

CLEMENTON BD OF ED-00700880 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CLEMENTON BD OF ED-00700880	126	01/18/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:05 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:38 AM</p> <p>After Kathleen Tolomeo enters the paper application into LunchTime, Bruno Berenato will verify the applications are entered correctly before a status is determined. This two step process will begin with all paper applications coming in after 12/15/2023.</p> <p>Flagged by Jill Dailey 12/18/2023 12:58 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>Application #1846 was incorrectly determined. The household income provide by the family on the paper application was incorrectly entered into the SFA's LunchTime system. The family has been receiving reduced price meal benefits, but should be paid according to the income documented on the meal application.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CLEMENTON BD OF ED-00700880	131	01/18/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:06 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:38 AM</p> <p>After Kathleen Tolomo enters the paper application into LunchTime, Bruno Berenato will verify the applications are entered correctly before a status is determined. This two step process will begin with all paper applications coming in after 12/15/2023.</p> <p>Flagged by Jill Dailey 12/18/2023 12:57 PM</p> <p>During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2.</p> <p>Application #1260 was incorrectly denied. The income on the meal application was incorrectly entered into the SFA's LunchTime system. This made the eligibility status denied, but the family is eligible for reduced price meal benefits.</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.</p> <p>Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	CLEMENTON BD OF ED-00700880	209	01/18/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:03 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:38 AM</p> <p>Kathleen Tolomeo will watch the available videos and training presentations located in SNEARS resources by September 1, 2024. If any live training is offered, Kathleen will attend these trainings as well to improve her knowledge on verification. Bruno Berenato, school business administrator will oversee the verification process for 24-25 SY.</p> <p>Flagged by Jill Dailey 12/18/2023 12:55 PM</p> <p>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.</p> <p>Per review of Verification documentation and discussion with the verifying official, the SFA did not complete the Verification process per the requirements in The Eligibility Manual for School Meals. Families selected for Verification must be notified in writing. Per the verifying official, the families were called to come in and provide proof of income. Also, one family did not respond to the SFA's request for verification and was not sent the notice of adverse action and timeline for benefit termination.</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.</p> <p>Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	CLEMENTON BD OF ED-00700880	211	01/18/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:05 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:39 AM</p> <p>Kathleen Tolomeo will watch the available videos and training presentations located in SNEARS resources by September 1, 2024. If any live training is offered, Kathleen will attend these trainings as well to improve her knowledge on verification. Bruno Berenato, school business administrator will oversee the verification process for 24-25 SY including use the State forms.</p> <p>Flagged by Jill Dailey 12/18/2023 12:58 PM</p> <p>The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236).</p> <p>The SFA did not notified families selected for Verification in writing. The SFA was made aware of the Verification Forms available on the NJDA Forms website for future use.</p> <p>Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future.</p> <p>Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	CLEMENTON BD OF ED-00700880	214	01/18/2024	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:03 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:39 AM</p> <p>During the 2024 Verification Process, any application that needs to be downgraded will receive written notice of adverse action to inform the family 10 calander days prior to changing their status.</p> <p>Flagged by Jill Dailey 12/18/2023 12:59 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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>One family selected for Verification did not respond to the request of the SFA. The SFA sent a letter to the family on November 15th indicating that this was the 3rd attempt made and proof of income must be received by November 20, 2023. The family still did not respond. The SFA did not sent a notice of adverse action to alert the family that they had 10 calendar days until changing to paid. The SA instructed the SFA to send the notice of adverse action and provide the family 10 calendar days before changing to paid. The SFA is also aware that the Verification Collection Report must be updated to include this results of Verificaiton.</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.</p> <p>Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	CLEMENTON BD OF ED-00700880	215	01/18/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:05 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:39 AM</p> <p>Kathleen Talamo will watch the available videos and training presentations located in SNEARS resources by September 1, 2024. If any live training is offered, Kathleen will attend these trainings as well to improve her knowledge on verification. Brono Berenato, school business administrator will oversee the verification process for 24-25 SY. the Verification Results Letter will be sent during the verification process.</p> <p>Flagged by Jill Dailey 12/18/2023 12:58 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>The SFA did not send the notice of adverse action to the family that did not respond to the Verification request from the SFA as of 12/14/2023. Per the USDA Eligibility Manual, Verification is considered complete when the "Verification Results Letter" Form 244 is sent.</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.</p> <p>Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	CLEMENTON BD OF ED-00700880	1213	01/18/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 01:26 PM CAP Accepted				
	Corrective Action Plan: Submitted by Bruno Berenato 01/08/2024 12:54 PM The Food Service Director took her Serve Safe Exam on 12/29/23. The certificate will be uploaded to documents. Thank You				
	Corrective Action Plan: Rejected by Jill Dailey 01/08/2024 10:07 AM Please indicate the date when the food safety training will be completed.				
	Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:38 AM The Food Service Director is scheduled to take her Serve Safe Exam on 00/00/23. The certificate will be uploaded to documents when completed.				
	Flagged by Jill Dailey 12/18/2023 12:54 PM The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training. The FSD listed in the SNEARS Annual Application Packet did not have documentation to show that 8 hours of food safety training was completed in the last 5 years. 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 when the food safety training will be completed.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	CLEMENTON ELEM-1051	318	01/18/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:06 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:38 AM</p> <p>On 12/18/23 the Food Service Director reviewed the Offer vs Serve Policy along with the components of a reimbursable meal with all cashiers. The food service director along with the Operations Manager will monitor the cashiers for compliancy throughout the year.</p> <p>Flagged by Jill Dailey 12/18/2023 12:56 PM</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child.</p> <p>On the day of review at lunch, one cashier claimed a reimbursable meal for a student when the student was only in line to purchase a snack. The cashier was able to void the transaction after it was brought to the cashier's attention by the SA reviewer. Individuals claiming meals at the point of service need to ensure students are taking a full reimbursable meal before enter this as a transaction.</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.</p> <p>Indicate the date of implementation.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	CLEMENTON ELEM-1051	409	01/18/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/08/2024 10:04 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Bruno Berenato 12/21/2023 11:39 AM</p> <p>As these were clerical errors and not serving the milk and other components, the Operations Manager had a training with the Food Service Director and team on the proper way to fill out the production records on 12/18/23. Video surveillance on 11/14/23 indicated below will show that milk was indeed offered and taken by the students in K-8.</p>				
	<p>Flagged by Jill Dailey 12/18/2023 01:00 PM</p> <p>At lunch and breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p>				
	<p>On 11/14/2023 for Pre-K breakfast in the classroom, 19 meals were claimed, but only 11 cartons of milk were served according to the production records. Pre-K students eating in the classroom and operating under Serve Only must receive all meal components. 8 meals are disallowed.</p>				
	<p>On 11/13/2023 for K-8 breakfast, no milk was available to students according to the production records. The "Total Milk Usage" section of the production record is incomplete. 119 meals disallowed.</p>				
	<p>On 11/13/2023 for Pre-K lunch in the classroom, 29 meals were claimed, but only 28 portions of peaches and 28 portions of carrot sticks were served. Additionally, only 20 milk cartons are recorded as being served according to the productions. Pre-K students being served in the classroom under OVS must receive all 5 components. 10 meals are disallowed.</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.</p> <p>Indicate the date of implementation.</p>				

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Report Selections

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