double checks the DO's original determination and error-prone (EP) status of those applications selected for verification. If the applications selected for verification are not EP, they must check the MEL to ensure that no EP applications should have been selected instead. This person can not be part of the original determination process (can not be the DO).</p> <p><u>Corrective Action Finding:</u></p> <p>The verification tracker reflects that the determining official and the confirming official are the same person.</p> <p>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.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	LARC SCHOOL-00809573	214	03/02/2026	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 02/18/2026 05:05 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Karen Briggs 02/08/2026 04:11 PM</p> <p>Larc Norcross is in a special situation where ALL students who can eat receive lunch for free, no matter their income, and thus NEVER reduces or terminates benefits. However, we recognize that there was one case where a household's status changed for verification purposes.</p> <p>In following USDA regulations, by March 4, 2026, we will put in place procedures to guarantee that all households potentially impacted by a decrease or end of benefits due to verification (if we WERE to charge for lunches) get a written notice at least 10 calendar days before the change WOULD HAVE taken effect. This notice will explain the reason for the change, the effective date, and details about appeal rights (even if there might not be a reason to appeal), following program regulations.</p> <p>For the household identified during the review period that did not receive proper advance notice, corrective notification was issued as soon as the error was identified. No actual benefit adjustments were required since Larc Norcross does not charge for school lunches. They didn't pay either way and status for the lunch reimbursements was never compromised.</p> <p>To prevent this issue from recurring:</p> <ul style="list-style-type: none"> • Verification procedures will include a mandatory 10-day advance notice checkpoint prior to any benefit reduction or termination. • Revised notification templates will clearly state the advance notice period and effective date of benefit changes. • Additional training will be provided to staff responsible for verification and benefit issuance on regulatory requirements related to household notification and timelines. • We will implement a supervisory review process to verify that written notices are generated and dated correctly. <p>These corrective action measures will be implemented by March 4, 2026 to ensure compliance with federal requirements although Larc Norcross does not intend to charge for lunches at this time or in the future.</p>
	<p>Flagged by Genel Cook-Wright 02/01/2026 06:18 PM</p> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.</p> <p>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.</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	LARC SCHOOL-00809573	215	03/02/2026	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 02/18/2026 05:05 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Karen Briggs 02/08/2026 04:14 PM</p> <p>As noted above, by March 4, 2026, we will put in place procedures to guarantee that all households potentially impacted by a decrease or end of benefits due to verification (if we WERE to charge for lunches) get a written notice at least 10 calendar days before the change WOULD HAVE taken effect. This notice will explain the reason for the change, the effective date, and details about appeal rights (even if there might not be a reason to appeal), following program regulations.</p> <p>For the household identified during the review period that did not receive proper advance notice, corrective notification was issued as soon as the error was identified. No actual benefit adjustments were required since Larc Norcross does not charge for school lunches.</p> <p>To prevent this issue from recurring:</p> <p>In order to meet the 11/15 deadline, we will begin the verification process earlier. Since we will have to do this process on all applications received as of 10/1, we will make this a priority for the second week of October to allow plenty of time for follow ups with the household and the notification.</p> <p>Verification procedures will include a mandatory 10-day advance notice checkpoint prior to any benefit reduction or termination. Revised notification templates will clearly state the advance notice period and effective date of benefit changes. Additional training will be provided to staff responsible for verification and benefit issuance on regulatory requirements related to household notification and timelines.</p> <p>We will implement a supervisory review process to verify that written notices are generated and dated correctly.</p> <p>These corrective action measures will be implemented by March 4, 2026 to ensure compliance with federal requirements although Larc Norcross does not intend to charge for lunches at this time or in the future.</p>				
	<p>Flagged by Genel Cook-Wright 02/01/2026 06:18 PM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</p> <p>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.</p>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	LARC SCHOOL-00809573	810	03/02/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 02/18/2026 05:05 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Karen Briggs 02/16/2026 12:33 PM				
	<p>The Civil Rights Form has been updated as of this submission. Going forward, Larc Norcross will do an audit of all forms being used in the program by September 15th of each year to ensure the most recent version is being used.</p> <p>Flagged by Genel Cook-Wright 02/01/2026 06:18 PM</p> <p>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 statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>Corrective Action Finding:</p> <p>The USDA Program Discrimination Complaint Form contains the incorrect non-discrimination statement.</p> <p>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.</p>				

Report Selections

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