KINGWOOD TWP BD OF ED-01902450 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	KINGWOOD TWP BD OF ED-01902450	209	06/11/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/28/2025 08:47 AM CAP Accepted				
	Corrective Action Plan: Submitted by MICHELE MCCANN 05/27/2025 04:59 PM Application verification will be chceked for gross income not net number, the change will be 10 days from the application review date. as months are now locked no changes are able post certification of the month.				
	Flagged by Amy Martin 05/09/2025 12:23 PM The application selected for verification must be changed to federally denied, NJEIE due to paystubs provided exceeding income guidelines and household size. The error was 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.				
Group 1: CA Count (2)		KINGWOOD TWP BD OF ED-01902450		06/11/2025	CAP Accepted

KINGWOOD TWP BD OF ED-01902450 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/28/2025 08:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by MICHELE MCCANN 05/27/2025 05:50 PM The attached file b student ID file reflect the changes made as of 5/5/2025. The change that had a larger dlollar difference reflects a longer change period. All prior months are locked. Only changes made can affect current month. The application will be verifed to the Student information system and the POS to ensure the coding is correct instead of the MEL.				
	Flagged by Amy Martin 05/09/2025 12:23 PM 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). Three students on the DC list were provided incorrect benefits at the point of service (cash register). The changes were made to the point of service and Master Eligibility List (MEL) on May 5, 2025. 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.				
	Flagged by Amy Martin 05/09/2025 12:23 PM 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.				
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	KINGWOOD TWP-1687	19	06/11/2025	CAP Accepted

KINGWOOD TWP BD OF ED-01902450 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/28/2025 08:46 AM CAP Accepted				
	Corrective Action Plan: Submitted by Denise Menza 05/20/2025 07:55 PM In response to the corrective action, we were advised before the lunches were served and the students were in the cafeteria that the four bagel bags only had one cheese stick. Upon technical assistance of the reviewer, we quickly corrected the issue by adding another cheesestick to the bags. This was corrected on 5/12/25 before the lunch service. The staff was also retrained on the proper m/ma quantities for the recipe on 5/12/25 and were instructed to follow the recipe on a daily basis.				
	Flagged by Amy Martin 05/09/2025 12:23 PM In order to ensure a consistent portion size, yield and quality, standardized lunch recipes should be followed exactly. On the day of observation, the recipe for the bagel bag with cheese recipe (ML1008) was not followed. The recipe contains one bagel and two cheese sticks (2oz eq grain/2 oz eq meat/meat alternate). On the day of observation, the bagel bag contained only one cheese stick, which only provides 1 oz eq meat alternate. This meets the daily requirement of meat/alternate, but because this is a daily offering, if the recipe were not followed each day, would not meet the weekly requirement. Technical assistance provided. 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 - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	KINGWOOD TWP-1687	325	06/11/2025	CAP Accepted

KINGWOOD TWP BD OF ED-01902450 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 05/28/2025 08:47 AM CAP Accepted				
	Corrective Action Plan: Submitted by MICHELE MCCANN 05/27/2025 05:21 PM Going foward changes in eligibilioty will be dated and marked as effective 10 days from the date of determination. Upon recognition of this issue, the accounting periods are now locked monthly when the claim is certifed. All students identifed are now correctly entered into the system we will works with the FSMC if there is a new application to ensure that they are aware of a change. Monthly we were veifying that students on the MEL are correctly stated in the POS. Now upo matching the monthly reports a month will be locked.				
	Flagged by Amy Martin 05/09/2025 12:23 PM Breakfast and 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 of counting and claiming meals for the review period is an ongoing systemic problem. The system of counting meals must be corrected. The Building and Sales Reconciliation Reports (Daily Sales report) printed each day in the review month of March were compared to the Edit Check Worksheet (ECW) that was printed on April 2, 2025. On multiple days, the Building and Sales Reconciliation Reports were different than the ECW. Since the ECW totals were used to claim for reimbursement, the claim was not consistent with the Building and Sales Reconciliation Reports. After a discussion with the POS software company, it was discovered that any change in student eligibility prompts the SFA to manually input a date, which can be retroactive. The change then updates the reports (Building and Sales Reconciliation Reports and ECW) for all months not "locked," causing newly printed reports not to match previously submitted claims in SNEARS. Although this is a systemic error (there is a breakdown in the claiming system), no recalculation is required. However, the counting and claiming system must be corrected. Student status' may not be retroactive and reports may not be manipulated after submission. Explain in detail, how the finding was 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.				

Report Selections

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