

GATEWAY REG BD OF ED-01501715 - 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)	GATEWAY REG BD OF ED-01501715	126	02/12/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/29/2024 10:29 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by JANICE GRASSIA 01/22/2024 03:22 PM</p> <p>As of 1/12/24 the district's software used for electronic processing will hold all SNAP/TANF applications until manually approved by district personnel. District personnel will ensure all SNAP/TANF numbers are in the proper format.</p> <p>2023-82; 2023-565; 2023-486; 2023-118</p>				
	<p>Flagged by Jill Dailey 01/11/2024 08:06 AM</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>Applications errors included approved applications on file with SNAP/TANF case numbers not in a NJ Acceptable Format. Acceptable formats were shared with the Determining Official.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	GATEWAY REG BD OF ED-01501715	137	02/12/2024	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Jill Dailey 01/29/2024 10:29 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by JANICE GRASSIA 01/22/2024 03:24 PM</p> <p>As of 1/12/24 the district personnel will ensure all students recognized in the district's software as DC are on the DC list.</p> <p>2023-82; 2023-536; 2023-534</p>				
	<p>Flagged by Jill Dailey 01/11/2024 08:05 AM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.</p> <p>There was no documentation on file to support the eligibility status of several students categorized as direct certification or direct certification extended 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>				
<p>Maintenance of Non-Profit School Food Service Account</p>	<p>School Food Service Account (Off-Site Assessment Tool) (700H)</p>	<p>GATEWAY REG BD OF ED-01501715</p>	<p>701</p>	<p>03/12/2024</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 03/12/2024 01:46 PM CAP Accepted				
	Corrective Action Plan: Submitted by JANICE GRASSIA 03/06/2024 02:50 PM The district is working to expend the excess funds by upgrading the kitchens at each school. The upgrades have already started and will continue into the 2024-2025 school year.				
	Flagged by Lisa Garland 03/05/2024 11:48 AM FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14 Please submit a required Corrective Action Plan Thank You				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	GATEWAY REG BD OF ED-01501715	806	02/12/2024	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/29/2024 10:25 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by JANICE GRASSIA 01/14/2024 08:43 PM</p> <p>We currently have one Business office staff member that meets the criteria for civil rights training. The SFA will ensure this individual completes the required training annually, beginning immediately.</p> <p>Flagged by Jill Dailey 01/11/2024 08:04 AM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p>Business office staff involved in application approval must receive annual civil rights training.</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>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	WESTVILLE/PARKVIEW-1466	13	02/12/2024	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 01/29/2024 10:29 AM CAP Accepted				
	Corrective Action Plan: Submitted by JANICE GRASSIA 01/22/2024 03:19 PM Starting on 1/10/24 the food service team was instructed to have all meal components already all together in a meal container for hot foods. This way Teachers and staff members in PreK only have to give the container to each student to meet the requirements. The production records are now being reviewed two times to ensure there is no errors. Flagged by Jill Dailey 01/11/2024 08:07 AM At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components. On the day of review at lunch, a Pre-K teacher was observed asking students if they wanted apple slices or carrots. Some of the students took apple slices, but at least one student did not take a fruit or vegetable. The SA discussed with the Food Service Director and District Manager that Pre-K students must be given all meal components and that OVS is not an option for classroom feedings. The District Manager instructed the Pre-K teacher to serve all the component to the students. 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	WESTVILLE/PARKVIEW-1466	318	02/12/2024	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 01/29/2024 10:28 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by JANICE GRASSIA 01/22/2024 03:18 PM</p> <p>Starting on 1/10/24 the food service staff will be sending down the students' order forms for each classroom showing what each student ordered. There is now a category added for the Prek Staff to check off once the students have received the full meal. The paper rosters will be sent back down to the cafeteria for the cashier to input.</p> <p>Flagged by Jill Dailey 01/11/2024 08:10 AM</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. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.</p> <p>On the day of review, lunch was observed being served to Pre-K students in the classroom. The Pre-K teacher being observed stated that they used to have rosters delivered with the meal bags, but they stopped receiving them. Food service staff stated that counts are being taken from the pre-order forms collected in the AM. Meal counts must be taken at the POS. A pre-order form/count is not an acceptable point of service.</p> <p>Fiscal action will be taken. An over claim may be assessed.</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 Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	WESTVILLE/PARKVIEW-1466	325	02/12/2024	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 01/29/2024 10:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by JANICE GRASSIA 01/22/2024 03:17 PM Starting on 1/10/24 the food service staff will be sending down the students' order forms for each classroom showing what each student ordered. There is now a category added for the Prek Staff to check off once the students have received the full meal. The paper rosters will be sent back down to the cafeteria for the cashier to input.				
Flagged by Jill Dailey 01/11/2024 08:11 AM					
Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.					
For the review period, there is no point of service count available for Pre-K students eating lunch in the classroom. Staff confirmed they are using the morning pre-order forms to obtain their counts for Pre-K lunch meals served.					
Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Fiscal action will be taken. An over claim may be assessed.					
Indicate the date of implementation.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	WESTVILLE/PARKVIEW-1466	409	02/12/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Jill Dailey 01/29/2024 10:29 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by JANICE GRASSIA 01/22/2024 03:19 PM</p> <p>Starting on 1/10/24 the food service team was instructed to have all meal components already all together in a meal container for hot foods. This way Teachers and staff members in PreK only have to give the container to each student to meet the requirements. The production records are now being reviewed two times to ensure there is no errors.</p> <p>Flagged by Jill Dailey 01/11/2024 08:09 AM</p> <p>At lunch, 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>Pre-K students receiving lunch in the classroom must be served all components when operating under serve only.</p> <p>Per the production records, on Thursday 12/7, 25 meals were claimed, but only 24 bananas were served. 1 meal is disallowed as 1 student did not receive a fruit.</p> <p>On Friday, 12/8, 33 meals are disallowed as students did not receive a vegetable. Per the production records, salad is list as a component, but information for the # of portions planned, # of leftover portions and reimbursable portions is missing. There is no other vegetable documented as being served that day.</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>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	WESTVILLE/PARKVIEW-1466	901	02/12/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 01/29/2024 10:25 AM CAP Accepted				
	Corrective Action Plan: Submitted by JANICE GRASSIA 01/14/2024 08:41 PM SFA will conduct onsite reviews of both the breakfast and lunch prior to February 1, 2024 for all four schools under the consolidation agreement. Building principals, with the assistance of the SBA, will conduct the reviews.				
	Flagged by Jill Dailey 01/11/2024 08:04 AM				
	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. On-site monitoring forms for the 2023-2024 SY were not yet complete, so for the AR 2022-2023 on-site monitoring forms were reviewed. Only breakfast on-site monitoring forms were available for each site for review. Discussed with the SFA that on-site monitoring forms for both breakfast and lunch need to be complete for all sites. 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.				

Report Selections

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