

LEBANON TWP BD OF ED-01902600 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	LEBANON TWP BD OF ED-01902600	107	04/17/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/28/2024 02:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kelly Morris 03/26/2024 02:46 PM				
	Date of correction: 3/19/2024 - the proper form is not on file for future use for family notifications				
Corrective Action History	Flagged by Corinne Santos-Hernandez 03/20/2024 10:16 AM				
	The SFA notified households of the students' eligibility for free or reduced price meals and also notified households of the denied benefits. However, the SFA should use Form #424 (Letter to notify household of eligibility status) that was revised on May 2023 due to the new NJEIE state supplement. The SFA is using Form #70 which is not the current form. 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.				
	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/28/2024 02:57 PM				
	CAP Accepted				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEBANON TWP BD OF ED-01902600	126	04/17/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Submitted by Kelly Morris 03/26/2024 02:46 PM				
	Date of correction: 3/19/2024 - the certifying officer will check to ensure that gross income is used in all calculations.				
	Flagged by Corinne Santos-Hernandez 03/20/2024 10:15 AM				
	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). 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.				

LEBANON TWP BD OF ED-01902600 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	LEBANON TWP BD OF ED-01902600	806	04/17/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 03/28/2024 02:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kelly Morris 03/26/2024 02:46 PM				
	Date of correction: 3/19/2024 - Civil Rights training was completed one day after the deadline; we will ensure completion by the end of September moving forward.				
Corrective Action History	Flagged by Corinne Santos-Hernandez 03/20/2024 10:19 AM				
	Annual civil rights training is required for all staff to complete the training by September 30th annually 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. 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