JAMESBURG BD OF ED-02302370 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	JAMESBURG BD OF ED-02302370	126	05/27/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/27/2025 11:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:32 PM The SFA has made the determining official aware of their mistakes and ensured they understood their role. The determining official will ensure to provide their signature and accurate date of approval on every free and reduced lunch application. The verifying officer contacted the households of applications 18 and 140 to confirmed proper formatting for case numbers. Application 18 confirmed on 04/29/2025 that there was a an error on their application and missed numbers. This has been updated in the POS system on 04/29/2025. Application 140 was called on 04/28/2025 and 04/29/2025 and indicated same case number that we had on file. The household confirmed proof of card information via email on 4/30/25.				
	Flagged by Genel Cook-Wright 04/24/2025 10:35 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 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. **Corrective Action Finding:** Application #18 and #140 has the incorrect formatted case number noted on the application. Additionally, the state agency auditor reviewed over 40 applications that did not have the determining official's signature and did not indicate the date of approval.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	JAMESBURG BD OF ED-02302370	138	05/27/2025	CAP Accepted

JAMESBURG BD OF ED-02302370 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/16/2025 11:06 AM CAP Accepted Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:33 PM Upon completion of administrative review, the verifying official mailed to the households letter 255 on 4/23/25. The verifying official included the following language on the letter as it did not give the proper language needed for the audit results : "changed from NJEIE to denied due to a clerical error that occurred during the verification process in November of 2024. Notification was sent requiring a response from the household. When no response was received, the status should have been changed to denied. The household will not be charged or penalized for this error". Households must respond by 5/5/25. The households did not respond to the letter. On 5/5/25 both households were changed to paid in the POS system. Flagged by Genel Cook-Wright 04/25/2025 05:19 PM The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-2). Correct the errors indicated and record the date of correction on the SFA-2. **Corrective Action Finding:** Applications #16 & 83 were submitted and determined correctly (reduced) based on household size and income. These applications were then selected for Verification. The household did not respond to the 1st and 2nd request for Verification. Per the verification tracker, the SFA notes that the status has been changed to paid due to no response. However, for each application selected for verification, the student's determination is incorrectly listed as "State Free/ New Jersey Expanded Income Eligible (NJEIE)" on the Master Eligibility List (MEL) and the POS system. **Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future.**				
Verification		JAMESBURG BD OF ED-02302370	207	05/27/2025	CAP Accepted
	Corrective Action Plan: Accepted by Genel Cook-Wright 05/27/2025 11:02 AM CAP Accepted				

JAMESBURG BD OF ED-02302370 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Submitted by Amy Scheidell 05/27/2025 09:42 AM The SFA has reviewed the verification guidance form and has watched the training video. The SFA will continue to refer to the verification guidance form and watch the training videos as provided. With these resources we will ensure that this does not happen again. After administrative review it was understood that the SFA will verify the correct number generated from the verification collection report. For the 2052-2026 school year, we will verify error prone first and if other verification is required a random selection of further applications will be selected. The verifying official has a more clear understand of the difference between those eligible for NJEIE and those that are deemed paid/denied. The verifying official understands that the SFA is not a CEP district. The verifying official now understands where exactly to find all necessary forms from the department of agriculture.
	Corrective Action Plan: Rejected by Genel Cook-Wright 05/27/2025 08:05 AM **As stated in the Exit interview, and in the corrective action it is recommended the verifying official review the Verification Guidance for School Meals document and view the Verifying Official (VO) watch the Verification Webinar. Indicate the date of implementation.**
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:33 PM After administrative review it was understood that the SFA will verify the correct number generated from the verification collection report. Moving forward we will verify error prone first and if other verification is required a random selection of further applications will be selected. The verifying official has a more clear understand of the difference between those eligible for NJEIE and those that are deemed paid/denied. The verifying official understands that the SFA is not a CEP district. The verifying official now understands where exactly to find all necessary forms from the department of agriculture.

JAMESBURG BD OF ED-02302370 - Corrective Action Report (Detail)

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	Flagged by Genel Cook-Wright 04/24/2025 10:37 AM 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. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. **Corrective Action Finding:** 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. Part 1 of the Verification Collection Report indicated that 4 applications were selected for verification. However, only two applications were chosen for verification. Additionally, the two applications selected for verification were originally eligible for reduced price meals, and the household did not respond. The student's eligibility should have been changed to paid. However, the incorrect Verification Results Letter (Form #244 CEP) was sent to the household stating that the student would receive free meals, the Master Eligibility List (MEL) and the POS system indicates that the student receives meals under "State Free"/ New Jersey Expanded Income Eligible (NJEIE). The state agency auditor provided the verifying official with the Verification Guidance for School Meals document and suggested the Verifying Official (VO) watch the Verification Webinar. **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. Describe in the CAP how this will be corrected.**				
Verification	Verification (On-Site Assessment Tool) (207H)	JAMESBURG BD OF ED-02302370	208	05/27/2025	CAP Accepted

JAMESBURG BD OF ED-02302370 - 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 Genel Cook-Wright 05/27/2025 11:01 AM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Scheidell 05/27/2025 09:36 AM The SFA has reviewed the verification guidance form and has watched the training video. The SFA will continue to refer to the verification guidance form and watch the training videos as provided. With these resources we will ensure that this does not happen again. In the 2025-2026 school year we will ensure that every free and reduced lunch application has proper confirmation and a confirmation review is conducted after the determination. Both the determining official and board office have been made aware of this information.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 05/27/2025 08:00 AM **Please 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.**				
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:33 PM In the future we will ensure that every free and reduced lunch application has proper confirmation and a confirmation review is conducted after the determination. Both the determining official and board office have been made aware of this information.				
	Flagged by Genel Cook-Wright 04/24/2025 10:35 AM Prior to notifying households of the Verification process, applications selected must be reviewed by the Confirming Official (CO) to validate the initial determination. The CO correctly identifies an application as "Error Prone" and signs and dates the application or the Verification Tracker. This individual must not be the individual that made the initial determination. **Corrective Action Finding:** During the onsite review, no documentation was provided indicating the Confirming Official (CO) validated the initial determination. **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.**				
Verification	Verification (On-Site Assessment Tool) (207H)	JAMESBURG BD OF ED-02302370	213	05/27/2025	CAP Accepted

JAMESBURG BD OF ED-02302370 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/27/2025 11:02 AM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Scheidell 05/27/2025 09:40 AM The verifying official has a clear understanding of where to find the proper documentation on the NJDA forms website. The verifying official understands that the SFA is not a CEP district and needs to ensure proper letters are distributed. For the 2025-2026 school year, letters will be thoroughly marked and checked prior to distribution.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 05/27/2025 08:02 AM **Please indicate the date of implementation.**				
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:33 PM The verifying official has a clear understanding of where to find the proper documentation on the NJDA forms website. The verifying official understands that the SFA is not a CEP district and needs to ensure proper letters are distributed. Moving forward letters will be thoroughly marked and checked prior to distribution.				
	Flagged by Genel Cook-Wright 04/24/2025 10:39 AM The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). **Corrective Action Findings:** Households selected for verification were sent the incorrect notice of adverse action letter. Households whose statuses should have been changed from reduced to paid due to no response were sent Form #244 CEP which indicated student's would receive FREE meals under Community Eligibility Provision (CEP). The SFA was made aware of the correct notification letter that should have been sent to households as well as Verification Forms available on the NJDA Forms website for future use. **Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.**				
Verification	Verification (On-Site Assessment Tool) (207H)	JAMESBURG BD OF ED-02302370	214	05/27/2025	CAP Accepted

JAMESBURG BD OF ED-02302370 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/27/2025 11:02 AM CAP Accepted
	Corrective Action Plan: Submitted by Amy Scheidell 05/27/2025 09:38 AM The SFA has reviewed the verification guidance form and has watched the training video. The SFA will continue to refer to the verification guidance form and watch the training videos as provided. With these resources we will ensure that this does not happen again. In the 2025-2026 school year, we will ensure that the letters are distributed in a timely manner so it allows the household to respond within 10 days. If no response in given, the verifying official will distribute proper forms (244) to the families indicating verification results. We will ensure that the data entered into the POS system is accurate and true.
	Corrective Action Plan: Rejected by Genel Cook-Wright 05/27/2025 08:01 AM **Please 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.**
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:33 PM Moving forward we will ensure that the letters are distributed in a timely manner so it allows the household to respond within 10 days. If no response in given, the verifying official will distribute proper forms (244) to the families indicating verification results. We will ensure that the data entered into the POS system is accurate and true.
	Flagged by Genel Cook-Wright 04/24/2025 10:40 AM 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. **Corrective Action Finding:** The eligibility of the verified applications is marked as New Jersey Expanded Income Eligible (NJEIE) on the Master Eligibility List (MEL) and the POS system. Additionally, households for whom benefits were terminated due to verification, were not given 10 calendar days written advance notice of the change. **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.**

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	JAMESBURG BD OF ED-02302370	215	05/27/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/27/2025 11:01 AM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Scheidell 05/27/2025 09:34 AM The SFA has reviewed the verification guidance form and has watched the training video. The SFA will continue to refer to the verification guidance form and watch the training videos as provided. With these resources we will ensure that this does not happen again. We understand and will ensure that the timelines are met for the 2025-2026 school year.				
	Corrective Action Plan: Rejected by Genel Cook-Wright 05/27/2025 07:58 AM **Please 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.**				
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:32 PM The SFA is aware of the correct timeline that the Verification Collection Report needs to be completed in. Moving forward, we will ensure we are following all timeline requirements.				
	Flagged by Genel Cook-Wright 04/24/2025 10:35 AM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. **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.**				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	JAMESBURG BD OF ED-02302370	807	05/27/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/14/2025 08:36 PM CAP Accepted				
	Corrective Action Plan: Submitted by Amy Scheidell 05/13/2025 02:33 PM Moving forward, the SFA has a yearly scheduled reminder set to ensure that the civil rights compliance form is generated and printed by October 15.				
	Flagged by Genel Cook-Wright 04/24/2025 11:14 AM SFA must have a completed Civil Rights Compliance Form (#86) available for each school by October 15th of each school year and maintained on file. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5. **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.**				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	GRACE M BRECKWEDEL-1273	1405	05/27/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/14/2025 08:35 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jason Gavin 05/06/2025 09:40 AM SFA sent email to Middlesex County Health Department on 5/1/25 to department head, Joseph Krisza that read: "Dear Joseph, I hope this message finds you well. I am writing to inform you that our School Food Authority (SFA) is required to have two health inspections per school year in accordance with USDA guidelines. We have already completed one inspection, and we would like to request that the second inspection be scheduled for September. Please let us know if this is possible and what steps we need to take to facilitate the visit. Best Regards, Gianna Murrell Food Service Director for Jamesburg School District" A follow-up email will also be sent upon the at of the new school year in Sept 2025				
	Flagged by Genel Cook-Wright 04/24/2025 10:39 AM SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. **Corrective Action Finding:** Only one inspection was completed for the 2024-2025 school year. The SFA did not request a second inspection. **Describe in the corrective action how this will be corrected. Corrective Action must be applied SFA-wide.**				

Report Selections

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

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