

FREEHOLD BORO BD OF ED-02501640 - 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 svste

| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
|--|---|---------------------------------|------------|------------|--------------|
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H) | FREEHOLD BORO BD OF ED-02501640 | 126 | 04/28/2025 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Genel Cook-Wright 04/25/2025 10:26 AM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Gold 04/23/2025 09:09 AM | | | | |
| | Moving forward as of March 28, 2025 additional training was mandated with an emphasis on Case number eligibility. Applications will be held in pending status until parent provides proof of SNAP number. | | | | |
| | In regards to application #178, I spoke to adoptive mother who informed me that the case number she listed was the DCP&P case number as the child is on Medicaid assistance but she does not have SNAP. We updated our system as of 4/22/2025 removing the case number and removing her as Foster since she was now adopted and based her eligibility on income. The student qualifies now as Reduced and not Free. | | | | |
| | Corrective Action Plan: Rejected by Genel Cook-Wright 04/22/2025 02:52 PM | | | | |
| | Please review the 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 Plan: Submitted by Jennifer Gold 04/21/2025 12:04 PM | | | | | |
| Moving forward as of March 28, 2025 additional training was mandated with an emphasis on Case number eligibility. Applications will be held in pending status until parent provides proof of SNAP number. | | | | | |
| Flagged by Genel Cook-Wright 03/27/2025 08:07 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 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. | | | | | |
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H) | FREEHOLD BORO BD OF ED-02501640 | 137 | 04/28/2025 | CAP Accepted |
| | Corrective Action Plan: Accepted by Genel Cook-Wright 04/22/2025 02:52 PM | | | | |
| | CAP Accepted | | | | |

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|----------------------------------|---|
| Corrective Action History | <p>Corrective Action Plan: Submitted by Jennifer Gold 04/21/2025 02:16 PM</p> <p>Application #113 & 137 were on the M.E.L. originally as verify. When the parents failed to provide proof of eligibility their status was changed to paid as of 12/2/2024. Genesis is still showing them on the MEL but not classified with any eligibility status. This was a Genesis system issue that is being looked at as of 4/21/2025.</p> <p>Application #67 & 151 were on the M.E.L. originally as verify. When the parents failed to provide proof of eligibility their status was changed to paid as of 12/2/2024. Genesis recognized these application changes and removed them from the MEL correctly. They were not on the M.E.L. that was printed as of 3/28/2025. Effective 4/21/2025, we will add to our procedures that the M.E.L reports provided for review are date specific.</p> |
| | <p>Application #105 Incorrectly was recorded as Homeless on MEL. Effective 3/28/2025, any student entered into Genesis on the M.E.L report as Homeless, Foster or Migrant will be verified with our Homeless/Foster & Migrant Liaisons to ensure accuracy of M.E.L reports.</p> |
| | <p>Flagged by Genel Cook-Wright 03/27/2025 08:07 PM</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).</p> <p>Corrective Action Findings:</p> <p>Application #113 was determined free by income. However, they were selected for verification and the student's eligibility changed to paid and the student's eligibility is not marked on the Master Eligibility List (MEL).</p> <p>Application #137 was determined reduced by income. However, they were selected for verification and the student's eligibility changed to paid and the student's eligibility is not marked on the Master Eligibility List (MEL).</p> <p>Application #67 & 151 were selected for verification and the student's names are not listed on the Master Eligibility List (MEL).</p> <p>App#105 Incorrectly recorded as Homeless on MEL. However, income is noted on application and student is eligible for free meals.</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. Indicate the date of implementation.</p> |

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|------------------------------------|--|---|---------------------------------|------------|--------------|
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H) | FREEHOLD BORO BD OF ED-02501640 | 138 | 04/28/2025 | CAP Accepted |
| Corrective Action History | <p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/22/2025 02:52 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Jennifer Gold 04/21/2025 02:17 PM</p> <p>Application #113 & 137 were on the M.E.L. originally as verify. When the parents failed to provide proof of eligibility their status was changed to paid as of 12/2/2024. Genesis is still showing them on the MEL but not classified with any eligibility status. This was a Genesis system issue that is being looked at as of 4/21/2025.</p> <p>Application #67 & 151 were on the M.E.L. originally as verify. When the parents failed to provide proof of eligibility their status was changed to paid as of 12/2/2024. Genesis recognized these application changes and removed them from the MEL correctly. They were not on the M.E.L. that was printed as of 3/28/2025. Effective 4/21/2025, we will add to our procedures that the M.E.L reports provided for review are date specific.</p> <p>Flagged by Genel Cook-Wright 03/27/2025 08:07 PM</p> <p>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.</p> <p>Corrective Action Findings:</p> <p>Application #113 was originally determined free by income. However, the application was selected for verification and the student's eligibility changed to paid and the student's eligibility is not marked on the Master Eligibility List (MEL).</p> <p>Application #137 was originally determined reduced by income. However, the application was selected for verification and the student's eligibility changed to paid and the student's eligibility is not marked on the Master Eligibility List (MEL).</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. Indicate the date of implementation.</p> | | | | |
| | Verification | Verification (On-Site Assessment Tool) (207H) | FREEHOLD BORO BD OF ED-02501640 | 214 | 04/28/2025 |

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|---------------------------|--|---------------------------------|------------|------------|--------------|
| Corrective Action History | <p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/22/2025 02:53 PM</p> <p>CAP Accepted</p> | | | | |
| | <p>Corrective Action Plan: Submitted by Jennifer Gold 04/21/2025 02:19 PM</p> <p>Application #113 & 137 were on the M.E.L. originally as verify. When the parents failed to provide proof of eligibility their status was changed to paid as of 12/2/2024. Genesis is still showing them on the MEL but not classified with any eligibility status. This was a Genesis system issue that is being looked at as of 4/21/2025.</p> <p>Application #67 & 151 were on the M.E.L. originally as verify. When the parents failed to provide proof of eligibility their status was changed to paid as of 12/2/2024. Genesis recognized these application changes and removed them from the MEL correctly. They were not on the M.E.L. that was printed as of 3/28/2025. Effective 4/21/2025, we will add to our procedures that the M.E.L reports provided for review are date specific.</p> <p>Flagged by Genel Cook-Wright 03/27/2025 08:07 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results.</p> <p>Corrective Action Findings:</p> <p>Applications #67,113, 137, 151 were selected for verification and their changed status was updated in the POS system but was not updated on the Master Eligibility List (MEL).</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p> | | | | |
| Verification | Verification (On-Site Assessment Tool) (207H) | FREEHOLD BORO BD OF ED-02501640 | 215 | 04/28/2025 | CAP Accepted |

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|----------------------------------|--|---------------------------------|------------|------------|--------------|
| Corrective Action History | Corrective Action Plan: Accepted by Genel Cook-Wright 04/22/2025 02:45 PM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Gold 03/28/2025 09:20 AM | | | | |
| | Moving forward as of March 28, 2025 additional training was mandated with an emphasis on deadlines. Effective 3/28/2025, all future verification completion dates are added to the Assistant Business Administrator's calendar and will complete the Verification Process, including the "Verification Results Letter" (Form 244) by the November 15th deadline going forward. | | | | |
| Corrective Action History | Flagged by Genel Cook-Wright 03/27/2025 08:07 PM | | | | |
| | The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. | | | | |
| | Corrective Action Finding: All applications selected for verification were completed after the November 15th deadline. | | | | |
| Corrective Action History | 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. | | | | |
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| Reporting and Recordkeeping | Reporting and Recordkeeping (On-Site Assessment Tool) (1500H) | FREEHOLD BORO BD OF ED-02501640 | 1500 | 04/28/2025 | CAP Accepted |

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|--|--|-------------------|------------|----------|--------|
| Corrective Action History | Corrective Action Plan: Accepted by Genel Cook-Wright 04/23/2025 02:28 PM | | | | |
| | CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jennifer Gold 04/22/2025 03:31 PM | | | | |
| | Training video and handouts were printed off as of 4/2/2025. Due dates have been posted to Google Calendar for future reporting to ensure due dates are met | | | | |
| | Corrective Action Plan: Rejected by Genel Cook-Wright 04/22/2025 02:50 PM | | | | |
| | <p>Additionally, there was a Corrective Action Finding: The Verification Collection Report Part 2 was completed after the 11/30 deadline.</p> <p>Explain in detail, the measures taken to ensure that it will not reoccur in the future.</p> | | | | |
| Corrective Action Plan: Submitted by Keith MCCAFFREY 04/01/2025 11:28 AM | | | | | |
| Separate production records will be kept for both Park Ave and the Intermediate school. Moving forward, management will produce 2 copies and will ensure that staff is trained on keeping a separate production record for each line. New procedures will be monitored and verified daily by manager/Food Service Director. Effective date of implementation is 4/01/2025. | | | | | |
| Flagged by Genel Cook-Wright 03/27/2025 08:08 PM | | | | | |
| SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) | | | | | |
| <p>Corrective Action Finding: The Verification Collection Report Part 2 was completed after the 11/30 deadline.</p> <p>Corrective Action Finding: Park Ave Elementary daily menu production records were combined with the Intermediate School. Daily Menu Production records must be maintained and recorded by serving line and school. State Agency auditor confirmed that the counts match the claimed meals for the month.</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. Indicate the date of implementation.</p> | | | | | |

Report Selections

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